Human Resources reminder for on-campus employees

International students who have jobs on campus (GA positions, TA positions, RA positions and hourly wage assignments) are reminded to be sure to copy the appropriate Human Resources Office on campus for any change of U.S. address. Be sure to look at your address on your most recent pay stub. If it is not accurate, report it to your department or office where you work so that the address can be updated by your department. If you are on any payroll, your change of address is needed so that you can receive your W-2 Wage and Tax Statement forms in late January, as well as any checks that may be coming to you if you are leaving at the end of this semester.

Also, if you have obtained a social security number since starting work, it is essential that you report your social security number to your payroll office for W-2 purposes. If you are uncertain whether or not this is a problem for you, check your most recent pay stub, and look to see if your social security number as well as your current address are included properly.