

University of Minnesota

BUSINESS PROCESS

Human Resources Implementation of
Student Exchange & Visa Information System
(SEVIS)

J1: Visiting Scholars

J2: Dependents of Visiting Scholars

Questions?, call HRMS / Payroll Call Center, 612-625-2016

Business Process:

Human Resources Implementation of SEVIS

J1: Visiting Scholars

J2: Visiting Scholar Dependents

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DEFINITIONS

Student Exchange & Visa Information System (SEVIS)

SEVIS is an electronic reporting system that provides the Department of Homeland Security (DHS), formerly *INS*, with information on **international students, scholars, and their dependents in the United States who hold F, J, and M visas**. DHS uses the SEVIS system to track entries into, activities in, and departures from the U.S. Beginning February 15, 2003, immigration documents for all newly arriving F, J, and M visa holders must be issued through SEVIS. By August 1, 2003, all current F, J, and M visa holders (who do not yet have a SEVIS document) must have their records entered into SEVIS and a SEVIS immigration document issued to them. Visiting scholars and international students who wish to enter the U.S. on a J-1 visa need a form DS-2019.

The following business process addresses only J-1 Visiting Scholars.

J-1 Visa Categories offered by U of MN International Student and Scholar Services (ISSS)

ISSS is authorized to offer three J-1 categories for visiting staff and faculty, and one category for J-1 students:

J-1 Categories for Visiting faculty and staff—All three of these categories are referred to as “Visiting Scholars” in this document: <www.iss.umn.edu/Departments/Jvisa.html>

- **Professor** – Primarily teaching, lecturing, observing and may conduct research. The minimum stay in the U.S. is three weeks, maximum is three years.
- **Research Scholar** – Primarily conducting research, observing and may also teach or lecture. The minimum stay in the U.S. is three weeks, maximum is three years.
- **Short-term Scholar** – Person with similar education to professor/research scholar coming for short-term visit primarily for lecturing, observing, training, etc. No minimum stay is required. Maximum stay in U.S. is six months.

Information for U of MN hosting departments that wish to invite J-1 Visiting Scholars in the Professor, Research Scholar and Short-term Scholar categories, see pg. 4, “J1 Visiting Scholar Application and Processing.”)

J-1 Category for Admitted Students

- **Student** – Foreign nationals in this J-1 category must be formally admitted to the U of MN and maintain a full course of study each semester. They are generally limited to 50% employment during the academic year (100% in summer), although they may be able to work more than 50% with special authorization, e.g., if required by their degree programs.

If your department has admitted an international student who needs a J-1 visa, please refer the student to the office that admitted her or him (generally the Graduate School Admissions Office or Undergraduate Admissions Office) to obtain the financial certification that is used to apply for a DS-2019. The student submits the financial certification directly to ISSS to obtain the DS-2019 form.

J1 VISITING SCHOLAR APPLICATION & PROCESSING

J1 Visiting Scholars <http://www.iss.umn.edu/Departments/JobVisa.html>

1. Once the sponsoring U of MN department/program decides to invite a foreign national to become a Visiting Scholar, and the foreign national agrees, the U of MN department must apply for a form DS-2019 from ISSS. To apply for a DS-2019, the U of MN department downloads the “UMN Department Request for a SEVIS DS-2019” from ISSS’s web site:
<www.iss.umn.edu/forms/j1forms.html>
2. The department fills in the “UMN Department Request for a SEVIS DS-2019.” As part of the application process, the sponsoring department is required to create a PeopleSoft ID for the foreign national (and accompanying J-2 dependents). The PeopleSoft ID is a required field on the “UMN Department Request for a SEVIS DS-2019” for both the J-1 and any J-2 dependents. To create the PS ID, the department inputs into the Build Community>Bio/Demo page the required personal data for the Visiting Scholar (and dependents). (See pgs. 7- 11, “Creating a PS ID for J1 Visiting Scholars and J2 Dependents”).

Regarding funding for J-1s, they can be funded by the U of MN hosting department, non-U of MN sponsors, or a combination thereof.
3. Once the application is complete, the department sends it to ISSS. If the application is correctly filled out, ISSS issues a DS-2019 for the J-1 and separate DS-2019s for each accompanying J-2 dependent. A new regulation under SEVIS requires each J-2 dependent to have his or her own DS-2019. ISSS releases the DS-2019(s) to the sponsoring department. The department sends the DS-2019(s) to the individual in his or her home country.
4. To apply for a J-1 entry visa, the foreign national presents the DS-2019 to the U.S. consulate. The DS-2019 and the J-1 entry visa are required for the individual to enter the U.S. J-2 dependents follow the same process. J-2 dependents must present their DS-2019 to the U.S. consulate to obtain a J-2 visa. They present the DS-2019 and J-2 visa at the U.S. port of entry.
5. Once at the U of MN, the J-1 Visiting Scholar arrives at the sponsoring department/program, who then refers them to ISSS. ISSS checks and copies the immigration documents, starts a file, and validates the J-1’s participation in the SEVIS system. If the J1 is employed at the U of MN, ISSS refers he/she to Central Payroll and to the Social Security office.

J2 Visiting Scholars Dependents < www.iss.umn.edu/Departments/j2visa.html >

IMPORTANT: See pg. 13, “J2 Visiting Scholar Dependents Application & Processing.” For additional information regarding J-2 dependents, departments should review the above web site.

1. A J-2 dependent can accompany the J-1 Scholar when the J-1 enters the U.S., or the J-2 dependent may join the J-1 at a later date.
 - If the dependent(s) accompany the J-1, ISSS will issue DS-2019s for each dependent at the same time as the J1’s DS-2019.
 - If the J-2 dependent(s) arrive after the J-1 is at the U of MN, the J-1 will need to fill out an application and submit it to an ISSS J-1 adviser. The application is available on the web < www.iss.umn.edu/forms/j1forms.html > (under “Forms for Continuing Scholars). The application to invite a J-2 dependent requires a PeopleSoft ID for the dependent, therefore the J-1 Visiting Scholar will need to ask the hosting department to create a PeopleSoft record/ID. Once the PS ID is created and the application is complete, the J-1 submits it to ISSS to a J-1 adviser. ISSS will then create the dependent DS-2019(s) and release it/them to the J-1.

Employment of J2 Dependents < www.iss.umn.edu/Departments/j2visa.html >

IMPORTANT: Departments should review the above web site for additional information regarding J2 Dependents.

1. J2 dependents are required to apply for employment authorization from DHS to be eligible for any type of employment in the U.S. This application process requires forms listed under “J2 Work Permission”. < www.iss.umn.edu/forms/j2forms.html >
2. J2 dependents are eligible to apply to DHS for employment authorization as long as the employment is not for the purpose of supporting the J-1.

TWO TYPES OF PS RECORDS

There are two types of PeopleSoft records that can be created for J1 Visiting Scholars; 1) Personal Data only, and 2) Personal Data plus a Job Record . The appropriate type of record to be created depends upon the individuals' relationship with the University. (*For further information, see "Decision Point: Job Record or No Job Record", pg 12*).

Individual Works for U of MN

- **Create PS ID initially through Build Community>Bio/Demo Information**
- **Create Job Record through Administer Workforce**
J1 Visiting Scholars may be paid through the University and have an employee/employer relationship with the University, if this is the case, it is appropriate to create a job record, and the normal hiring processes should be followed.
- **Receives access to University Privileges:**
X.500 - Internet/Email account, U card, Library, Building access (*See pg 15*).

Individual Does Not Work for the U of MN

- **PS ID**
J1 Visiting Scholars who are NOT paid wages through the University, do not have an employment relationship. For these individuals, the practice of creating a job record by inputting a "Without Salary" row is no longer appropriate. *A WOS row on any individual creates the appearance of an employment relationship.* In other words, do not create a job record with a WOS row for these individuals.
- **Access to University Privileges:**
None, unless purchased separately by departments. (*See page 15 for details.*)

Post Doc – Without Salary Appointment

NOTE: Prior to the development of this business process many WOS Post Doc (9560) appointments were created for the sole purpose of creating an ID number for visiting scholars. Our current business process eliminates the need to create a job record in order to create a PS ID. The practice of creating WOS appointments for Visiting Scholars who have no employee relationship with the University must cease.

A data cleanup project in Central HRMS during early summer '03 will determine what is to be done with the WOS post-doc records currently in the system.

J2 Dependents

- **PS ID**
A PS ID for J2 Visiting Scholar Dependents is created *the same way* as for the J1: by entering their demographic information into the Bio/Demo Data page in PS. (*See pgs 6-12, "Creating a PS ID for J1 Visiting Scholars"*)
Note one difference: the only Address Type for a J2 is "Foreign Address – Intl Only" which should be the J2's foreign address. Unlike the J1, the J2's should not have a "Campus Office" location.
- **Access to University Privileges:**
None

Job Aid Required Bio/Demo Fields for J1 Scholars

www.iss.umn.edu/forms/j1forms/html >

It is possible to create a PS ID, before an individual arrives in the U.S., by entering a minimum amount of personal demographic information into the Bio/Demo page of Build Community. This will fulfill the ISSS ID requirement in order to complete the “*Department Request for DS-2019*”
< www.iss.umn.edu/forms/j1forms.html

If necessary, a job record can be created later using the newly established PS ID.

Always conduct a Search/Match to ensure the individual does not have an existing ID created from prior contact with the University.

Home > Build Community > BioDemographic Data > Use > Bio Demo Data:

- **Effective Date** (Date the information is entered into PS)
- **First Name ***
- **Middle Name** (if none, leave blank)
- **Last Name ***
- **Gender**
- **Date of Birth**
 - **Birth Information link**
 - Birth Location** (City of Birth)
 - Birth Country**
 - **Citizenship link**
 - Country:** USA
 - Citizenship Status:** Alien Temporary
 1. Add a new row by clicking on the plus (+) yellow button in the top right corner.
 2. Input:
 - Country:** Country of Citizenship
 - Citizenship Status:** Leave blank, or select: “Not indicated”.

Home > Build Community > Bio/Demographic Data > Use > Bio Demo Data > Addresses:

- Initial Address setup for J1 and J2 Visa holders not yet in the USA.
 - **Address Type:** Foreign Address – Intl Only
 - Address History:**
 1. Choose the correct Country Code from the drop down menu
 2. Enter the Foreign Address (Address cannot be a PO Box)
 3. Add a new Address Type by clicking on the plus (+) yellow button and select:
 - **Address Type:** Campus Office Location 1
 - Address History:** The Country Code will default to USA (this is correct). Enter campus address where the J1 will be conducting their activity (Address cannot be a PO Box.)

NOTE: for J2 Visa holders skip Campus Office Location 1.

- Additional address required for J1 and J2 Visa holders in the USA.
 - **Address Type:** Current Mailing
 - Address History:** Enter current US address (Address cannot be a PO Box.)

* Individuals from other cultures do not always use the same name formatting (First, Middle and Last) that is common in the USA. For persons who present with no first or last name, please refer to the Business Process “Naming Formats Different Than First, Middle, Last” .

This page is designed to be removable from the business process and used as a job aid. See the following pages for screen shots and detailed instructions on how to enter the above information.

CREATING A PS ID FOR J1 VISITING SCHOLARS & DEPENDENTS

It is possible to create a PS ID, before an individual arrives in the U.S., by entering a minimum amount of personal demographic information into the Bio/Demo page of Build Community. This will fulfill the ISSS ID requirement in order to complete the “*Department Request for DS-2019*” < www.iss.umn.edu/forms/j1forms.html

If necessary, a job record can be created later using the newly established PS ID.

To aid departmental entry into the database an HRMS SEVIS Entry Form accompanies this document, and is available on the HRMS web site at: <http://www1.umn.edu/enterprise/hrms> under the section for Business Processes.

Conduct a thorough Search/Match

1. [Home](#) > [Build Community](#) > [Bio/Demographic Data](#) > [Use](#) > [Search / Match](#)

Conducting a thorough Search/Match is critical to ensure a PS ID does not already exist due to prior contact with the University.



The following steps have been determined to be the most comprehensive global search strategy:

- Social Security Number – **SSN is the sole search criteria** that will identify individuals with the same SSN. If no match is returned, then the individual is either in the database **without** a SSN, with an **incorrect** SSN, or **not in** the database.

Even if you find an exact match by using the SSN, the individual may still have an existing record without a SSN or with the wrong SSN. To be thorough, continue the search process with the name next.

- Full Last Name, Partial First Name
- Partial Last Name, Partial First Name

Review the results. If a PS ID does not exist proceed to the next step.

It is extremely important that the name entered into PeopleSoft is exactly as it appears on the passport, DS-2019, Social Security Card etc. Please stress the importance of accuracy and consistency to all potential visiting scholars and dependents.

Instructions for creating a PeopleSoft ID

[Home](#) > [Build Community](#) > [Bio/Demographic Data](#) > [Use](#) > [Bio Demo Data](#)



Choose “Add a New Value”



Click on “Add”. This will bring up a new Bio Demo Data page. (See pg. 9)
 (“New” automatically defaults in the ID field when Add a New Value is used.)

Bio/Demo Data

PEOPLE Soft

S00TST Home Help

Home > Build Community > Bio/Demographic Data > Use > Bio Demo Data [New Window](#)

Bio/Demo Data **Addresses**

ID: NEW

Personal Data [View All](#) First 1 of 1 Last

*Effective Date: [Birth Information](#) [Create Labels](#) [+](#) [-](#)

Name

Format Using: USA United States

Name:

Prefix:

First Name: Middle:

Last Name: Suffix:

*Marital Status:

National ID [View All](#) First 1 of 1 Last

Country USA *ND Type FR SSN National ID Primary

Biographic Information

*Gender: Date of Birth: [Birth Information](#)

Military Status: Campus ID: Disabled

[Citizenship](#) [Phone](#) [Email Address](#) [FERPA](#)

USA

Ethnic Group: [Ethnicity Detail](#)

Disabled Veteran VA Benefit

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#) [Include History](#) [Connect to ID](#)

Required fields for creating PS ID.

1. The Effective Date: the date the demographic information is entered into PS.
2. Fill in:
 - a. First Name *
 - b. Middle Name (if known)
 - c. Last Name*Biographic Information
 - d. Gender
 - e. Date of Birth
 - f. Click on [Birth Information](#) (Continued on pg. 10)

* Individuals from other cultures do not always use the same name formatting (First, Middle and Last) that is common in the USA. For persons who present with no first or last name, please refer to the Business Process "Naming Formats Different Than First, Middle, Last"

Birth Information (link is shown on screenshot on previous page.)

1. Birth Location: City of Birth.
2. Birth Country : Choose the “spy glass”. Choose “Lookup” to select the appropriate country abbreviation. This will automatically populate the Birth Country field.
3. Birth State: Leave Blank
4. Click “OK” at the bottom left corner. Returning to the main Bio/Demo Data page, choose Citizenship.

Citizenship (link shown screenshot on previous page.)

Country One (required)

1. Country: should default to “USA”. This is correct.
2. Citizenship Status: “Alien Temporary”
Departments should *not* fill in the passport information fields.

Country Two (required)

Enter a second County of Citizenship by clicking on the plus(+) yellow button in the Country section.

1. Country: J1’s Country of Citizenship
2. Citizenship Status: Leave blank, or select “Not Indicated”.
Departments should *not* fill in the passport information fields.
3. Click “OK” at the bottom left corner. Returning to the main Bio/Demo Data page, choose “Addresses” tab at the top of the Bio/Demo Page.

Bio/Demo Address

PEOPLE
S30TST Home Help Bio
Home > Build Community > Bio/Demographic Data > Usage > Bio Demo Data [Open Window](#)

Bio/Demo Data Addresses

ID: NEW

Address Type View All First 1 of 1 Last
Address Type: + -

Address History View All First 1 of 1 Last
Effective Date: Country: USA United States + -
Status: Active
Address 1:
Address 2:
Address 3:
Address 4:
City:
County: Postal:
State:
Address Linkage
Linkage Type:
Maintain Manually
 Address
 Other Data

Phone Email Address
Save +Add Update/Display Include History Convert History

Foreign Address

1. Address Type: "Foreign Address – Intl Only"
2. Address History field:
 - Country: Choose the "spy glass" then "Lookup" to select the appropriate country abbreviation.
 - Enter the J1's foreign address.

Campus Office Location 1

Create a new Address type by clicking on the plus (+) yellow button in the Address Type section.

1. Address Type: "Campus Office Location 1"
2. Enter the campus address where the J1 will be conducting their activity (Address cannot be a PO Box).

For J2's, conduct steps for creating a Foreign Address. (J2's do NOT have a campus office address.)

Click on SAVE at the bottom left hand corner.

Upon saving, the system generates a PS ID. Record this number for future reference. In many cases, Bio-Demo Data with its accompanying PS ID are all that is required for ISSS. Only when an employer / employee relationship exists is it appropriate to create a job record.

DECISION POINT: Job Record or No Job Record

1. **J1 Visiting Scholars who are NOT paid wages through the University, do not have an employment relationship.** For these individuals, then, the practice of creating a job record by inputting a “Without Salary” row is inappropriate. *A WOS row on any individual creates the appearance of an employment relationship.* In other words, do not create a job record with a WOS row for these individuals.
2. J1 Visiting Scholars are often paid through the University and have an employee/employer relationship with the University, as such, it is appropriate to have job records created. In these cases, normal hiring business processes should be followed.
3. In some cases, J1’s will receive funds for expenses. In order for the expenses to be paid, the department must complete a “Payment Authorization for Service” (PVC) and send it to Central Payroll for processing. (This type of payment does not constitute an employment relationship.)

NOTE: With a PS ID, (but no job record), J1 Visiting Scholars are still eligible to receive various campus services, such as e-mail, building access, etc. (*See pg 15, “Access to University Privileges”*).

J2 VISITING SCHOLAR DEPENDENTS APPLICATION & PROCESSING

International Student & Scholars Services (ISSS)

Under SEVIS, each J-2 Dependent is required to have his or her own separate DS-2019. A PeopleSoft ID must be created for each J-2 dependent:

1. If the J2 Dependent is **traveling with** the J1 Visiting Scholar, the hosting department includes the required dependent information, including the PS ID, in the “UMN Department Request for a SEVIS DS-2019.” ISSS creates the DS-2019s for the J-1 and the J-2 dependent(s) at the same time and releases them to the hosting department.
2. If the Dependent(s) are **traveling separately** from the J-1 Visiting Scholar, after the J-1 arrives at the U of MN, the J-1 will fill out an application for a dependent DS-2019. The J-1 must ask the hosting department to create a PS ID for each dependent. Then the J-1 submits the application for a DS-2019 for dependents to an ISSS J-1 adviser.

Department

1. **A PS ID for J2 Visiting Scholar Dependents is created *the same way* as for the J1:** by entering their demographic information into the Bio/Demo Data page in PS. (*See pgs 7-11, “Creating a PS ID for J1 Visiting Scholars”*)
2. **Note one difference:** the only Address Type for a J2 is “Foreign Address – Intl Only” which should be the J2’s foreign address. Unlike the J1, the J2’s should not have a “Campus Office” location. However, a J2 should have a Current Mailing address type while in the US.

CHANGING A NON-STUDENT J1 or J2's NAME IN PS

IMPORTANT: Name Consistency Is Critical!

In order to comply with US government reporting requirements, it is ESSENTIAL that the Primary Name entered in the Bio/Demo Data page of PeopleSoft be consistent with the name appearing in the foreign national's passport. Also, it is just as important, that when the foreign national applies for a social security card, he/she uses the name that appears in the passport. Differences in a foreign national's name in PeopleSoft, his/her passport and his/her social security card may result in significant consequences. These inconsistencies will cause delays in payroll and document processing which may affect a foreign national's ability to enter and/or stay in the U.S.

ISSS

The University is creating a name type called "Passport Name". This new name type (although all entry users have access to it) is for ISSS use only. There will also be a new field created on the SEVIS page which automatically populates with the primary name, but can be changed to "Passport Name" by ISSS and the second name entered. This allows ISSS to complete the DS-2019 with the name as it appears on the passport. ISSS will notify the department when they discover a name discrepancy.

HRMS

Human Resources works to ensure that the Primary Name matches the Social Security Card. The University can suffer financial penalties when these discrepancies are not corrected. For Homeland Security Purposes it is now also extremely important that the passport and primary name match. In the case where the passport name and the Social Security name do not match, it is easiest to correct the Social Security name. To correct the Social Security Name, the individual contacts the Social Security Administration and requests a name correction. When the individual receives confirmation (a new card) that their name has been corrected, they should show that proof to their department. (At the current time this process is taking less than two weeks.) The HRMS ACE in the department then inserts a new primary name row, effective dated with the current date, and enters the corrected name.

Department

1. Departments are responsible for making sure the J1 and/or J2's correct documentation is on file with the department and, in the case of paid J1s, a copy of the correct information must be sent to Central Payroll, 660 West Bank Office Building. **This will be the University's verification that the J1 and/or J2's information was reported correctly to the DHS.**
2. When a discrepancy is identified by ISSS or HRMS, the department will be notified. It is then the department's responsibility to work with the individual to resolve the discrepancy.

IMPORTANT: The standard process for verifying names and Social Security numbers is still in effect. Departments should first view the original SS card and send a copy to Payroll. ***The above process does not replace the standard process.***

3. If there are questions about this procedure, the Department should contact the HRMS Call Center, 612-625-2016, immediately.

ACCESS TO U of MN PRIVILEGES

University privileges such as e-mail/Internet accounts, Ucard privileges, building access, and library services are automatically provided, free of charge, to officially appointed faculty and staff of the University. However, in cases where a department would like J1 Visiting Scholars, who do not have appointments, to have access to these privileges, **departments may “sponsor” services for the J1 Visitors**, as long as that individual provides a service or function that directly impacts University students, faculty or staff. **The sponsored services are available at cost to the departments.**

- **Email/Internet Accounts (x.500)**

URL: < www.umn.edu/dirtools/sponsor >

Cost: \$100 - annual fee for each sponsored account or, \$4 set up fee plus \$8 monthly

- **U Card** <www.umn.edu/ucard/umtc> for index of services

URL: < www.umn.edu/dirtools/sponsor >

Cost: \$12.00 - one time fee; \$15.00 replacement fee

- **Building Access**

There are two ways of acquiring building access: the key swipe or building/department keys. Both circumstances require a PS ID. Departments should determine the appropriate level of access before making a key request.

Key Swipe – used for those buildings/departments that require a key card. The department should contact “Card Access Support” in Facilities Management < www.facm.umn.edu > to request this type of access. Normally, access codes are attached to a person’s Ucard.

Cost: None

Keys – each building has a “key controller” who will approve and issue keys. Departments should contact their building’s “key controller” to make such a request. Contact Facilities Management for names of key controllers.

Cost: cost of making the keys

- **Library Access**

URL: < www.lib.umn.edu >

Cost: With letter from department, free on-site service is available (checkout books, recalls, access to some databases.) Online access is limited.

- **Metro Pass**

URL: www.1.umn.edu/pts/busing.htm

Staff

Eligibility: working at least 20 hrs/wk, has a Ucard and is set up for the payroll deduction.

Student U-Pass

Eligibility: Registered for at least 1 credit, has paid the \$10 transportation fee, and has a Ucard. 95xx job titles are eligible only if they work more than 30hrs/week.

WEBSITES

(NOTE: Because of the new SEVIS regulations and updated forms, as of May, 2003, a number of these web sites are still under construction.)

International Student and Scholar Services (ISSS) Home Page – For general information and updates on SEVIS

URL: < www.issss.umn.edu >

ISSS Forms

URL: < www.issss.umn.edu/forms >

UMN Department Request for SEVIS DS-2019 (application)

URL: < www.issss.umn.edu/forms/j1forms.html >

Instructions for Department Request for DS-2019 for Newly Arriving Scholars

URL: < www.issss.umn.edu/Departments/InstDepDS2019.html >

Application for a SEVIS DS-2019 for Continuing Scholars

URL: < www.issss.umn.edu/forms/j1forms.html >

Bureau of Citizenship & Immigration Services

URL: < <http://www.immigration.gov/graphics/index.htm> >

HRMS SEVIS Form

URL: <http://www1.umn.edu/enterprise/hrms> under Business Processes (available week of 5/26/03)

Social Security Administration

Note: This is a very comprehensive site: phone numbers, maps of local offices, how to change address/names, plus site is available in different languages.

URL: www.ssa.gov/
