U.S. Visa Compliance for Short-Term (ST) Consultants/Temporaries

All non-U.S. citizens working for WBG in the U.S. are required to submit proof that they are eligible to work in the U.S. Required documents will vary by visa category. Once the ST logs into myHR Self-Service (http://myhrss/) the list of required eligibility documents will auto populate for the ST to upload and submit.

Failure to submit the eligibility documents will trigger system-generated emails to the ST, with copy to TTL if proof of eligibility to work in the U.S. is still pending.

INITIATE HQ SHORT-TERM (ST) CONTRACT

[TTL/HIRING UNIT]

Hiring unit/TTL enters ST contract request on the Admin Portal (http://adminportal/) following agreement with ST.

- **Work Location** determines the visa category
  - ST’s residential address must align with the work location.
  - For changes in the ST’s work location during the contract, the unit should update the information in the ST Admin portal as needed to comply with U.S. visa regulations.

  Frequent mission trips do not qualify as a non-U.S. work location. G4 STs returning from WBG missions are required to submit their new I-94 if TDY via HR (http://myhrss/) or submit their 18 billable days if full-time.

- **Visa Categories**
  1. G4 principal – WBG-sponsored G4 visa for HQ ST residing in the U.S.
  2. G4 dependents with valid work authorization
  3. F1 visa with valid work authorization
  4. Permanent Resident/Green Card
  5. Pending Permanent Resident with valid work authorization
  6. A1 dependent with valid work authorization
  7. U.S. Asylee/refugees with valid work authorization
  8. J1 – Student/Exchange (non-fee contract only)
  9. Working outside (HQ contract for STs residing outside U.S.)

- **Work Schedule**: Full-time or Temporary Duty (TDY) – determined on business need and days projected to completed work. (See compliance requirements on page 2.)
  - A full-time contract is for work requiring 65 days or more. With a full-time contract, ST must be registered with the State Department and issued with a PID number. As a reminder, the ST must have a total of 65 unbilled days available for approval.
  - A TDY contract is for work requiring less than 65 days from the ST. TDY is a unique WBG G4 Visa provision for TDY ST contract types. G4 Visa STs on TDY can legally work in WBG as long as they depart after 90-days, regardless of contract end date.

  If at any point, the ST needs to change their work schedule, they can do this in myHR Self-Service (http://myhrss/) following submission and HR approval of initial compliance documents at the beginning of the contract.

- **Effective Contract Date**
  The effective date of the contract should be the actual date when the ST is scheduled to report to the office.

  An ST whose contract is renewed at the end of the fiscal year with a deferred start date should leave the U.S. and report back on the actual contract start date.

PROOF OF ELIGIBILITY TO WORK IN U.S. [ALL NON-U.S. STs]

All non-U.S. citizens working for WBG in the U.S. are required to submit proof that they are eligible to work in the U.S. Required documents will vary by visa category. Once the ST logs into myHR Self-Service (http://myhrss/) the list of required eligibility documents will auto populate for the ST to upload and submit.

Failure to submit the eligibility documents will trigger system-generated emails to the ST, with copy to TTL if proof of eligibility to work in the U.S. is still pending.
Full-time work schedule compliance means:
1. ST must be registered with the State Department and have a PID number.
2. Bill at least 18 days or 140 hours by the end of each month Note: TTL should approve no later than the 5th of the following month (e.g., if worked July 1-31, bill must be submitted and approved by Aug. 5).
3. If billable time overlaps between months, system will prorate the billed hours/days by month.

<table>
<thead>
<tr>
<th>Submission Date</th>
<th>Days worked</th>
<th>Total days billed</th>
<th>Payment Processing</th>
</tr>
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<tr>
<td>July 15</td>
<td>July 06</td>
<td>July 13</td>
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<td>Aug 18</td>
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<td>Aug 16</td>
<td>17</td>
</tr>
<tr>
<td>Sept 05</td>
<td>Aug 20</td>
<td>Sept 04</td>
<td>5</td>
</tr>
</tbody>
</table>

Non-submission of minimum billable days/hours will trigger email notifications to the ST with copy to the TTL. Upon a 3rd notification, ST will be converted to TDY and HR will notify State Department to deactivate the PID number. The ST must leave the country immediately and submit a new I-94 upon return to the U.S.

Temporary Duty (TDY) compliance means:
1. The ST must leave the U.S. after 90 calendar days from the date indicated on their latest I-94 (i.e., the 90-day count takes effect from the date of last entry in the U.S.) and submit a new I-94 on myHR Self-Service (http://myhrss/) upon return to the U.S. A reminder will be sent to the ST 30-days prior to the mandatory departure date.
2. Once ST contract or the 90-day period is completed, there is no grace period to stay in the U.S.

To switch to a full-time work schedule, the ST must have at least 65 unbilled days available. As a reminder, full-time STs will then have a PID number assigned by State Department. TDY STs are not eligible for PIDs.

More on full-time or TDY work schedules at ST Info (http://stinfo/).