

UMBC Electronic Citizenship Payroll Preparer Instructions

Section 1

a. Initiator	Payroll Preparer (First & Last)
b. Email- Payroll	Preparer Email
c. Employee	Employee (First & Last)
d. Email	Employee
e. Document Type	Visa type (if not listed select other)
f. Transaction Type	Renewal/New-hire/Change in Status
g. Department ID	Required
h. Department Name	Required
i. Empl ID	Not required

Next

Continue

Finish

The form will then route to the employee to complete. Please notify all employees to be check their email for the DocuSign form. They may also need to check the spam.

Section 2

After the form has been completed back to the employee it will be sent back to the payroll preparer for accuracy and to upload any additional documents that may have been missed.

Review the tip sheet for required forms. This form will not be complete or statuses will not be updated until all required forms have been received.

Sign

Finish