

“New Hire” Procedures for Units w/Foreign Nationals using the Glacier System

1. Please send an email with the new hire’s UID, Name, and Email Address to Cara Diggs at cdiggs78@umd.edu. If the individual does not have a UID, as is the case with honorariums, name and email address are sufficient.
2. Within 24-48 hours, a new hire record will be created in the Glacier system. If a quicker turnaround is needed, please contact Cara Diggs at cdiggs78@umd.edu or 301-405-7477 to discuss.
3. Once the new hire record has been created, Glacier will send the new hire an email with instructions for logging into Glacier, creating their system profile, and completing their payroll tax forms.
4. Once the new hire completes their system profile they should print and forward completed paper tax forms to their unit payroll representative.
5. Upon receipt of paperwork, you should review the paperwork to ensure all forms are signed and that all forms indicated on the individual’s tax summary report are present. You should also make copies of all relevant back-up immigration forms and attach those copies to the Glacier packet. Once the completed packet has been assembled, please forward to Payroll Services, Attn. NRA Services.