

Host Company Pre-Arrival Preparation for J1's

Pre-Arrival

Be sure to check the Compass database <https://icd.intraxinc.com/hcr/ext/login.action> frequently prior to the arrival season to track our recruiting progress. You can create an excel report listing information on your arriving participants, including their travel information as it is submitted.

You are welcome to create a welcome letter including important pre-arrival information to send to your new hires. If you are able, provide an alternative phone number to Intrax and/or students where you can be reached outside of business hours to ensure smooth arrivals. Please encourage participants to send you their travel information direct.

If you receive emails with questions from hired participants, please feel free to send the questions to Intrax or copy your Intrax Representative on your response to the student. Intrax appreciates the information and it is helpful for updating next year's Job Description Document (JDD).

Receiving too much e-mail from independent participants looking for work? Ask Intrax for a "J-1 Interest" auto response so that e-mails are redirected to the Intrax website.

One Week Before Arrival

Remind your staff that participants are coming. Participants will be ready to start work as soon as they arrive. They want to feel welcome and do not want to be a burden.

If you provide housing for participants, please make sure the housing and transportation is available and ready for their arrival.

The First Day Paperwork

Remind your payroll department that the International participants DO NOT pay Social Security, Medicare, or Federal Unemployment taxes. Participants DO pay any City, State, and Federal taxes.

When filling out the W-4, refer participants to the Intrax Participant Handbook if they have questions: www.experienceintrax.com/assets/IWT_Pax_Handbook_08.pdf. Withholding an additional amount is suggested so that participants will not owe taxes at the end of the year. For more information, please reference www.irs.gov/pub/irs-pdf/p15.pdf. Request the permanent address for each of your participants now so that you will have it on file at the end of the year for W-2's.

Make a copy of your international participant's medical insurance card and claim form to have on hand in the case of an emergency. These docs are also online on USI's Intrax specific website: <http://www.travelinsure.com/partners/intrax/>

Company Orientation

This may be the first job for many international participants. Please take extra time with participants to explain pay dates, clocking in, who to call if they are sick, etc.

This is also a good time to make sure participants feel welcome in their new location. Tell them where the nearest medical clinics, grocery, phone cards, and Internet access can be found. Field participant questions if you have the time.

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Check-In's

Participants are required to check-in with Intrax immediately upon arrival to the U.S. They can do so online www.experienceintrax.com/participants/check-in or by phone. Please remind students to check-in as soon as they arrive.

Social Security

Students can begin working for their employer immediately after arriving in the U.S. and applying for Social Security, even before they receive the SS number and/or card. The DS-2019 form gives students the authorization to work in the U.S. under the J-1 visa regulations. The SS number is for tax purposes for the employer. It is recommended participants wait 10 days after completing their check-in with Intrax before applying for SS to ensure expedient processing.

The First Paycheck

Take just a minute with participants to make sure they understand the first paycheck and taxes. A few minutes on the front end can prevent a lot of questions down the road.

Participant Issues

Should a participant have any serious issues or injuries, please let Intrax know. As the official sponsor it is important for Intrax to monitor each of the participants.

Final Paycheck

This is a great time to make sure you get all keys, uniforms, etc. back from the participant. Also, make sure you have the correct home address to send the W-2.

J-1 Visa Extensions

Intrax cannot process extensions on the J-1 visa. The program is meant for participants who wish to work and travel in the U.S. and then return home to continue their university studies.

Rehire Status

Many participants will want to return the following year. Most countries allow students to participate a second time. Refer the participant to their partner agency in their home country.

Career Training & Internship

Now that you have had an international employee, would you like the opportunity to offer a participant the opportunity to receive in depth training in their field? The Intrax Career Training & Internship programs allow a participant to train in the United States for up to 18 months. Contact your Intrax Representative for more information.

Host Company Handbook

<http://www.experienceintrax.com/hostcompanies/current-host-companies>

Additional Questions?

Visit our website at www.experienceintrax.com or call toll free 888.224.0450.

Creating Reports in the Compass Database: A step-by-step guide

RECRUITMENT REPORT

It's easy to keep an eye on Intrax's recruiting progress with Compass! Following are instructions to create a report listing participants recruited for a given season.

1. Login to Compass <https://icd.intraxinc.com/hcr/ext/login.action>
2. Select Reports
3. Select the parameters for the report
 1. Season: i.e. Winter 2009
 2. Job: Blank
 3. Layout: Roster
 4. Format: Excel
4. Create Report

TRAVEL REPORT

Following are the instructions to create a travel report from the Compass database. This report will show details on the arrival dates and travel plans for your participants. This info will be viewable once participants have secured their visas and flights, which varies depending on their visa interview date.

5. Login to Compass <https://icd.intraxinc.com/hcr/ext/login.action>
6. Select Reports
7. Select the parameters for the report
 1. Season: i.e. Winter 2009
 2. Job: Blank
 3. Layout: Travel Report
 4. Format: Excel
8. Create Report

Intrax encourages you to check the Compass database often for updates. If you have any trouble using Compass, please contact your Placement Director. You can find all of your Placement Director's contact info by selecting "Contact Intrax" in the upper right hand corner.