

OPTIONS FOR ENGAGING PERSONNEL FOR ACTIVITIES IN FOREIGN COUNTRIES

Employment or disbursement of payroll by the university is not permitted for individuals residing outside the United States. This includes U.S. citizens and foreign nationals. The following options are alternatives to employment of foreign-based individuals as university personnel for UNC activities, research, and teaching outside the U.S. For additional information, contact the Office of the Vice Provost for Global Affairs at GlobalAffairs@unc.edu.

Engagement Option	Advantages	Limitations	For More Information
<p>Employ U.S.-based personnel who can accomplish objectives via periodic travel to the foreign location.</p> <p>Staff are generally considered U.S.-based if they spend more than half of their time in the United States.</p>	<p>This option uses established hiring, employment, and payroll practices and policies governed and operated by UNC-CH and the State of North Carolina. It avoids many of the operational complications and risks associated with foreign employment.</p>	<p>This option is viable only when an employee’s permanent presence abroad is not required.</p> <p>Payroll disbursement must be to a U.S. bank account.</p>	<p>Departmental HR representatives, in conjunction with the UNC-CH Office of Human Resources (OHR), can provide guidance on hiring U.S.-based personnel.</p> <p>Temporary and permanent SHRA and EHRA NF employees can submit a teleworking request to OHR via ConnectCarolina. Please see the OHR Flexible Work Arrangements webpage.</p>
<p>Partner with an established institution or organization in the host country (e.g. local university, registered non-governmental organization) that can manage hiring, employment, and payroll operations as part of the activity’s scope of work.</p>	<p>This option ensures compliance with foreign laws and mitigates the operational risks of direct UNC-CH employment activities overseas (e.g. tax obligations, permanent establishment).</p>	<p>This option requires a collaborative partnership with a foreign organization identified as a subawardee of sponsored research funds or other grants, or that is willing to manage personnel operations at their own expense as part of the activity.</p>	<p>Contact the Office of the Vice Provost for Global Affairs or Office of Sponsored Research leadership.</p> <p>See also: policy on Outgoing Subrecipient Agreements and Guide to Subrecipients vs Vendors.</p>
<p>Contract with a global professional employer organization (PEO) to manage hiring, employment, and payroll operations in the foreign country.</p>	<p>This option ensures compliance with foreign laws and mitigates the operational risks of direct UNC-CH employment activities overseas (e.g. tax obligations, permanent establishment).</p>	<p>There are additional costs for engaging the services of a PEO, which must be funded by the relevant department.</p>	<p>UNC’s preferred PEO provider is Global Upside. Units can directly engage UNC’s single point of contact at Global Upside, Shane Jacobs (480-740-2204) for information or to initiate arrangements in accordance with UNC Purchasing Services requirements.</p> <p>Units may compare and engage the services of alternate PEO providers at their discretion in accordance with Purchasing Services and other applicable policies.</p>
<p>Engage personnel as an independent contractor (IC).</p>	<p>Allows departments to create a relationship with and enable payment to individuals who are not employed by the University.</p>	<p>Engagement with ICs must be for less than one year and for a pre-determined purpose and payment amount. ICs must meet eligibility requirements, be entered into the UNC vendor system, and are subject to UNC IC policies and procedures.</p>	<p>Foreign IC requests and questions should be sent to IC_Review@unc.edu, and must comply with the appropriate policies, procedures, and regulations on the IC Management website.</p>