

University of Arizona International Employment Strategies Quick Reference Guide

Employment Strategy	General Overview	Typical Time Length	Considerations	Limiting Factors	To initiate
Direct University Employee	Employee is directly employed by the University of Arizona.	Less than six months	<ul style="list-style-type: none"> Employee will be treated as a US employee Arrangements over 8 weeks must go through the International Employment Request Process International Employment arrangements may overlap with University international travel policies 	<ul style="list-style-type: none"> Must have SSN, Bank Account, I-9 verification Arrangements over 6 months may need legal review and custom in-country support paid for by the department Employees on US visas may have additional limitations 	Review the Request Process steps on the International Employment webpage
Professional Employment Organization (PEO)	Employee is directly employed by the Professional Employer Organization and registers with the University of Arizona as a DCC.	Greater than three months	<ul style="list-style-type: none"> Employee will be treated as an employee of the work-country and receive country-specific benefits and allowances Employee will be registered as a University Designated Campus Colleague (DCC) Use of the PEO will have added costs and timelines 	<ul style="list-style-type: none"> Certain arrangements may not be feasible under vendor terms or country-specific employment laws Grants may have restrictions on using PEO vendors 	Contact HR-OutsideAZwork@email.arizona.edu
Independent Contractor (ICON)	A non-employee relationship with an individual who is contracted to perform specific work.	Up to one year	<ul style="list-style-type: none"> Arrangements subject to the Independent Contractor Services Policy The ICON will be responsible for ensuring compliance with country-specific operating laws The ICON would not be a university employee 	<ul style="list-style-type: none"> Cannot perform the same work as that of a University of Arizona employee Cannot be a University of Arizona employee and Independent Contractor in the same calendar year 	Contact Tax Services at taxservices@fso.arizona.edu if assistance is needed with making an independent contractor determination
Dual / Joint Employment	Employee is employed by the University of Arizona and a second employer who is legally allowed to operate in the work country.	Determined by contract	<ul style="list-style-type: none"> Arrangements subject to secondment or reimbursement agreements Second employer must be willing and able to act as primary in-country employer 	<ul style="list-style-type: none"> Only available for arrangements with existing partnership agreements, such as microcampus or research agreements 	Contact HR-OutsideAZwork@email.arizona.edu