

Work Authorization Considerations for Employee Compensation for Foreign Nationals – Non-Students or Non-Harvard-Enrolled Students

For jobs that may have remote work component, the hiring department must confirm a foreign national’s visa eligibility to work off campus or outside of Massachusetts. Hiring departments and offices should identify and give notice of applicable work location limitations when they post and request positions that they anticipate will or could be filled by a remote worker and confirm visa eligibility prior to offering the position. See the [Policy on Employment Outside of Massachusetts \(Domestic and International\)](#) website for complete details.

Visa Types Harvard Sponsored (HS) Other Institution Sponsored (OS)	Harvard Employee in Harvard Registered States	Employee of Third-Party Payroll Provider (e.g., AllSource paid through Fieldglass/ DZConneX)	Additional Notes
E-3 (HS) H-1B (HS) O-1 (HS) TN (HS)	May work remotely in Registered States provided that their remote status is documented and reflected in their visa petitions/ TN letters.	May not work remotely from non-Registered States, because the payroll provider may not serve as their employer of record.	Hiring officers should disclose remote work conditions to the Harvard International Office.
J-1 Scholar Exchange Visitor (HS) OR J-1 graduated students using their “academic training” (HS OR OS))	May work remotely in Registered States and Massachusetts provided they are working primarily on campus and may work remotely no more than one to two days per week.	May work remotely from non-Registered States, but the third-party payroll provider must be the employer of record AND the employee must work primarily on site and may work remotely no more than one to two days per week. We expect these to be rare.	Hiring officers should disclose remote work conditions to the Harvard International Office J-1 graduated students on Academic Training should disclose remote work conditions to the Responsible Officer or Alternate Responsible Officer at their schools. (If they are Harvard graduates, the RO/ARO is in the Harvard International Office.)
Graduated F-1 Students on OPT Work Allowances (HS or OS)	Graduated F-1 students using the OPT first-year work allowance may be hired directly by Harvard to work remotely in Registered States and Massachusetts.	First-year OPT employees may work from non-Registered States, provided that a third-party payroll provider is the employer of record. The offer letter must identify the third-party payroll provider with its business address as the employer of record, in order for the I-20 to be updated appropriately. DZConneX will make sure paperwork is updated as necessary and appointment is only for the first year of OPT.	Employees should disclose their remote work conditions to the Designated School Officials at their schools. (If they are Harvard graduates, the DSO is in the Harvard International Office.) To identify F-1 Students on OPT work allowance first year — the card will have a one-year work period/expiration date. If the card has a two-year work period/expiration date, the employee is STEM OPT and cannot be hired through a third-party payroll provider.
Graduated F-1 on STEM OPT Work Allowance (HS or OS) Individuals with STEM OPT must be e-verified by their employer	Graduated F-1 students using the STEM OPT work allowance may work remotely from Registered States and Massachusetts as long as the F-1 sponsoring University completes the required Form I-983 “Training Plan for STEM OPT Students” and explains in that document how the training and supervision requirements of the STEM OPT regulations will be met under the remote conditions. STEM OPT workers may not work remotely from non-Registered States, because the payroll provider may not serve as their employer of record. Contact HIO for guidance.	May not work remotely from non-Registered States, because the payroll provider may not serve as their employer of record. Once one year OPT has expired the 180 day auto extension pertains to STEM OPT status so individual cannot remain on DZX payrolls during that time period.	To identify F-1 Students on OPT work allowance first year — the card will have a one-year work period/expiration date. If the card has a two-year work period/expiration date, the employee is STEM OPT and cannot be hired through a third-party payroll provider.

Work Authorization Considerations for Employee Compensation for Foreign Nationals – Harvard Student

For jobs that may have remote work component, the hiring department must confirm a foreign national’s visa eligibility to work off campus or outside of Massachusetts. Hiring departments and offices should identify and give notice of applicable work location limitations when they post and request positions that they anticipate will or could be filled by a remote worker and confirm visa eligibility prior to offering the position. See the [Payroll Policy](#) website for complete details.

Harvard Sponsored Student Visa Types	Harvard Employee in Harvard Registered States	Employee of Third-Party Payroll Provider (e.g., AllSource paid through Fieldglass/DZConneX)	Additional Notes
F-1	<p>If working in Registered States or in Massachusetts, enrolled students on Harvard-sponsored F-1 visas may work remotely for the University using the F-1 on-campus work allowance, provided that they do not work for more than 20 hours per week while school is in session.</p> <p>Students may work on an off-campus location in a Harvard registered state only if approved by HIO.</p>	<p>Generally, may not work remotely from non-Registered States.</p> <p>Harvard students seeking to use their F-1 Curricular Practical Training (CPT) work allowance in non-registered states must contact HIO to determine eligibility and additional requirements. If eligible, in order to update the I-20, HIO must be presented with an offer letter identifying the third-party payroll provider with its business address as the employer of record. Additional requirements may also apply (e.g., evidence that the work is a requirement for the degree program or the employee will receive academic credit for the work).</p>	
J-1	<p>May work remotely in Registered States and Massachusetts provided they are working primarily on campus and remote work is limited to one or two days per week. Employment is limited to 20 hours per week while school is in session.</p>	<p>May not work remotely from non-Registered States.</p>	<p>Students should disclose remote work conditions to the Harvard International Office.</p>