

Cornell University Quick Guide to Extended Travel, Hiring, and Staffing Abroad

All solutions require significant lead time (**6–8 weeks**) to implement. It is important that the solution be in place prior to work commencing. Contact globalhr@cornell.edu for assistance as soon as the need for staffing is identified. There are project- and country-specific considerations for each solution.

Extended Travel, Staffing & Hiring Option	Recommended solution?	Key Considerations?	Who can help?
<p>Cornell (U.S.-based) employee traveling abroad on business</p> <p>Frequent, short-term business travel to the foreign location may avoid many foreign employment complications when:</p> <ul style="list-style-type: none"> • long-term, full-time work abroad is not needed, • business activities can be lawfully performed as a business visitor, and • staff spend more than half of their time in the U.S. 	<p>YES</p>	<ul style="list-style-type: none"> • Some countries necessitate a local employer even for stays of less than six months. • In addition to travel expenses, budget for immigration/visa fees. • Business visa processing support is available through Travel Documents System. • If business activities will require work authorization in host country, secondment to an in-country partner or sponsor may be necessary. 	<p>Your unit HR and finance representatives with as-needed collaboration with Global HR can advise on this option.</p>
<p>Hire through an in-country partner (e.g., foreign university, registered NGO)</p> <p>Partnering through a formal agreement with an established organization to perform the work and or employ staff in the host country, if available, is usually the most cost-effective, expedient, and risk-mitigating solution.</p> <p>Host country partner is set up to comply with local laws and accepts administrative burden.</p>	<p>YES</p>	<ul style="list-style-type: none"> • It may be difficult to arrange this solution unless there is a pre-existing relationship with the established organization. • Ideal for local hires since visa sponsorship for expatriates may not be available. • Potential for conflicts of interest. • Supervision is often shared with host organization. 	<p>Other Cornell programs operating in the host country may know of potential partners.</p> <p>Global Operations and the Office of Sponsored Programs (OSP) may be able to help identify existing subcontractors in the host country.</p>

<p>Engage an international independent contractor (IC)</p> <p>When the work assignment is short-term (especially less than 90 days) and independent in nature, this can be a straightforward solution.</p>	<p>MAYBE</p>	<ul style="list-style-type: none"> • Not a good solution for open-ended assignments or if the individual is effectively functioning as Cornell staff. • IC criteria vary by country. Some countries do not differentiate between an IC and employee. • Misclassification can be costly and will be charged to department administering the project. 	<p>Your unit's international IC representative can submit the required information through Cornell's online contract management system for IC evaluation.</p> <p>Global HR will research host country regulations or provisions related to ICs.</p>
<p>Professional Employer Organization (PEO)</p> <p>When we engage a PEO to employ staff on Cornell's behalf, the PEO is responsible for compliance with local laws. (PEOs are sometimes referred to as "employer of record")</p>	<p>MAYBE</p>	<ul style="list-style-type: none"> • Suitable for non-permanent employment arrangements (generally less than three years) in many countries. • There are added expenses and fees related to this solution. • Solution is widely available. Global Operations have established relationships with global PEO firms. 	<p>Global HR can advise on allowability based on host country regulations and obtain a quote on your behalf.</p>
<p>Cornell's foreign legal entities</p> <p>In countries where there is an existing Cornell-affiliated office/entity, that office may be able to employ staff for your project.</p>	<p>MAYBE</p>	<ul style="list-style-type: none"> • This may be a solution if the job duties align with those of the office. • There are added expenses and fees related to this solution. • Option to rent office space may be available. 	<p>Global HR can advise on allowability based on host country regulations and obtain a quote on your behalf.</p>
<p>Local hire or expatriate to work abroad but keep on Cornell payroll.</p> <p>Cornell is a U.S.-based employer and does not have the ability to employ staff in most countries abroad.</p>	<p>NO</p>	<ul style="list-style-type: none"> • Cornell payroll cannot process multi-currency payrolls and is not set up to comply with local employment and tax laws in countries where it does not have an established presence. 	<p>Global HR can coordinate with you and your unit's HR to find a more suitable solution.</p>