Procedures for receiving a foreign resident employee

Guidelines for the Receiving Unit

Division of Human Resources
Personnel Department
Dear Friends, Please be assisted by the administrative assistant / personnel representative in the Unit in completion and submission of the set of forms in this package.
1. **Employment License B1 that appears in the passport**
   a. Employment of a foreign resident without a valid work permit is forbidden – in any event one must not begin to employ a person without a letter of appointment from the Personnel Department.
   b. The period of the appointment shall be within the framework of the period of validity of the work permit and it is forbidden to deviate from this.
   c. There are various types of permits: details of the permits and conditions in article 6b.

2. **Medical Insurance**
   a. Every foreign resident that has a work permit – the University must insure him with medical insurance and therefore **one may not begin employment without Medical Insurance**.
   b. If there is medical insurance through one of the Kupot Holim, one should request that the candidate provide official documentation from the Kupat Holim and give this for consultation with Sima Avital, the Director of the Insurance Unit: telephone: 02-588-1409 or email: simaa@savion.huji.ac.il
   c. If there is a health insurance policy from the country of origin, one should send the policy to Sima Avital for consultation.
d. If there is no possibility of the options stated in sections b or c above, the candidate must complete a form for joining the Safe-Stay Medical Insurance. The form for this must be attached to the set of forms given to the personnel and salary representative and these will be given to Sima Avital for further handling in issuing a policy.

Payment of the premium handled by Sima Avital:
- For an academic employee: the premium will be fully collected from the salary.
- For an administrative employee: The University will pay two-thirds of the insurance premium and will collect one third of the premium from the employee’s salary (deduction not to exceed NIS 125.09 per month).

3. **Arranging for Pension Savings**

Attached is a link to a set of forms from Dudu Yehuda, the Pension Coordinator in the Division:

- [duduy@savion.huji.ac.il](mailto:duduy@savion.huji.ac.il)  Telephone: 02-588-2710

- Form W-9 for calculation of tax for a citizen of the USA
- Declaration form for the owner of an insurance policy
- Pension – declaration form of a FACTA person
General Explanation:
- It is not possible to deposit funds to a pension fund for a foreign resident employee, and so a private savings policy is opened for them and the monthly payments are made to that.
- The period chosen is the “anchor” period which is administered in Clal Insurance.
- There is no need to complete form 230 “arranging pension savings” because there is no possibility to choose.
- These savings do not have insurance coverage, it is only an element of savings, and when the employee leaves the country, he can withdraw the money in a one-time withdrawal.
If the candidate is an American citizen or resident for the purpose of tax calculation, he will be required to also complete form W-9.
4. Collective Life Insurance
It is possible for the foreign resident employee with an appointment that entitles him to the University’s collective life insurance to join (link for the translation of the form in English).
The employee must take into account that there is no element of savings in the policy and the moment the employment ends, the policy terminates.
5. “Resident Identity” for those from a country which has an agreement

According to the requirements of the Bituach Leumi (Social Security Administration) a foreign resident other than from the country which has an agreement must receive a resident identity. For this purpose one should complete the form 1050 and give it to us. Attached is a link to the “country which has an agreement” in the website of the Bituach Leumi.

6. General Comments
   a. For the foreign resident
      - Fees for Bituach Leumi – are deducted
      - Health Insurance – not deducted
      - Income tax – receives entitlement of 1 credit point only or 1.5 credit points for a woman.
   b. Expanding on article 1 above:
      As stated. The guidelines are for someone who has a B1 work permit and that is the permit that we usually receive. However, since there are additional types of permits, one must pay attention to the type of permit presented by the candidate for employment.
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- Student permit, A/2 – does not allow employment
- Student permit A/2 + work permit: allows a master’s degree student or higher to teach or to provide exercises (limited only to their field of study) and to receive a salary.
- Work Permit B/1 – given to everyone who receives a salary slip from personnel (including the doctoral students who are recipients in the Mary Kiri Program and who receive a salary rather than a scholarship).
- An A/5 permit: a temporary resident, a permit given to someone who is in Israel more than five years with a B/1 permit, and is about to receive tenure in the University or someone who was accepted directly to a tenure track and then was granted this permit in the second year of his stay here. This permit must be renewed annually. Please note, a document given to a temporary resident, the document is valid and very similar to the identification document for a citizen resident of Israel, and it may be mistakenly thought that he received citizenship.
- Please ensure that such a permit is valid.
  A candidate with a A/5b permit must transfer to us a permit from Bituach Leumi about the manner of his payments, which determines the rate of deduction, that is whether to deduct Bituach Leumi as to an Israeli resident (including health insurance) or to carry out deduction as a foreign resident.

Please comply with all of the rules in order to fulfill the regulations set by Law.
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Guidelines for the Receiving Unit
Form to assist in Submitting the set of forms

To be completed by the administrative assistant / personnel representative in the Unit

Name of Unit: _________________________
Family name (English) _____________  First name (English)____________________
Family name (Hebrew) _____________  First name (Hebrew) ___________________
- Attach photo of passport, note country of origin_____________
- Is this a country with an arrangement  Yes / No
- If the work comes from a country with an arrangement one must complete form 1050.
- Work permit: the period of the appointment must be subject to the period of the work permit
- Type of permit _______________________  Valid until _______________
- A form of personal details.
- Documentation of degree: first, second, third degree (mark which is attached)
- Medical Insurance: to act according to the regulation for medical insurance for a foreign resident.
  a. Is the insurance through Kupat Holim? Attach documentation.
  b. Is there an insurance policy of tourists? Please attach
  c. If neither a nor b – attach form for joining Safe-Stay
- Pension Fund: to act according to the regulation for joining a pension fund.
- A signed declaration form.
- Photo of passport
- An additional legible document with photo, name and date valid (such as drivers license)
- Complete and signed FACTA form- a new requirement.
- A current work visa
- If the employee is an American citizen and/or American resident for tax purposes one must complete and sign also the W-9 form.
- Advanced Training Fund (one must join digitally) or a form waiving joining an advanced training fund.
- Collective life insurance
- Travel – to ensure completion of destination address and number of days
- Maintain confidentiality
- Declaration of sick days / meluim (active reserve duty).