

Department	
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Processing Non- Resident Alien

Concept

All non-resident alien employees must have specific data set up in the Identification Data pages and the Tax data pages to process taxation for them correctly. When the employee is hired and visa data is completed, a Substantial Presence Test is performed and the NRA data is completed in Federal Tax Data. Non- Resident Aliens must be periodically checked to see if they are nearing their Visa Expiration.

Resident Aliens need not be tracked for employment expiration or tax purposes.

The link below will take you the following important documents:

- The Foreign National form that all NRAs are required to fill out
- Form 8233, which NRAs from tax treated countries should complete each year tax treaty benefits are being claimed.
- A list of all tax treated countries covered by the University of Maine System
- IRS documents pertaining to NRAs

Please refer to: <http://www.maine.edu/system/hr/payroll.php#foreign>

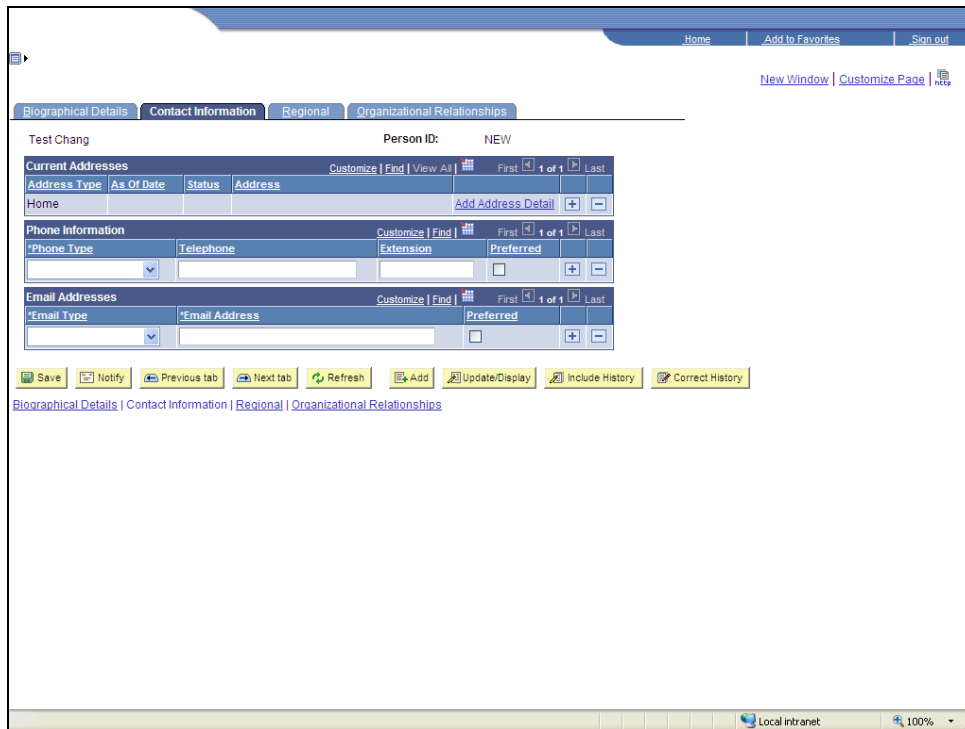
Additional Information

Navigation

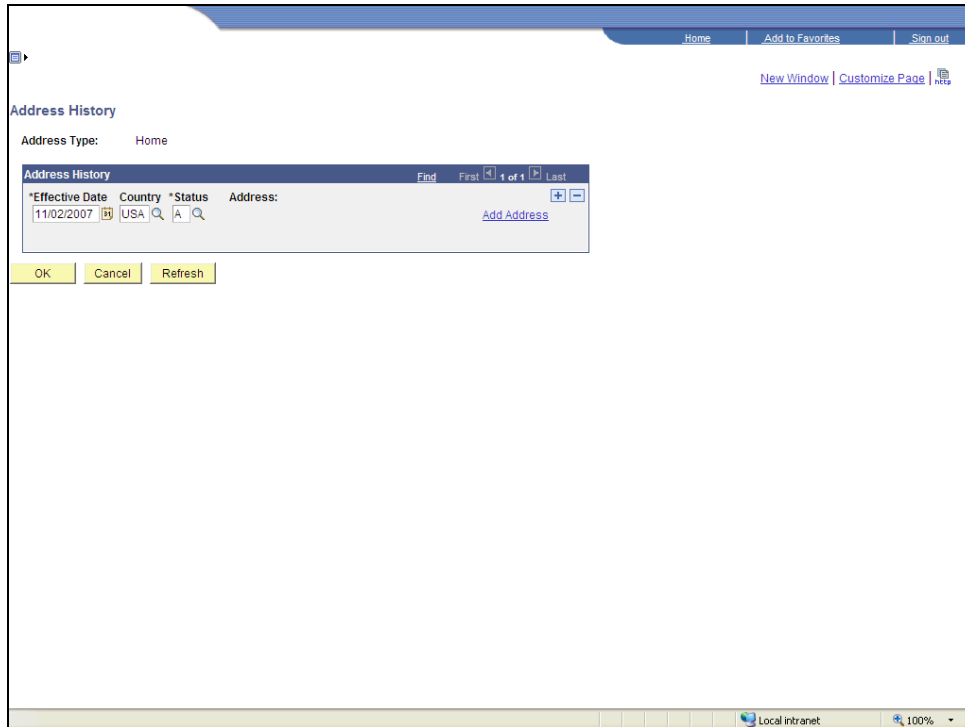
Workforce Administration > Personal Information > Modify a Person

Procedure

Step	Action
1.	Click the Contact Information tab to open that page. Contact Information



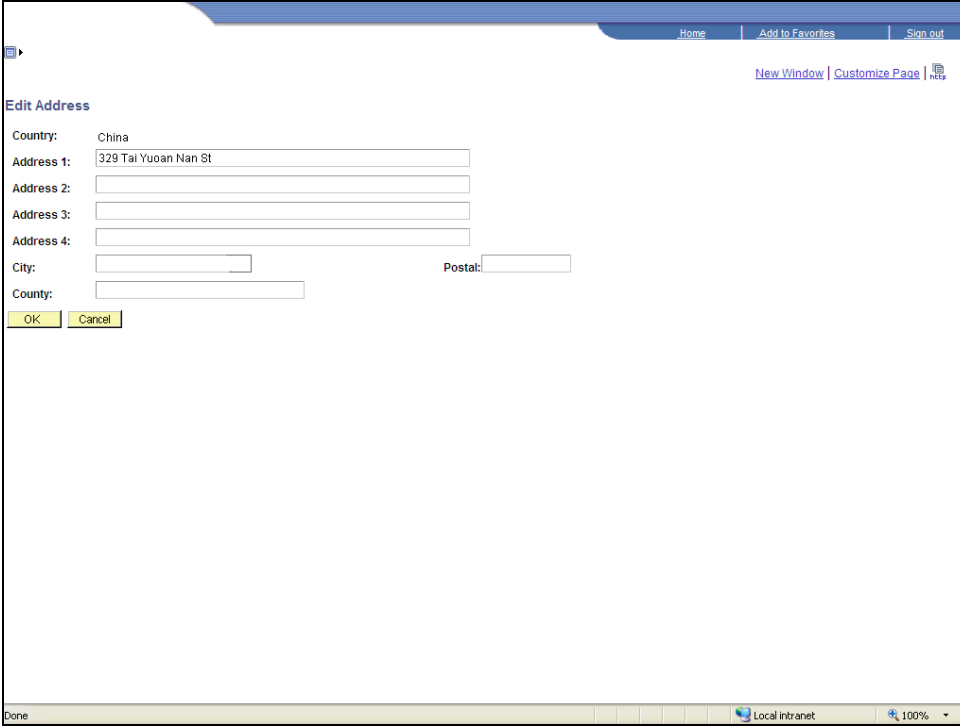
Step	Action
2.	Note: For NRAs, the Home Address needs to be their foreign address and Mailing Address is their local address. On the Contact Information page, click on the Add Address Detail link in the Current Addresses section. Add Address Detail

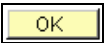


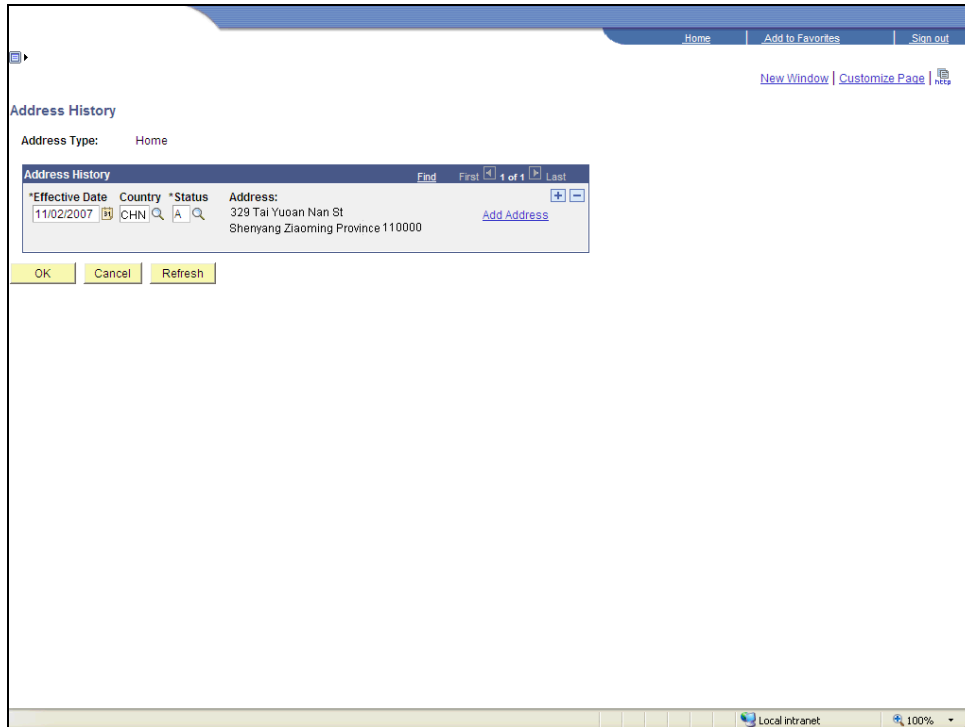
Step	Action
3.	<p>The first step in adding a foreign address is to enter the correct country.</p> <p><u>NOTE:</u> The Home address needs to be their foreign address.</p>
4.	<p>Click on the Add Address link.</p> <p>Add Address</p>

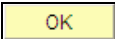
Business Process Document

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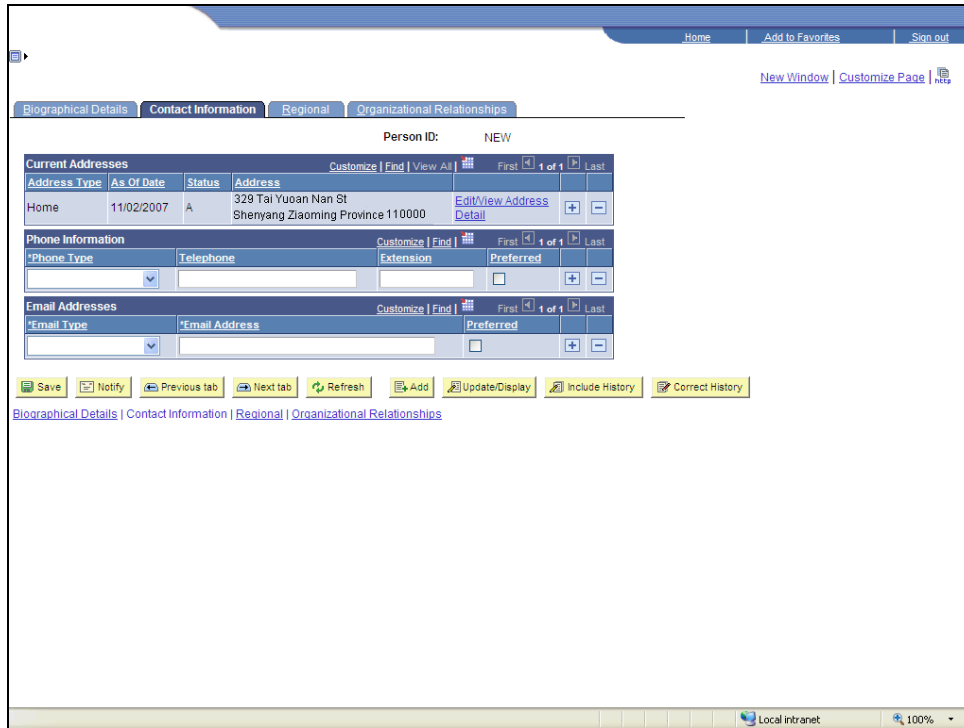
Step	Action
5.	On the Edit Address page, enter the Home address.
6.	Click the OK button to return to the Address History page. 





Step	Action
7.	The new address appears. Click the OK button to return to the Contact Information page. 

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Step	Action
8.	<p>Now we'll add a mailing address.</p> <p>Note: The Mailing address is always the local address.</p> <p>Click the Add a new row button (+).</p> 
9.	In the new row, click on the drop-down arrow in the Address Type field.
10.	Click on Mailing to select it.



Home | Add to Favorites | Sign out

[New Window](#) | [Customize Page](#) | 

Biographical Details | **Contact Information** | Regional | Organizational Relationships

Person ID: NEW

Current Addresses			
Address Type	As Of Date	Status	Address
Home	11/02/2007	A	329 Tai Yuan Nan St Shenyang Ziaoming Province 110000

Phone Information

*Phone Type	Telephone	Extension	Preferred
			<input type="checkbox"/>

Email Addresses

*Email Type	*Email Address	Preferred
		<input type="checkbox"/>

Save | Notify | Previous tab | Next tab | Refresh | Add | Update/Display | Include History | Correct History

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

Step	Action
11.	Click on the Add Address Detail link to open the Address History page. Add Address Detail

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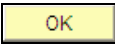

Address History




Address Type: Mailing

Effective Date	Country	Status	Address:
11/02/2007	USA	A	

Buttons: OK, Cancel, Refresh

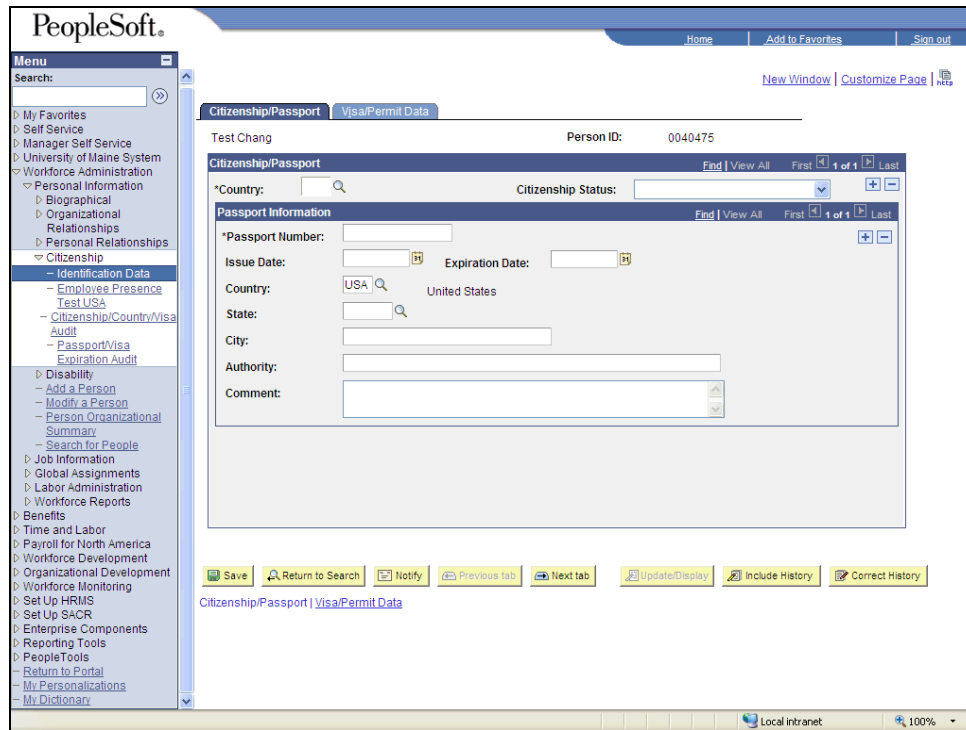
Link: Add Address

Step	Action
12.	Click on the Add Address link to open the Edit Address page. 
13.	Enter the Mailing address.
14.	Click the OK button to return to the Contact Information page. 
15.	Click the Save button. 

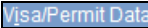
Step	Action
16.	Navigate to the Job Data page: <i>Workforce Administration > Job Information > Job Data</i> Click the Payroll tab to open that page. 
17.	Note: All non-resident aliens with statuses other than "H" should be set up when hired with a FICA status as <i>Exempt</i> unless employee can pass the <i>Substantial Presence</i> test. Click the drop-down arrow in the <i>FICA Status</i> field.
18.	Click on Exempt to select it. 
19.	Click the Save button. 
20.	Navigate to Personal Information page: <i>Workforce Administration > Personal Information > Citizenship > Identification Data >Citizenship/Passport</i>

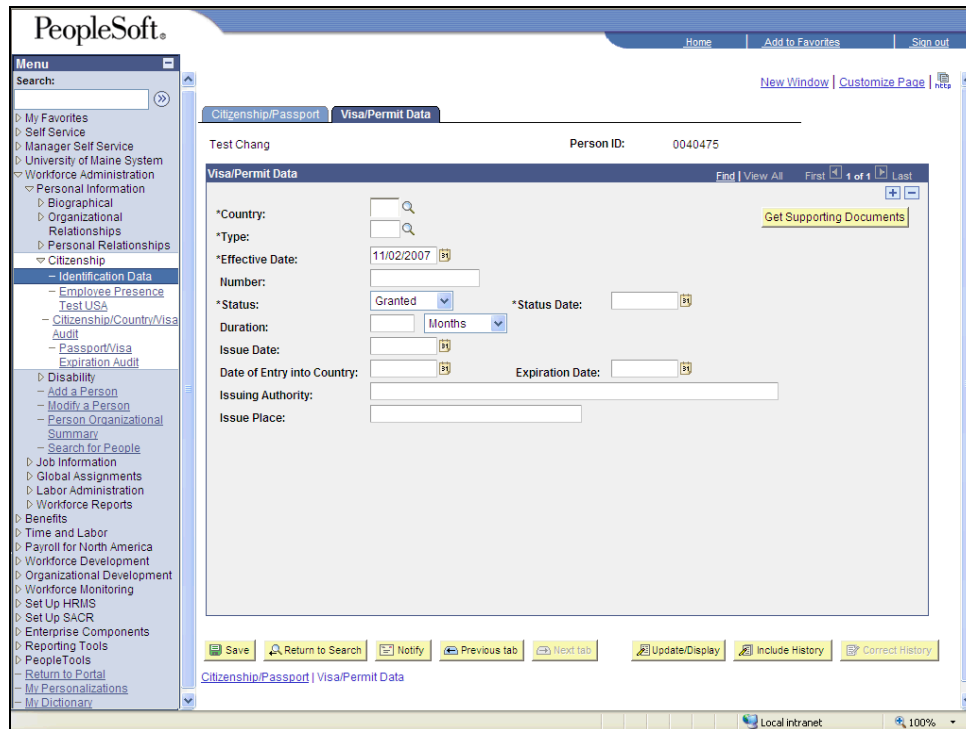
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The screenshot shows the PeopleSoft web interface. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', and 'Workforce Administration'. The main content area is titled 'Citizenship/Passport' and shows a form for Person ID 0040475. The form has two tabs: 'Citizenship/Passport' (selected) and 'Visa/Permit Data'. The 'Citizenship/Passport' form includes fields for 'Country' (set to USA), 'Passport Number', 'Issue Date', and 'Expiration Date'. Below the form are buttons for 'Save', 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. The browser status bar at the bottom indicates 'Local intranet' and '100%' zoom.





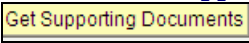
Step	Action
21.	Enter the country of origination in the <i>Country</i> field.
22.	Enter the passport number in the <i>Passport Number</i> field.
23.	Enter the date the passport was issued in the <i>Issue Date</i> field.
24.	Enter the passport expiration date in the <i>Expiration Date</i> field.
25.	Click the Visa/Permit Data tab. 



The screenshot shows the PeopleSoft interface for the 'Visa/Permit Data' form. The form is titled 'Test Change' and is for 'Person ID: 0040475'. The 'Visa/Permit Data' section includes the following fields:


- *Country: (Search icon)
- *Type: (Search icon)
- *Effective Date: 11/02/2007
- Number: (Text field)
- *Status: (Dropdown menu showing 'Granted')
- *Status Date: (Text field)
- Duration: (Text field) Months (Dropdown menu)
- Issue Date: (Text field)
- Date of Entry into Country: (Text field)
- Expiration Date: (Text field)
- Issuing Authority: (Text field)
- Issue Place: (Text field)

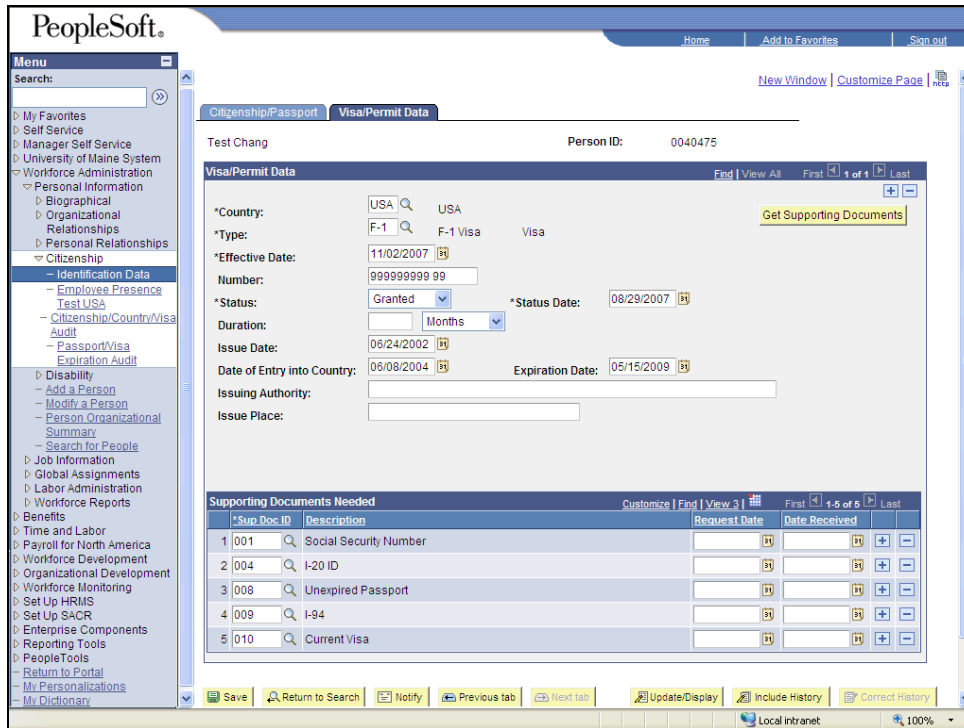
At the bottom of the form, there is a 'Get Supporting Documents' button. The interface also includes a 'Menu' on the left, a 'Save' button, and navigation controls like 'Return to Search', 'Notify', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
26.	On the Visa/Permit Data page, enter “USA” in the <i>Country</i> field.
27.	Click the Look up <i>Type</i> icon to select the type of Visa. 
28.	Click on F-1 (or appropriate Visa type) to select it. 
29.	Enter the I-94 Adms # in the <i>Number</i> field.
30.	Click on the drop-down arrow in the <i>Status</i> field. 
31.	Click on Granted to select it. 
32.	Enter the I-20 (EAC, DS2019) effective date in the <i>Status Date</i> field.
33.	Enter the Visa effective date in the <i>Issue Date</i> field.
34.	Enter the date the employee entered the country (<i>noted on the I-94</i>) in the <i>Date of Entry into the Country field</i> .
35.	Enter the I-20 (EAC, DS2019) expiration date in the <i>Expiration Date</i> field.
36.	Click the Get Supporting Documents button. 

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Step	Action
37.	Click the View All link to view all required documents in the <i>Supporting Documents Needed</i> section. 



PeopleSoft. Home | Add to Favorites | Sign out

Menu Search: []

Citizenship/Passport | **Visa/Permit Data**

Test Chang Person ID: 0040475

Visa/Permit Data Find | View All First 1 of 1 Last

*Country: USA USA
 *Type: F-1 F-1 Visa Visa
 *Effective Date: 11/02/2007
 Number: 999999999 99
 *Status: Granted *Status Date: 08/29/2007
 Duration: Months
 Issue Date: 08/24/2002
 Date of Entry into Country: 06/08/2004 Expiration Date: 05/15/2009
 Issuing Authority:
 Issue Place:


Get Supporting Documents

*Sup Doc ID	Description	Request Date	Date Received
1 001	Social Security Number		
2 004	I-20 ID		
3 008	Unexpired Passport		
4 009	I-94		
5 010	Current Visa		

Supporting Documents Needed Customize | Find | View 3 First 1-5 of 5 Last

Save Return to Search Notify Previous tab Next tab Update/Display Include History Correct History

Local intranet 100%

Step	Action
38.	Now you'll enter the date each document was received.
39.	Click the Save button. 



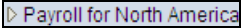

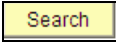
PeopleSoft. Home
 Substantial Presence Test
 Test Fukuda Person ID: 0040476
 Calendar Information Find | View All First 1 of 1 Last
 *Calendar Year:
 Days Present in Calendar Year: 0
 Days Present in First Prior Year: 0
 Days Present in Second Prior Year: 0
 Total Days Used in Presence Test: 0
 Visa Information Find | View All First 1 of 1 Last
 Visa/Permit Type:
 Visa/Permit Status:
 Start Date:
 Expiration Date:
 Substantial Presence Test
 Alien Registration "Green" Card
 31 Days in Calendar Year Passed 183 Day Test Did Not Pass 183 Day Test
 Do not count days in which the employee was:
 - In US less than 24 hours in transit
 - Commuting from residence in Canada or Mexico
 - Unable to leave US due to medical condition that developed in US
 - An exempt individual: - Student with F, J, M Q visa - Exempt for five years
 - Teacher, trainee, researcher on J or Q visa - Exempt for two years


Step	Action
40.	<p><u>REMINDER</u></p> <p>Performing a Substantial Presence Test: Once the Identification Data is entered, you must perform the Substantial Presence test for Non-resident aliens and EAC holders. Resident Aliens do not need this test. Certain Non-resident aliens do not need this test as noted on the Substantial Presence test page. For those who need the test, collect the information required for the substantial presence test on the Foreign National Information form. You should perform the substantial presence test on an annual basis or when there is a status change. For more details, refer to IRS Pub 519.</p>
41.	<p><u>Non Resident Maintenance</u></p> <p>There are reports and queries available to help you maintain passport, visa and 8233 information.</p> <p>The first report is the <i>Passport/Visa expiration audit</i>.</p> <p><i>Queries in the reporting database are:</i> UM_VISA_STATUS3 (This will prompt you for Business Unit and Date) UM_ALL8233 (This will prompt for Business Unit) UM_NON_RESIDENT_ALIENS (This will prompt for Business Unit)</p>

Business Process Document



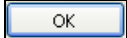
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Step	Action
42.	Click the Payroll for North America link. 
43.	Click the Update Employee Tax Data link. 
44.	On the Update Employee Tax Data page, enter the employee's EmplID in the <i>EmplID</i> field.
45.	Click the Search button. 
46.	Decision: Please make a selection from the options listed below. <ul style="list-style-type: none">• Employee Tax Data - With Treaty Go to step 47 on page 15• Employee Tax Data - No Treaty Go to step 64 on page 18

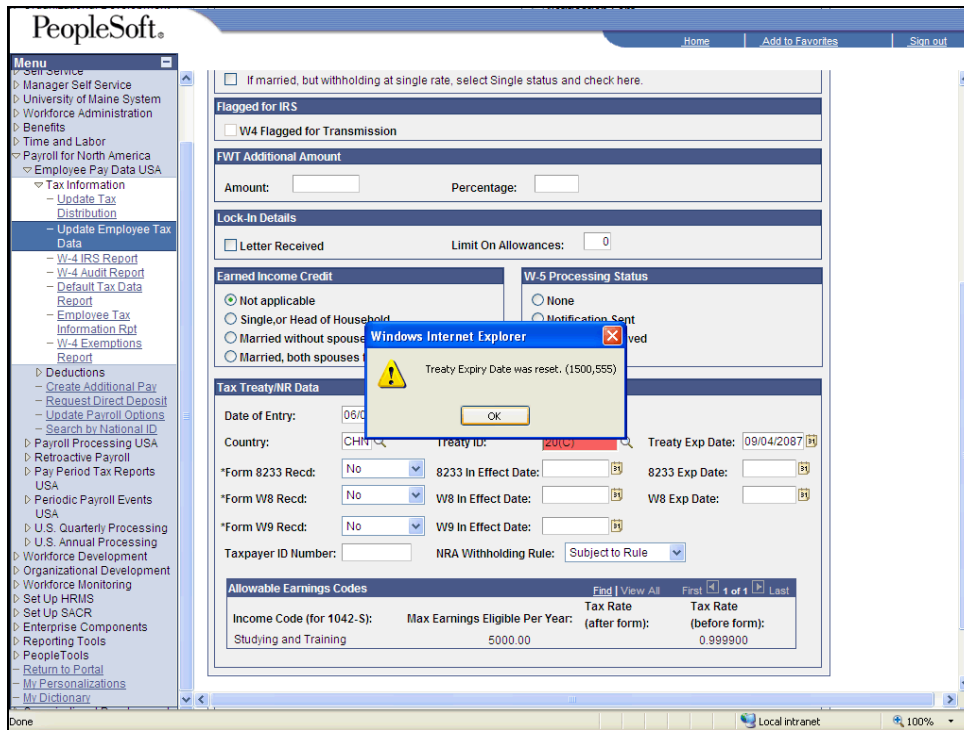



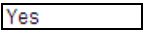
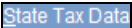
The screenshot shows the PeopleSoft interface for the 'Federal Tax Data' form. The form is for 'Test Chang' with 'Person ID: 0040475'. The company is 'UMS University of Maine System'. The effective date is '11/02/2007'. The form includes sections for 'Special Tax Withholding Status', 'Federal Withholding Status', 'Flagged for IRS', 'FWT Additional Amount', 'Lock-In Details', and 'Earned Income Credit'. The 'Non-Resident Alien; Tax Treaty/NR Data' option is selected under 'Special Tax Withholding Status'. The 'Tax Marital Status' is 'Single'. The 'W-4 Processing Status' is 'None'. The 'W-5 Processing Status' is 'None'. The 'FWT Additional Amount' section has fields for 'Amount' and 'Percentage'. The 'Lock-In Details' section has a 'Letter Received' checkbox and a 'Limit On Allowances' field. The 'Earned Income Credit' section has radio buttons for 'Not applicable', 'Single, or Head of Household', 'Married without spouse filing', and 'Married, both spouses filing'. The 'W-5 Processing Status' section has radio buttons for 'None', 'Notification Sent', and 'New W-5 Received'.

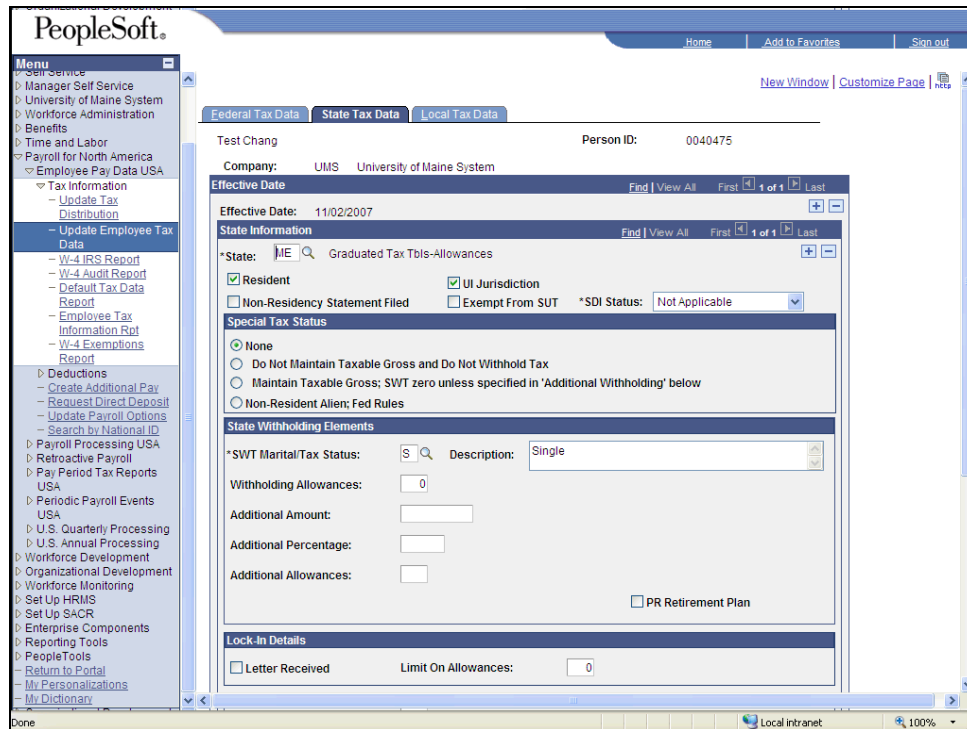
Step	Action
47.	On the Federal Tax Data page, check the <i>Exempt from FUT</i> box. Next, click on <i>Non-Resident Alien; Tax Treaty/NR Data</i> to select it.
48.	Enter the date of entry into the USA in the Date of Entry field.
49.	Enter the home country in the Country field.
50.	Press the [ENTER] key.
51.	Click the look up Treaty ID icon. 
52.	For this example, click on 20(C) to select it. 
53.	Click the OK button. 

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Step	Action
54.	Click on the drop-down arrow in the Form 8233 Recd field. 
55.	Click Yes to select it. 
56.	Enter the effective date in the 8233 In Effect Date field.
57.	Click the State Tax Data tab to open that page. 

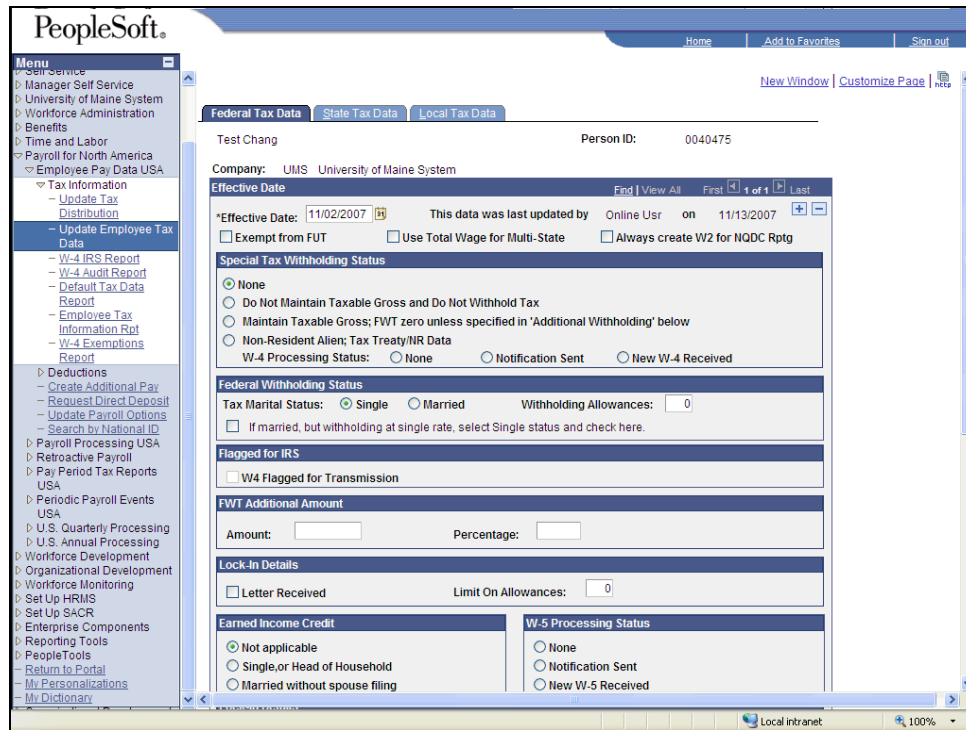


The screenshot shows the PeopleSoft 'State Tax Data' form for employee 'Test Chang' (Person ID: 0040475) at 'UMS University of Maine System'. The 'Effective Date' is 11/02/2007. The state is set to 'ME' (Maine). Under 'Special Tax Status', the 'Resident' option is checked, and 'Non-Resident Alien; Fed Rules' is selected. The 'State Withholding Elements' section shows 'SWT Marital/Tax Status' as 'Single' and 'Withholding Allowances' as 0. The 'Lock-In Details' section shows 'Letter Received' as unchecked and 'Limit On Allowances' as 0.



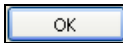
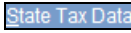
Step	Action
58.	On the State Tax Data page, uncheck the Resident option. <input checked="" type="checkbox"/> Resident
59.	Check the Exempt From SUT option. <input type="checkbox"/> Exempt From SUT
60.	Click the Non-Resident Alien; Fed Rules option. <input type="radio"/> Non-Resident Alien; Fed Rules
61.	Click the Save button. <input type="button" value="Save"/>
62.	Click the OK button. <input type="button" value="OK"/>
63.	End of Procedure. Remaining steps apply to the Employee Tax Data - No Treaty path .

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The screenshot shows the PeopleSoft interface for 'Federal Tax Data'. The 'Exempt from FUT' checkbox is checked. Under 'Special Tax Withholding Status', 'None' is selected. Under 'Federal Withholding Status', 'Single' is selected. Under 'W-5 Processing Status', 'Not applicable' is selected. The 'Date of Entry' field is highlighted in the original image.

Step	Action
64.	On the Federal Tax Data page, check the <i>Exempt from FUT</i> box. Next, click on <i>Non-Resident Alien; Tax Treaty/NR Data</i> to select it.
65.	Enter the date of entry into the USA in the Date of Entry field.
66.	Enter "\$NR" in the Country field.
67.	Click on the look up Treaty ID button. 
68.	Click on NOTREATY to select it. 
69.	Click the OK button. 
70.	Click the State Tax Data tab to open that page.  Go to step 58 on page 17 to complete the process.