



Processing Non- Resident Alien


1.	Click the Workforce Administration link.
2.	Click the Personal Information link.
3.	Click the Add a Person link.
4.	On the HIRE/EMPLOYEE SEARCH page, enter the first name in the First Name field.
5.	Enter the last name in the Last Name field.
6.	Enter a National ID (SS#) if you have it. Enter the date of birth in the Date of Birth field.
7.	Now you'll check if a record already exists for this person in the HRMS or Campus Solutions systems. Click the Search button to
8.	If no matching records were found, you'll click on the If No Match (Continue To Add) button to open the Biographical Details page. Click the If No Match (Continue To Add) button.
9.	On the Biographical Details page, click on the drop-down arrow in the Format Type field.
10.	Click on English to select it.
11.	Now we'll add the name to the system. Click the Add Name link.
12.	On the Edit Name page, enter the first name in the First Name field
13.	Enter the last name in the Last Name field.
14.	Click the OK button.
15.	In the Biographic Information section of the page, enter the date of birth in the Date of Birth field.
16.	In the Biographical History section, click the drop-down arrow in the Gender field.
17.	Click on the appropriate gender to select it.
18.	Click on drop-down arrow in the Highest Education Level field.
19.	Click on the appropriate education level to select it.
20.	In the National ID section, enter the SS# in the National ID field.
21.	Click [Enter] to continue.
22.	Click the Contact Information tab to open that page.

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23.	<p>Note: For NRAs, the Home Address needs to be their foreign address and Mailing Address is their local address.</p> <p>On the Contact Information page, click on the Add Address Detail link in the <i>Current Addresses</i> section.</p>
24.	<p>The first step in adding a foreign address is to enter the correct country.</p> <p>NOTE: The Home address needs to be their foreign address.</p>
25.	<p>Click on the Add Address link.</p>
26.	<p>On the Edit Address page, enter the first line of the address.</p>
27.	<p>Enter the city name in the City field.</p>
28.	<p>Enter the Postal code in the <i>Postal</i> field.</p>
29.	<p>Click the OK button to return to the Address History page.</p>
30.	<p>The new address appears.</p> <p>Click the OK button to return to the Contact Information page.</p>
31.	<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>
32.	<p>In the new row, click on the drop-down arrow in the <i>Address Type</i> field.</p>
33.	<p>Click on the appropriate address type to select it.</p>
34.	<p>Click on the Add Address Detail link to open the Address History page.</p>
35.	<p>Click on the Add Address link.</p>
36.	<p>In this example, you'll enter the first line of the mailing address into the Address 1 field.</p>
37.	<p>Enter the postal code into the Postal field.</p>
38.	<p>Click Okay to return to the Address History page.</p>
39.	<p>Click the OK button to return to the <i>Contact Information</i> page.</p>
40.	<p>Now you'll enter a phone number in the <i>Phone Information</i> section.</p> <p>Click the drop-down arrow in the <i>Phone Type</i> field.</p>
41.	<p>Click on the appropriate phone type to select it.</p>
42.	<p>Enter the phone number in the <i>Telephone</i> field.</p>
43.	<p>Click [Enter] to continue.</p>
44.	<p>Click the Organizational Relationships tab to open that page.</p>
45.	<p>On the Organizational Relationships page, place a checkmark next to the Employee option.</p>
46.	<p>Click the <i>Add the Relationship</i> button.</p>
47.	<p>Click the Job Indicator list.</p>



48.	Click on New Hire to select it.
49.	Enter the appropriate Position Number in the Position Number field.
50.	Press [Enter] .
51.	Click the Job Information tab to open that page.
52.	Click the drop-down arrow in the <i>Empl Class</i> field. 
53.	Click on the appropriate Empl Class to select it.
54.	Click the Payroll tab to open that page.
55.	Click the look up Pay Group icon.
56.	Click on the appropriate Pay Group to select it.
57.	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.
58.	Click on Exempt to select it.
59.	Click the Salary Plan tab to open that page.
60.	On the Salary Plan page, verify the information on the page is correct. Click the Compensation tab.
61.	Click the Rate Code look up button.
62.	Click on the appropriate <i>Rate Code</i> to select it.
63.	Enter the appropriate pay rate in the Comp Rate field.
64.	Click the Calculate Compensation button.
65.	Click on the Employment Data link.
66.	Click the Time Reporter Data link.
67.	Click the Punch radio button to select it.
68.	Click the look up Workgroup button.
69.	Click on the appropriate Workgroup to select it.
70.	Click the OK button.
71.	Click the Earnings Distribution link.
72.	Verify data on the Earnings Distribution page. Click the Benefits Program Participation link.
73.	Enter the appropriate information into the BAS Group ID field.
74.	Press [Enter] .
75.	Click the Save button.
76.	Click the Personal Information link.
77.	Click the Citizenship link.

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78.	Click the Identification Data link.
79.	Enter the country of origination in the <i>Country</i> field.
80.	Enter the passport number in the <i>Passport Number</i> field.
81.	Enter the date the passport was issued in the <i>Issue Date</i> field.
82.	Enter the passport expiration date in the <i>Expiration Date</i> field.
83.	Click the Visa/Permit Data tab.
84.	On the Visa/Permit Data page, enter "USA" in the <i>Country</i> field.
85.	Click the Look up <i>Type</i> icon to select the type of Visa.
86.	Click on the appropriate Visa type to select it.
87.	Enter the I-94 Adms # in the <i>Number</i> field.
88.	Click on the drop-down arrow in the <i>Status</i> field.
89.	Click on Granted to select it.
90.	Enter the I-20 (EAC, DS2019) effective date in the <i>Status Date</i> field.
91.	Enter the Visa effective date in the <i>Issue Date</i> field.
92.	Enter the date the employee entered the country (<i>noted on the I-94</i>) in the <i>Date of Entry into the Country</i> field.
93.	Enter the I-20 (EAC, DS2019) expiration date in the <i>Expiration Date</i> field.
94.	Click the Get Supporting Documents button.
95.	Click the View All link to view all required documents in the <i>Supporting Documents Needed</i> section.
96.	Next, enter the date each document was received.
97.	Click the Save button.
98.	<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>



99.	<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>Queries in the reporting database are: 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>
100.	Click the Payroll for North America link.
101.	Click the Employee Pay Data USA link.
102.	Click the Update Employee Tax Data link.
103.	On the Update Employee Tax Data page, enter the employee's EmplID in the EmplID field.
104.	Click the Search button.
105.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none">• Employee Tax Data - With Treaty Go to step 106 on page 5 (next step)• Employee Tax Data - No Treaty Go to step 122 on page 6
106.	<p>On the Federal Tax Data page, in the Effective Date section, place a checkmark in the Exempt from FUT box.</p> <p>In the Special Tax Withholding Status section, click the Non-Resident Alien; Tax Treaty/NR Data radio button to select it.</p> <p>NOTE - You must be in Correct History.</p>
107.	Enter the date of entry into the USA in the Date of Entry field.
108.	Enter the home country in the Country field.
109.	Press the [ENTER] key.
110.	Click the look up Treaty ID icon.
111.	Click on the appropriate Treaty ID to select it.
112.	Click the SAVE button.
113.	Click on the drop-down arrow in the Form 8233 Recd field.
114.	Click Yes to select it.
115.	Enter the effective date in the 8233 In Effect Date field.
116.	Click the State Tax Data tab to open that page.
117.	On the State Tax Data page, uncheck the Resident option.
118.	Check the Exempt From SUT option.

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119.	Click the <i>Non-Resident Alien; Fed Rules</i> option.
120.	Click the Save button.
121.	NOTE - Remaining steps only apply <i>Employee Tax Data - No Treaty Path</i> .
122.	<p>On the Federal Tax Data page, in the Effective Date section, place a checkmark in the <i>Exempt from FUT</i> box.</p> <p>In the Special Tax Withholding Status section, click the <i>Non-Resident Alien; Tax Treaty/NR Data</i> radio button to select it.</p> <p><u>NOTE</u> - You must be in Correct History.</p>
123.	Enter the date of entry into the USA in the Date of Entry field.
124.	Enter a valid value e.g. " \$NR " in the Country field.
125.	Click on the look up Treaty ID button.
126.	Click on NOTREATY to select it.
127.	Click the State Tax Data tab to open that page. Return to Step 117 for information about that page.