GLACIER: PS Careers & Onboarding New Foreign National Employees
Presenters

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Agenda

• Welcome & Agenda Review
• Yes, we know, it’s Friday!
• NRA & FN
• Careers & Onboarding
• I-9 & GLACIER
• GLACIER Tax Analysis
• Citizenship & Visa Panels
• Federal & State Tax Panels
Who is an NRA?

• NRA or Nonresident Alien is a tax status defined by the IRS.
• Foreign National Alien or FN is a wider umbrella defining the FNs on campus.
• An FN can be an NRA, but many will be Resident Alien (RA) for tax purposes.
• U.S. Immigration & Global Perspective
  • Location:
    • Office/Lab, Building, Street Address
    • City, State, Zip & COUNTRY!
  • Overseas Employees and/or Payments—rarely from PS
  • Details for another day
• Mandatory Questions
  • ?
  • ?
Careers & Onboarding

• Candidate Onboarding
  • Initial Offer
  • Background Check
  • Employee ID
  • Badge ID & Email
  • Equifax
Onboarding

• Equifax Compliance and/or On-Campus Onboarding
  • Personal Information Page (Equifax default)
    • SS#, if any
    • First & Last Name (as on SS card)
    • Email, Telephone, Date of Birth
    • Physical Address

• Please add badge ID and employee ID
Onboarding & I-9

• I-9 categories—these are quotes
  1. A citizen of the United States
  2. A noncitizen national of the United States
  3. A lawful permanent resident

  4. An alien authorized to work until . . .
  • I-20, DS-2019, I-94, EAD, etc. (NOT visa stamp)
Onboarding FN Tax Analysis

• I-9 “Alien” FN must have tax analysis: RA or NRA?
  • Campus
  • Approach: decentralized (UGA) or centralized (GT)

• GLACIER
  • Add a New Individual Record
    • Name: First* Middle Last*
    • Campus ID#: (Timing) Empl#:
    • Password Notification*:
      • Email
Onboarding & FN Tax Data

• Payroll default status while awaiting GLACIER analysis
  • Provide temporary SSN, if necessary
  • If FN working on campus:
    • NRA withholding rate, Single & 0
    • **Or** Single/0 -- update coming
GLACIER Tax Analysis/1

• **GLACIER**
  • Determines
    • Tax residency of foreign nationals
      • Resident or Nonresident for tax purposes (RA/NRA)
    • Federal income tax withholding requirements
    • FICA compliance
    • Tax treaty benefits—or not
  • For: Payroll & Bursar & AP
  • Need to build bridge from GLACIER to PS
GLACIER Tax Analysis

• GLACIER Tax Analysis
  • Review Employee Data entry
    • If not complete, resend GLACIER email
    • If complete, review for accuracy of data entry, immigration status, employment status, SSN, etc.
  • Complete status & update PS pages
    • Citizenship/Visa & Federal/State Tax
Security Access

• BOR Foreign National Immi Spcl
  • Citizenship/Visa panels
    • Cannot change history, but may add rows

• BOR Foreign National Tax Spcl
  • Federal & State Tax Panels
    • May change history, add rows, etc.
  • Jobs Panel—limited access only to edit FICA
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship Country</td>
<td>ND India</td>
</tr>
<tr>
<td>US Status</td>
<td>Foreign National Alien</td>
</tr>
<tr>
<td>Passport Number</td>
<td>7959951</td>
</tr>
<tr>
<td>Issue Date</td>
<td></td>
</tr>
<tr>
<td>Expiration Date</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>ND India</td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Authority</td>
<td></td>
</tr>
<tr>
<td>Comment</td>
<td></td>
</tr>
</tbody>
</table>
### Visa/Permit Data

- **Country:** USA
- **Type:** F1

### Visa / Permit History

- **Effective Date:** 01/14/2016
- **Status:** Granted
- **Status Date:** 08/17/2015
- **Type of Duration:** Months
- **Expiration Date:** 08/31/2020

### Supporting Documents Needed

<table>
<thead>
<tr>
<th>Sup Doc ID</th>
<th>Description</th>
<th>Request Date</th>
<th>Date Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Federal Tax Page Changes

<table>
<thead>
<tr>
<th>Field</th>
<th>Current State</th>
<th>Future State</th>
</tr>
</thead>
<tbody>
<tr>
<td>FUTA Tax Status</td>
<td>Exempt box is manual</td>
<td>Exempt box is manual for Cohorts 1 - 5</td>
</tr>
<tr>
<td>EE Not Eligible for Tax Treaty</td>
<td>Country: $S</td>
<td>Country: Actual Country</td>
</tr>
<tr>
<td></td>
<td>Treaty ID: QKNA</td>
<td>Treaty ID: No Treaty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Note: $S/QKNA still valid</td>
</tr>
<tr>
<td>Income Code</td>
<td>PeopleSoft Code</td>
<td>IRS Income Code</td>
</tr>
<tr>
<td>Eligible to Participate</td>
<td>Manual update to check box</td>
<td>Logic used to update check box; no longer visible</td>
</tr>
<tr>
<td><strong>Federal Withholding Elements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Withholding Tax Status:</strong> Nonresident alien</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tax Marital Status:</strong> Single</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check here and select Single status if married but withholding at single rate.

- **Withholding Allowances:** 1
- **Additional Amount:** $0.00
- **Additional Percentage:** 0.00%

- Exempt from FUT

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**W-4 Processing Status**

**Lock-In Letter Details**

**State Tax Options**

**Tax Treaty/Non-Resident Data**
## Tax Treaty/Non-Resident Data

- **Country**: ND
- **Form W-9 Received**: No
- **Taxpayer ID Number**: 
- **Treaty ID**: NO TREATY
- **Form W-9 Effective Date**: 
- **NRA Withholding Rule**: Exempt from Rule

## Education and Government

- **Income Code**: 
- **Date of Entry**: 01/01/2016
- **Form 8233 Received**: No
- **Form 8233 Exp Dt**: 
- **Treaty Expiration Date**: 
- **Form 8233 Effective Date**: 
- **Form W-8 Received**: No
- **Form W-8 Effective Date**: 
- **Form W-8 Expiration Date**: 

## Allowable Earnings Codes

<table>
<thead>
<tr>
<th>Income Code (for 1042-S)</th>
<th>Income Code (for 1042-S)</th>
<th>Eligible Earnings Per Year</th>
<th>Tax Rate After Form Received</th>
<th>Tax Rate Before Form Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>99999999.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State Information</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>GA, Georgia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Resident</strong></td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-Residency</strong></td>
<td>Statement Filed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UI Jurisdiction</strong></td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exempt From SUT</strong></td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**State Withholding Elements**

<table>
<thead>
<tr>
<th><strong>Special Withholding Tax Status</strong></th>
<th>Nonresident alien (Fed Rules)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Marital Status</strong></td>
<td>Single allowance</td>
</tr>
</tbody>
</table>

**Withholding Allowances**

- **Amount:** $0.00
- **Percentage:** 0.000
- **Allowances:** 0

(GA Form G-4 line 3)

(GA Form G-4 line 4+5)
<table>
<thead>
<tr>
<th>Payroll Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date</strong></td>
<td>09/01/2019</td>
</tr>
<tr>
<td><strong>Effective Sequence</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>HR Status</strong></td>
<td>Active</td>
</tr>
<tr>
<td><strong>Payroll Status</strong></td>
<td>Active</td>
</tr>
<tr>
<td><strong>Payroll System</strong></td>
<td>Payroll for North America</td>
</tr>
<tr>
<td><strong>Absence System</strong></td>
<td>Other</td>
</tr>
</tbody>
</table>

**Payroll for North America**

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>03G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Type</td>
<td>S</td>
</tr>
<tr>
<td>Tax Location Code</td>
<td>030GA</td>
</tr>
</tbody>
</table>

**Holiday Schedule**
- **FICA Status**: Exempt
- **Combination Code**

**Edit ChartFields**
Questions & Thanks