

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.

Careers & Recruiting/1

- 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

Careers & Recruiting/2

- 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/2

- 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

[Redacted]

Person ID [Redacted]

Citizenship/Passport ?

Find First 1 of 1 Last

*Citizenship Country IND India

Date Entered [Redacted]

Go To Row + -

US Status Foreign National Alien

Citizenship Proof

E-Verify Date [Redacted]

Passport Information ?

Find | View All First 1 of 1 Last

*Passport Number J7959951

Use Dummy Passport Number

+ -

Issue Date

Expiration Date

Country IND India

State

City

Authority

Comment [Redacted]



Person ID

Visa/Permit Data ?

Find First 1 of 1 Last

*Country USA USA

*Type F1 Int'l Stud Visa

Go To Row +

Visa / Permit History ?

Find | View All First 1 of 1 Last

*Effective Date 01/14/2016

Get Supporting Documents + -

*Status Granted

*Status Date 08/17/2015

Duration

*Type of Duration Months

Issue Date

Number

Date of Entry into Country

Expiration Date 08/31/2020

Issuing Authority

Issue Place

Supporting Documents Needed ?

Personalize | Find | View All | First 1 of 1 Last

	*Sup Doc ID	Description	Request Date	Date Received		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -	

Federal Tax Page Changes

Field	Current State	Future State
FUTA Tax Status	Exempt box is manual	Exempt box is manual for Cohorts 1 - 5
EE Not Eligible for Tax Treaty	Country: \$S Treaty ID: QKNA	Country: Actual Country Treaty ID: No Treaty *Note: \$S/QKNA still valid
Income Code	PeopleSoft Code	IRS Income Code
Eligible to Participate	Manual update to check box	Logic used to update check box; no longer visible

Tax Data ?

Company 030 Georgia Institute Technology

*Effective Date 08/11/2019

Updated By Date Last Updated 08/23/2019

Federal Withholding Elements ?

*Special Withholding Tax Status Nonresident alien

*Tax Marital Status Single Single

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

Withholding Allowances 1

Additional Amount \$0.00

Additional Percentage 0.000

Exempt from FUT

▶ W-4 Processing Status ?

▶ Lock-In Letter Details ?

▶ State Tax Options ?

▶ Tax Treaty/Non-Resident Data ?

▼ Tax Treaty/Non-Resident Data ?

Country

*Form W-9 Received ▼

Taxpayer ID Number

Treaty ID

Form W-9 Effective Date

NRA Withholding Rule ▼

▼ Education and Government

Income Code

Date of Entry

Treaty Expiration Date

*Form 8233 Received ▼

Form 8233 Effective Date

Form 8233 Exp Dt

*Form W-8 Received ▼

Form W-8 Effective Date

Form W-8 Expiration Date

Allowable Earnings Codes

Personalize | Find | View All | First 1 of 1 Last

*Income Code (for 1042-S)	Income Code (for 1042-S)	Eligible Earnings Per Year	Tax Rate After Form Received	Tax Rate Before Form Received
<input type="text"/>		9999999.99		

Person ID [REDACTED]

Tax Data ? Find | View All First 1 of 1 Last

Company 030 Georgia Institute Technology Effective Date 08/11/2019

State Information Find | View All First 1 of 1 Last

*State GA Georgia

Resident UI Jurisdiction

Non-Residency Statement Filed Exempt From SUT

State Withholding Elements ?

*Special Withholding Tax Status Nonresident alien (Fed Rules)

*Tax Marital Status S Single allowance

Withholding Allowances 1 (GA Form G-4 line 3)

Additional Amount \$0.00

Additional Percentage 0.000

Additional Allowances 0 (GA Form G-4 line 4+5)

▶ Lock-In Letter Details ?

[Work Location](#) | [Job Information](#) | **[Payroll](#)** | [Salary Plan](#) | [Compensation](#)

[REDACTED] Empl ID [REDACTED]
 Employee Empl Record 0

Payroll Information Find First ◀ 1 of 1 ▶ Last

Effective Date 09/01/2019 Go To Row

Effective Sequence 0 Action Conversion
 HR Status Active Reason Conversion
 Payroll Status Active Job Indicator Primary Job

Current

Payroll System Payroll for North America
 Absence System Other ▼

Payroll for North America ?

Pay Group 03G 🔍 Graduate Assistants

Employee Type S 🔍 Salaried Holiday Schedule NONE 🔍 None

Tax Location Code 030GA 🔍 Georgia Institute Technology

GL Pay Type **FICA Status** Exempt ▼

Combination Code [Edit ChartFields](#)

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Questions & Thanks

