NEW CITIZENSHIP STATUS CODE
REQUIREMENTS DEFINITION

Service Request 14829

Office of the President
University of California
Payroll Coordination
July 1, 1999
New Citizenship Status Code
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Attachments:
Attachment 1 Data Dictionary update
New Citizenship Status Code

I. Background

Individuals who hold time-based visas such as H-1 or J-1 visas and have filed an application with the Immigration and Naturalization Service (INS) for Permanent Resident Status are in a limbo status pending approval of their permanent resident status. These individuals no longer hold a visa classification and are not considered permanent residents during this “in between” stage. The INS, however, may issue an Employment Authorization Document (EAD) for these individuals, which would permit them to accept employment.

The purpose of this document is to request that a new Citizenship Status Code (DE 0109) value “P” be added to the present values, “C“, “R”, “N”, “E”, “A”, “X”, and “F“. This value will identify alien employees who are in this "in between" stage.

II. Current Process

Currently, non-U.S. citizens who have filed an application for permanent resident status are assigned the Citizenship Status Code value “R” (resident). A resident alien is an alien who meets either the green card test or the substantial presence test. Individuals with the pending permanent resident status cannot readily be identified on the Employee Data Base (EDB). Therefore, manual controls have been established to identify these individuals.

III. Requested Change

The establishment of an “P” Citizenship Status Code would facilitate the identification of non-U.S. citizens who have applied for permanent resident status. This Citizenship Status Code should be established in exactly the same manner as Citizenship Status Code “R”. (Note a pending permanent resident does not have to request the additional nonresident alien Federal withholding tax.) Additionally, the Retirement/FICA Derivation process should treat the new Citizenship Status Code value in the same manner as Citizenship Status Code “R” and derive the Retirement System Code and the FICA Eligibility according to the current Retirement/FICA Derivation rules.
IV. Edits

The following edit should be established in connection with these requirements:

- In batch and on-line processing, the value of Citizenship Status Code (DE 0109) is “P” the Visa Code (DE 0110) should not equal “PR”. If this is the case, the transaction should be rejected.

In both batch and on-line, an Employee Reject error message should be issued in USER08 and USER12. The message text should be:

“PENDING” PERM RESIDENTS CANNOT BE VISA TYPE PR

In batch, turnaround transactions should be presented for entering values for EDB 0109 and EDB 0110. If not corrected, the transaction should be rejected.

V. Table Changes

System Message Table

The following System Messages should be modified to include the new Citizenship Status Code:

- Currently, in both batch and on-line processing, when the Citizenship Status Code is changed from “C”, “A”, “R”, “E”, or “X” to “N” the additional nonresident alien Federal tax is established and the following messages are issued:

<table>
<thead>
<tr>
<th>Message Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-222</td>
<td>ADDITIONAL NONRESIDENT ALIEN TAX WILL BE ESTABLISHED</td>
</tr>
<tr>
<td>12-200</td>
<td>ADDITIONAL NONRESIDENT ALIEN TAX HAS BEEN ESTABLISHED</td>
</tr>
</tbody>
</table>

This edit should be modified so that when the Citizenship Status Code is changed from “C”, “A”, “R”, “E”, “X”, “F”, or “P” to “N” the additional nonresident alien Federal tax is established and the above mentioned system messages are issued.

- Currently, in both batch and on-line processing, when the Citizenship Status Code is changed to “C”, “R”, “E”, or “X”, from “N” or “A” the additional nonresident alien Federal tax GTN number 301 is initialized to blank and the following system messages are issued:
This edit should be modified so that when the Citizenship Status Code is changed to “C”, “R”, “E”, “F”, “X”, or “P” from “N” or “A” the additional nonresident alien tax is initialized to blank and the above mentioned system messages are issued.

Code Translation Table

The Code Translation Table should be updated to include the translation shown below for the new Citizenship Status Code value “P”.

<table>
<thead>
<tr>
<th>Length</th>
<th>Code Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Pending Perm Res</td>
</tr>
</tbody>
</table>

VI. Implementation Requirements

Since the record keeping for pending permanent residents is a manual process, the records for these employees must be manually identified and updated by the campuses to reflect the new Citizenship Status Code value “P”.

VII. Tax Reporting

The W-2 reporting process should be modified to accept Citizenship Status Code “P” as a valid value. A separate request will be submitted, at a later date to request that these individuals be included in the W-2 process.

VIII. On-line Help

The specified revision to the Data Dictionary entry for Citizenship Status Code EDB 0109, will make the new value and descriptions available in on-line field-level help. The suggested message text should be as follows:

The Citizenship Status Code “P” should be defined as follows:

- Pending Permanent Resident, wages subject to withholding for income and FICA taxes; income reported on Form W-2.

Attachment 2 contains a copy of the Data Dictionary displaying the changes.
IX. Forms
There are no required form changes.

X. History
There are no required changes to the History Data Base.

XI. Employee Documents
There are no required changes to the Employee Documents.

XII. Screens
There are no required changes to the on-line Entry/Update screens.