Release 1667

Service Request 16934
Non-U.S. Citizens Reporting Changes

Detail Design

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Introduction

For Federal income tax purposes, the Internal Revenue Service (IRS) classifies non-U.S. citizens as either resident or nonresident aliens. Since the tax withholding requirements for resident and nonresident aliens differ, it is essential to establish the correct federal residency status of any non-U.S. citizen receiving wage payments from the University. The IRS has two tests that determine the residency status of a non-U.S. citizen: the "green card" test and the "substantial presence test" (SPT). An alien who has an immigrant visa (green card) is considered a U.S. permanent resident. Whereas, the SPT requires that non-U.S. citizens account for the number of days he or she is present in the U.S. during the current year and the two preceding years. Currently, Payroll Offices track the number of days that these non-U.S. citizens are in the U.S. manually using local systems and paper forms.

Service Request 16934 requests that the Payroll/Personnel System (PPS) be modified to add a new data element, UC W-8BEN Date, to the Employee Data Base (EDB). This value will assist the campuses with facilitating the proper citizenship status coding of non-U.S. citizens. Additionally, new reports are produced which would assist campuses in determining the appropriate citizenship status and Federal tax withholding status for non-U.S. citizens.

In phase I of this project, the UC W-8 BEN will be added to the EDB and the following reports, PPP 583, PPP6201, and PPP6203 will be modified. The new “Status Changes for Non-US Citizens” report will be produced in phase II of this project.
Overview

Summary of Modifications:

1. New EDB Data
   - The employee’s UC W-8BEN Date (EDB 1168) will be added to the PPPPAY Table.

2. Control Table Changes
   - The Data Element Table will be updated to include the new data element, UC W-8BEN Date (EDB 1168).

3. EDB Maintenance Modifications
   - Changes or additions will be edited for consistency with Citizen Code and Visa Type,
   - The editing for UC W-8BEN Date will occur at the same time as the consistency editing now occurs for Citizen Code and Visa Type. The module PPEC111 will be modified to perform these edits,
   - UC W-8BEN Date will be initialized to the default DB2 date (01/01/0001).

4. EDB History
   - UC W-8BEN Date will be maintained in History. The History Interface program, PPBASHST, will be modified to pass an employee’s UC W-8BEN Date value to the History database whenever it is changed,
   - The HDB will be updated with the new data element, W8BEN_DATE on the PPPBAS table.

5. CICS Screens
   - The UC W-8BEN Date is added to the History Inquiry Basic Employment Data 1 (IBA1), Alien Information (IALN), and Alien Information (EALN) entry/update screens.
   - New help text is added for UC W-8BEN Date and re-anchoring is done for all the data elements in these screens.
   - There are help text changes for the existing fields Citizenship Status Code (EDB 0109), US Date of Entry (EDB 1169), and Nonresident Alien Tax Form Indicator (EDB0167).
   - The UC W-8BEN date will be displayed in the Personal Information section of the Summary of Initial Hire or Rehire IDOC.

6. PAN Changes
   - The UC W-8BEN Date and the US Date of Entry will be included in the General Information section of the CICS and the Web PANs.

7. Web EDB Inquiry
   - The UC W-8BEN Date is added to the Citizenship/Visa Status Information Web EDB Inquiry screen.

8. PPP583 report
   - PPP583 Report, “STATEMENT OF CITIZENSHIP STATUS RENEWAL”, will be retitled to “RENEWAL OF UC W-8BEN”. We will also add the UC W-8BEN Date column to this report.

9. PPP620 Report
   - PPP620 report 16, “Work Permit Expiring within Three Months”, will be modified to produce the report “Work Permit Expiring within Six Months”. We will also add a footnote to this report.
   - PPP620 report 17, “Work Permit Expired”, will include a footnote.
DDL

**PPPV BAS1, PPPVZBAS**

These DDL members contain statements for creating the whole table views from the PPPBAS table. Column names ‘W8BEN_DATE’ and its change indicator ‘W8BEN_DATE_C’ will be added to these existing views.

**PPPV PAY1, PPPVPAY2, PPPVZPAY**

These DDL members contain statements for creating the whole table views from the PPPPAY table. Column name ‘W8BEN_DATE’ will be added to these existing views.

**TBBAS00C**

This DDL member contains statements for creating all the columns for the table PPPBAS. Column names ‘W8BEN_DATE’ and its change indicator ‘W8BEN_DATE_C’ will be added to this table.

**TBBAS09A**

An ALTER statement will be used to add column names ‘W8BEN_DATE’ and its change indicator ‘W8BEN_DATE_C’ to the PPPBAS table.

**TBPAY00C**

This DDL member contains statements for creating all the columns for the table PPPPAY. Column name ‘W8BEN_DATE’ will be added to this table.

**TBPAY11A**

An ALTER statement will be used to add column name ‘W8BEN_DATE’ to the PPPPAY table.
Program Changes

PPBASFET
This program is a standard part of the HDB Fetch/Update complex for the PPPBAS table. It will be modified to process the new UC W-8BEN Date and its change indicator table columns.

PPBASHST
This program passes employee information from the Employee Data Base to the History Data Base. It will be modified to capture the new UC W-8BEN Date and its change indicator fields.

PPBASUPD
This program is a standard part of the HDB Fetch/Update complex for the PPPBAS table. It will be modified to process the new UC W-8BEN Date and its change indicator table columns.

PPDXPERS
This program creates the 'PERSONAL INFORMATION' text-block in the 'Summary of Initial Hire or Rehire' employee document. The program will be modified to include the new UC W-8BEN Date field.

PPEC111
This program performs the consistency edits for the fields CITIZEN-CODE, U.S. Date of Entry, and VISA-TYPE. It will be modified to perform the consistency edits for the new UC W-8BEN Date field.

PPIDXHST
This program is part of the group of programs that pass information from the Employee Data Base to the History Data Base. Due to the changes in the PPPBAS Includes, it will be modified to explicitly state the PPPBAS column names in the DB2 'INSERT' statements, including the new UC W-8BEN Date and its change indicator fields.

PPNTGINF
This program prepares the General Information Notification Text for the Post-Authorization Notification (PAN) document. It will be modified to report on changes to the new UC W-8BEN Date field.
PPNTTRG
This program triggers notification of EDB changes via PAN. It will be modified to include a Trigger for the new UC W-8BEN Date field.

PPPaychG
This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It will be modified to process the new UC W-8BEN Date table column.

PPPayfet
This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It will be modified to process the new UC W-8BEN Date table column.

PPPayupd
This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It will be modified to process the new UC W-8BEN Date table column.

PPPayutl
This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It will be modified to process the new UC W-8BEN Date table column.

PPPayutw
This program is a standard part of the EDB Fetch/Update complex for the PPPPAY table. It will be modified to process the new UC W-8BEN Date table column.

PP583
This batch program produces the report, 'Statement of Citizenship Status Renewal'. This report is retitled to “RENEWAL OF UC W-8BEN”. This report displays non-U.S. citizens with a citizenship status code (EDB 0109) value of "A", "N", "E", “S”, and "F". Non-U.S. citizens with a citizenship status code value of "R" will also be displayed if their Visa Type Code value does not equal "PR".

This report PPP5831 is available in the Employee ID, Employee Name, or Employee’s Home Department Number sequences, specified in the Program Run Specification.

This report is modified to display the new UC W8BEN Date field.
This batch program produces a series of Personnel Status Reports. The reports Work Permit Expiring Within Three Months and Work Permit Expired are modified to include additional information.

**Work Permit Expiring within Three Months**
- The sub-heading is changed from Work Permit Expiring within Three Months to Work Permit Expiring within Six Months.
- This report lists employees whose work permit end date will expire in six months. In order to accommodate different run dates that campuses might choose, and to ensure that the recipients of the report will have sufficient time to notify employees (the work permit renewal process itself can take the employee a full six months), all run dates between the 15th of this month and the 14th of the next will be treated as if they were the last day of this month, and work permits will be selected if they expire within 8 months of that date.
- It displays the following footnote:

  It is the employee’s obligation to request a renewal of his/her work authorizations six months prior to the expiration date on the original employment authorization card (I-688B or I-766). The employee should make a request for renewal of employment authorization from the local United States Citizenship and Immigration Services (USCIS) office. An employee who is authorized for employment with a specific employer incident to status (i.e., F1, H1, J-1, O1, P1, and TN) should contact the campus International Office for information. If the employee cannot provide documentation of continued work authorization, the local Labor Relations representative should be contacted for guidance.

**Work Permit Expired**
- This report is modified to display the following footnote:

  The work authorization for employees on this report has expired. It is the employee’s obligation to obtain an extension of his/her work authorization for continued employment. If the employee cannot provide documentation of continued work authorization, the local Labor Relations representative should be contacted for guidance.

**PPWEALN**

This program is the screen processor program for the Alien Information Entry/Update (EALN) screen. It will be modified to process the new UC W8BEN Date field.

**PPWIALN**

This program is the screen processor program for the Alien Information (IALN) screen. It will be modified to show the new UC W8BEN Date field.

**PPWIBA1**

This program is the screen processor program for the History System’s ‘Basic Employee Data 1’ (IBA 1) screen. It will be modified to show the new UC W8BEN Date field.
CICS Maps

**PPEALN0**

This map is used by Alien Information Entry/Update screen. A new field and label will be added for the UC W8BEN Date field. The display of the new field is controlled by the screen processor program PPWEALN. The screen field will be blank if the U.S. Date of Entry value is the DB2 default date, '01/01/0001'. This screen will allow entry and update to this field.

**PPIALN0**

This map is used by Alien Information screen. A new field and label will be added for the UC W8BEN Date field. The display of the new field is controlled by the screen processor program PPWIALN. The screen field will be blank if the U.S. Date of Entry value is the DB2 default date, '01/01/0001'.

**PPBAI0**

This map is used by 'Basic Employee Data 1' screen. A new field and label will be added for the UC W8BEN Date field. The display of the new field is controlled by the screen processor program PPWIBA 1. The screen field will be blank if the U.S. Date of Entry value is the DB2 default date, '01/01/0001'.

Include Members

**Payroll Table (PPPPAY):**

The three existing Include members which define the working storage for each of the three views for the PPPPAY table will be modified to contain the new W8BEN_DATE column.

- PPPVPAY1
- PPPVPAY2
- PPPVZPAY

**Basic History Table (PPPBAS):**

The two existing Include members which define the working storage for each of the two views for the PPPBAS table will be modified to contain the new W8BEN_DATE and its change indicator W8BEN_DATE_C columns.

- PPPV BAS1
- PPPVZBAS
Copymembers

CPWSRBAS

CPWSRBAS defines working storage for a PPPBAS table row. The new columns, W8BEN_DATE and its change indicator W8BEN_DATE_C will be added.

CPWSRPAY

CPWSRPAY defines working storage for a PPPPAY table row. The new column, W8BEN_DATE will be added.

Control Table Updates

System Messages Table (PPPMSG)

The following Error Messages will be used while editing UC W8BEN
A08089490112133UC W-8BEN DATE IS MISSING
A08129490112133UC W-8BEN DATE IS MISSING
A08089500113144UC W-8BEN DATE MUST BE BLANK FOR CTZN C OR R AND VISA TYPE PR
A08129500113144UC W-8BEN DATE MUST BE BLANK FOR CTZN C OR R AND VISA TYPE PR
C080894001233DATE OF ENTRY IS MISSING
C081294001233DATE OF ENTRY IS MISSING
C086201601 WORK PERMIT EXPIRING WITHIN SIX MONTHS

The following messages will be added into System Messages table (PPPMSG):

| MSG_NUMBER | 08949 / 12949 | MSG_REFERENCE | 1 |
| MSG_SEVERITY | 2 | MSG_TURAROUND | 1 |
| MSG_TEXT | UC W-8BEN DATE IS MISSING |
| MSG_BATCH_SEVERITY | 3 | MSG_ONLIN_SEVERITY | 3 |

| MSG_NUMBER | 08950 / 12950 | MSG_REFERENCE | 1 |
| MSG_SEVERITY | 3 | MSG_TURAROUND | 1 |
| MSG_TEXT | UC W-8BEN DATE MUST BE BLANK FOR CTZN C OR R AND VISA TYPE PR |
| MSG_BATCH_SEVERITY | 4 | MSG_ONLIN_SEVERITY | 4 |
The following messages will be **changed** in System Messages table (PPPMGS):

- **MSG_NUMBER**: 08940 / 12940
- **MSG_SEVERITY**: 2
- **MSG_TEXT**: DATE OF ENTRY IS MISSING
- **MSG_BATCH_SEVERITY**: 3
- **MSG_ONLIN_SEVERITY**: 3

- **MSG_NUMBER**: 62016
- **MSG_SEVERITY**: 2
- **MSG_TEXT**: WORK PERMIT EXPIRING WITHIN SIX MONTHS
- **MSG_BATCH_SEVERITY**: 3
- **MSG_ONLIN_SEVERITY**: 3

### Data Element to Screens Table (PPPDES)

Add UC W8BEN Date data for the on-line CICS screen ‘Data Elements to Screen’ (EDES). This is done by adding ‘1168’ element row into the PPPDES table.

- **A39 EDB1168EALNN**

The following message will be **added** into Data Element to Screens table (PPPDES):

- **DES_DATABASE_ID**: EDB
- **DES_ELEM_NO**: 1168
- **DES_SCREEN_ID**: EALN
- **DES_PROTECT_IND**: N

### Data Element Table (PPPDET)

Add UC W8BEN Date data into the PPPDET table.

- **A061 1168 N06 0UC W-8BEN DATE D**
- **C062 1168PPPPAY**
- **C064 1168111**
- **A061 0750 N06 0PIN SIGN DATE D**

The following record will be **added** into Data Element table (PPPDET):

- **DET_ELEM_NO**: 1168
- **DET_DB2_TABLE_ID**: PPPPAY
- **DET_LEGAL_TO_UPD**: 0
- **DET_CARD_START_POS**: 0
- **DET_DATA_TYPE**: 1
- **DET_EXT_LENGTH**: 6
- **DET_DEC_PLACE**: 0
- **DET_ELEMENT_NAME**: UC W-8BEN DATE
- **DET_DATE_EDIT**: D
- **DET_CON_E_RTNS_1**: 111
The new data element, UC W8BEN Date, will be added to the History Data Element table so that the new data element is added to the History Processing in the PPP742 program. This is done by adding ‘1168’ data element to the PPPHDE table. The data for this new field will look like the EDB data element table.

**History Data Element Table (PPPHDE)**

The following record will be added to History Data Element table (PPPHDE):

```
HDE-TBL-NAME       PPPBAS
HDE-COL-NAME       W8BEN_DATE
HDE-ACCUM-IND      Y
HDE-DATA-TYPE      D
HDE-DATA-USE       F
HDE-DECIMAL        0
HDE-EDB-DET-NO     1168
HDE-LENGTH         10
HDE-OBS-DATE       01/01/0001
```

**JCL Change**

There is no change needed for the existing JCLs.
Data Dictionary and Helptext

Data Dictionary:

1. The following new data element will be defined in the EDB Data Dictionary.

<table>
<thead>
<tr>
<th>Element Number</th>
<th>Description</th>
<th>Table</th>
<th>Database</th>
</tr>
</thead>
<tbody>
<tr>
<td>1168</td>
<td>UC W8BEN Date</td>
<td>PPPPAY</td>
<td>EDB</td>
</tr>
</tbody>
</table>

2. The following existing data elements will be changed in the EDB Data Dictionary.

<table>
<thead>
<tr>
<th>Element Number</th>
<th>Description</th>
<th>Table</th>
<th>Database</th>
</tr>
</thead>
<tbody>
<tr>
<td>0109</td>
<td>CITIZENSHIP STATUS CODE</td>
<td>PPPPAY</td>
<td>EDB</td>
</tr>
<tr>
<td>0167</td>
<td>NON-RESIDENT ALIEN TAX FORM INDICATOR</td>
<td>PPPPAY</td>
<td>EDB</td>
</tr>
<tr>
<td>1169</td>
<td>UNITED STATES DATE OF ENTRY</td>
<td>PPPPAY</td>
<td>EDB</td>
</tr>
</tbody>
</table>