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SR83121 Requirements
Add Visa Types to PPS and Change Help Screen Text for Visa and Citizenship Codes

Objective:

- Add additional visa types to PPS and the CICS Help Text
- Add a new section to the Visa Type CICS Help screen
- Change CICS help text for Citizenship Status Code field
- Add an edit restricting certain Visa Type Codes to Citizenship Status Code “P”
- Generate a one-time file containing existing invalid combinations of Visa Type Code and Citizenship Status Code

Project Type:

This is an enhancement to PPS.

Requested by:

Mike O’Neill, Payroll Coordination

Analyst:

Business analyst: Marcia Johnson, Payroll Coordination

Requirements analyst: Beth Burkart, IR&C

Urgency:

Not Urgent.

Implementation Deadline:

None.

Statement of Business Need:

This process will ensure compliance with immigration laws and employment verification requirements.

Background:

None.

Current Process:

The Visa Type Code data element (EDB0110) currently exists, but the new codes listed in the Proposed Process do not exist in PPS.

The help for Visa Type Code in CICS lists the type codes in alphabetical order and does not group them into categories.

There are some existing edits and messages in place regarding combinations of Visa Type Code and Citizenship Status Code.

There is an error in the description for one of the Citizenship Status Codes in the Data Dictionary and the CICS and Web help.

The two data elements in this service request are sent on various interface files, including CPS.

Proposed Process:

New Visa Codes

Several visa types are not currently in PPS. These codes along with their descriptions should be added.

The following visa type codes and descriptions should be added to PPS (EDB0110):

Visa Type	Description
G1	Employees of International Organizations
G2	Employees of International Organizations
G3	Employees of International Organizations
I1	Foreign journalist
K3	Spouse of a U.S. Citizen
K4	Children of K-3 visa holders
M1	Vocational Student

M2	Dependent of M-1 visa holders
P4	Dependents of P visa holders
Q1	Participants in international cultural exchange programs
R1	Religious workers
R2	Dependents of R-1 visa holders
TD	Dependents of TN visa holders
WB	Waiver for Business
WT	Waiver for Tourist (Pleasure)

Help Modifications

New Visa Type Codes should be included in the CICS help.

A new section should be added to the Visa Type Help screen which will add Visa Codes and definitions for visas that are not eligible for employment unless the individual is in **Pending Permanent Resident Status**.

Display the text below for the visa types listed:

Not Eligible for employment unless in Pending Permanent Resident Status

- B1 – Visitor for business (often scholars)
- B2 - Temporary visitor for pleasure
- F2 – Spouse or child of student
- H4 – Spouse or child of an H1, H2, H3 visa holder
- M1 – Vocational Students
- M2 – Alien spouses or dependents of M-1 vocational students
- P4 – Dependents of P visa holders
- R2 – Dependents of R1 visa holders
- TD – Dependents of TN visa holders
- WB – Visa waiver for business
- WT – Visa waiver for pleasure

Modifications should be made to the Help Text for the Citizenship Status Code Field displayed on the IGEN Screen in PPS. Update the Help Text for Citizenship Status Code Field (EDB0109) displayed on the IGEN Screen as follows:

Capitalize the F in the word Form in the following section:

N – Non-Resident Alien, wages subject to withholding tax; income reported on form W-2.

Consistency Edit

A new edit should be put into place so that the visa codes listed above as “Not Eligible for employment unless in Pending Permanent Resident Status” can only be used in conjunction with citizenship status code “P.”

One-time File

Create a file that contains invalid visa/citizenship code combinations. This file should be a component of the installation process. The file should only contain records that are on the current EDB. At minimum, each record in the file should include:

- Employee ID
- Employee Name (Last, First, Middle)
- Employment Status
- Home Department
- Citizenship Code
- Visa Code

Invalid visa/citizenship code combinations are:

- Any citizenship code (except code P) paired with one of the following visa codes:
 - B1
 - B2
 - F2
 - H4
 - M1
 - M2
 - P4
 - R2
 - TD
 - WB
 - WT

Processing Considerations:

There may be an impact to the Corporate Personnel System (CPS). Changes to a CPS edit program may be needed. These changes may need to be coordinated with changes to CPS.

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System Requirements:

1.0 Overview of Modifications

Modifications include the addition of new values for the Visa Type Code (EDB0110) data element (existing) and a correction to the description for one of the existing Citizenship Status Codes (EDB0109). CICS Help text is impacted by these changes. A new consistency edit should be added to validate the combination of Visa Type Code and Citizenship Status Code. For certain specific Visa Type Codes, the Citizenship Status Code must be "P." This will require the addition of a new message to the System Messages Table.

There is a need for a one-time process to identify invalid combinations of Visa Type Codes and Citizenship Status Codes.

There are no changes to the History Process, the Compute Process, the Distribution of Expense, or Consolidated Billing. Tax processing is not impacted. There are no changes to reporting and notification.

- Control Table Updates: Updates to the Code Translation Table and the System Messages Table are needed.
- EDB Data Elements: There are modifications to two existing data elements (EDB0109 and EDB0110).
- CICS Modifications: Updates to help text are needed.
- Web Modifications: The help update for Web EDB Update, Web New Hire and Web Re-hire will be requested in a future SR and bundled with other web changes.
- One-time Processes: Report of invalid visa/citizenship combinations.
- EDB Maintenance: New edits.
- History Process: None
- Compute Process: None
- Distribution of Expense: None
- Consolidated Billing and Self-Billing: None
- Interface Files: No changes to the interface files, per se, but downstream impact to CPS.
- Forms: None
- Other Processes: None
- Reporting and Notification: None

2.0 Control Table Updates

Modifications to the Code Translation Table (CTT) and the System Messages Table are needed.

2.1 Code Translation Table

The following new visa type codes and descriptions should be added to the Code Translation Table for Visa Type Code (EDB0110):

Visa Type	Description
G1	Employees of International Organizations
G2	Employees of International Organizations
G3	Employees of International Organizations
I1	Foreign journalist
K3	Spouse of a U.S. Citizen
K4	Children of K-3 visa holders
M1	Vocational Student
M2	Dependent of M-1 visa holders
P4	Dependents of P visa holders
Q1	Participants in international cultural exchange programs
R1	Religious workers
R2	Dependents of R-1 visa holders
TD	Dependents of TN visa holders
WB	Waiver for Business
WT	Waiver for Tourist (Pleasure)

See Attachment C for UPAY814 form corresponding to these changes.

2.2 System Messages Table

A new message will be needed to inform the user when one of the following Visa Type Codes is used with a Citizenship Status Code other than “P:”

- B1 – Visitor for business (often scholars)
- B2 - Temporary visitor for pleasure
- F2 – Spouse or child of student
- H4 – Spouse or child of an H1, H2, H3 visa holder
- M1 – Vocational Students
- M2 – Alien spouses or dependents of M-1 vocational students
- P4 – Dependents of P visa holders
- R2 – Dependents of R1 visa holders
- TD – Dependents of TN visa holders
- WB – Visa waiver for business
- WT – Visa waiver for pleasure

The message should read “Invalid Visa/Citizenship Combination.” This error should have an employee reject severity level in both online and batch. See Attachment D for UPAY form.

3.0 EDB Data Elements

3.1 Citizenship Status Code (EDB0109)

There is a minor change to the description for code “N.” The word “form” should be capitalized in the following description:

“Non-Resident Alien, wages subject to withholding tax; income reported on **F**orm W-2”

See Attachment A for the updated Data Dictionary page.

3.2 Visa Type Code (EDB0110)

The following visa type codes and descriptions should be added to the Visa Type Code (EDB0110):

Visa Type	Description
G1	Employees of International Organizations
G2	Employees of International Organizations
G3	Employees of International Organizations

I1	Foreign journalist
K3	Spouse of a U.S. Citizen
K4	Children of K-3 visa holders
M1	Vocational Student
M2	Dependent of M-1 visa holders
P4	Dependents of P visa holders
Q1	Participants in international cultural exchange programs
R1	Religious workers
R2	Dependents of R-1 visa holders
TD	Dependents of TN visa holders
WB	Waiver for Business
WT	Waiver for Tourist (Pleasure)

See Attachment B for the modifications to the Data Dictionary page.

4.0 CICS Modifications

No CICS screen changes are required. Help changes are required.

4.2 Help Modifications

Changes to the help text are needed for both data elements EDB0109 and EDB0110.

4.2.1 Citizenship Status Code (EDB0109)

This field appears on the EPD1, EALN, IALN, IGEN, and HPER screens. The help text should be updated so that the word “form” is capitalized in the following description:

“Non-Resident Alien, wages subject to withholding tax; income reported on **F**orm W-2”

4.2.1 Visa Type Code (EDB0110)

The new Visa Type Codes listed in section 3.2 should be added to the list in the help for EDB0110. This field appears on EALN, IALN, IGEN and HPER screens in CICS.

The list of Visa Type Codes should be split into two sections in the help, with headings for each section. The following codes and their descriptions belong in **section two, at the bottom of the list**, with the Heading: “Not Eligible for Employment unless in Pending Permanent Resident Status:”

- B1 – Visitor for business (often scholars)
- B2 - Temporary visitor for pleasure
- F2 – Spouse or child of student
- H4 – Spouse or child of an H1, H2, H3 visa holder
- M1 – Vocational Students
- M2 – Alien spouses or dependents of M-1 vocational students
- P4 – Dependents of P visa holders
- R2 – Dependents of R1 visa holders
- TD – Dependents of TN visa holders
- WB – Visa waiver for business
- WT – Visa waiver for pleasure

All other Visa Type Codes belong in **section one, at the top of the list**, with the heading: “Eligible for Employment.”

4.3 History Reporting

Changes to the help text described above for data elements EDB0109 and EDB0110 also apply to the HPER screen.

5.0 One-time processes

There is a need for a file containing invalid visa/citizenship code combinations. This file should be a component of the installation process. The file should only contain records that are on the current EDB. At minimum, each record in the file should include:

- Employee ID
- Employee Name (Last, First, Middle) - EDB0105
- Employment Status - EDB0144
- Home Department – EDB0114
- Citizenship Code – EDB0109
- Visa Code – EDB0110

Invalid visa/citizenship code combinations are:

- Any citizenship code (except code P) paired with one of the following visa codes:
 - B1
 - B2
 - F2
 - H4
 - M1
 - M2
 - P4
 - R2
 - TD
 - WB
 - WT

6.0 EDB Maintenance

Modifications are needed in the areas of range and value edits and consistency edits. No changes are needed in the areas of derivations or periodic maintenance.

6.1 Range and Value Edits

The new Visa Type Codes listed in Section 2.1 should be accepted in PPS as valid codes for entry online and in batch, so that they will not trigger any range/value edits, such as “Field out of range or illegal value.” The Visa Type Code may be entered on the EALN CICS screen.

6.2 Consistency Edits

An edit should be created to alert the user when a **Citizenship Status Code other than “P”** is used in conjunction with the following Visa Type Codes:

- B1 – Visitor for business (often scholars)
- B2 – Temporary visitor for pleasure
- F2 – Spouse or child of student
- H4 – Spouse or child of an H1, H2, H3 visa holder
- M1 – Vocational Students
- M2 – Alien spouses or dependents of M-1 vocational students
- P4 – Dependents of P visa holders
- R2 – Dependents of R1 visa holders
- TD – Dependents of TN visa holders
- WB – Visa waiver for business
- WT – Visa waiver for pleasure

This error should have an employee reject severity level in both online and batch.

The following message should be displayed if this con edit is triggered:

“Invalid Visa/Citizenship Combination”

Since some of these Visa Type Codes are new and some already exist, there may be existing EDB records that contain these Visa Type Codes in conjunction with Citizenship Status Codes other than “P.” If this is the case, then the new con edit should only be triggered when there is a change to either the Visa Type Code or the Citizenship Status Code.

7.0 Interface Files

Government Interface Files, Carrier Interfaces, and Union Files are not impacted.

In the area of Corporate Interface files, no changes are required to the CPS interface file. However, changes may be needed in the CPS application itself, so PPS changes may need to be coordinated with CPS changes.

Attachment A - Data Dictionary – EDB0109

PPS EDB Data Element Definition

[[Payroll Home Page](#) | [Search Page](#) | [EDB Index](#)]

System Number: EDB0109

User Access Name: 0109-2

Programming Name: CITIZEN_CODE IN PPPPAY

Revision Date: 11/18/05

Comments

Sources (s) : PPP120

Location(s) : BAS 1013 - Citizenship Status Code-HDB in HDB
 APS 0156 - Citizenship Status Code-Employee
 CPS 0156 - Citizenship Status Code-Employee
 IPS 0156 - Citizenship Status Code-Employee
 OPP 0156 - Citizenship Status Code-Employee

Name: CITIZENSHIP STATUS CODE-EDB

Type: ALPHANUMERIC

Length: 1

Format

N/A

General Description

Code indicating an individual's citizenship status with respect to the United States.

Code Interpretation

C - U.S. Citizen
R - Resident Alien for tax purposes
N - Non-Resident Alien, wages subject to withholding tax;
 income reported on Form W-2
E - Non-Resident Alien, wages not subject to Federal income tax

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withholding and FICA withholding; income reported on Form
1042-S
A - Non-Resident Alien from Canada, Mexico or South Korea
X - Non-Resident Alien living and working outside the United
States;
wages not subject to federal and state withholding taxes
F - Resident Alien for Federal income tax purposes, wages subject
to
FICA withholding but not subject to Federal income tax
withholding;
income reported on Form 1042-S
P - Pending Permanent Resident, wages subject to withholding tax;
income
Reported on Form W-2
S - Non-Resident Alien Student employee from India; income
reported on
Form W-2

Attachment B - Data Dictionary – EDB0110

PPS EDB Data Element Definition

[[Payroll Home Page](#) | [Search Page](#) | [EDB Index](#)]

System Number: EDB0110

User Access Name: 0110-0

Programming Name: VISA_TYPE IN PPPPAY

Revision Date: 11/18/05

Comments

Location(s): BAS 1052 - Visa Type Code-BAS in HDB

Name: VISA TYPE CODE-EDB

Type: ALPHANUMERIC

Length: 2

Format

N/A

General Description

Code indicating the type of visa held by an individual.

Code Interpretation

EDB 0110 - VISA TYPE CODE-EDB

- A1 - Ambassador, public minister, career diplomat or consular officer
and members of immediate family
- A2 - Other foreign government official or employee,
and members of immediate family
- B1 - Visitor for business (often scholars)
- B2 - Temporary visitor for pleasure

- E1 - Treaty Trader, spouse and children
 - E2 - Treaty Investor, spouse and children
 - E3 - Principal visa holder and dependents from Australia
 - F1 - Student
 - F2 - Spouse or child of student
 - G1 - Employees of International Organizations**
 - G2 - Employees of International Organizations**
 - G3 - Employees of International Organizations**
 - G4 - International organization officer or employee, and members of immediate family
 - H1 - Temporary worker - Specialty Occupations
 - H2 - Temporary worker - Skilled and Unskilled
 - H3 - Trainee
 - H4 - Spouse or child of an H1, H2 or H3 visa holder
 - I1 - Foreign Journalist**
 - J1 - Exchange visitor
 - J2 - Spouse or child of exchange visitor
 - K1 - Fiance(e) of an American citizen
 - K2 - Minor children of K1 visa holder
 - K3 - Spouse of a U.S. Citizen**
 - K4 - Children of K-3 visa holders**
 - L1 - Specialized knowledge
 - L2 - Dependent of L1 visa holder
 - M1 - Vocational Student**
 - M2 - Dependent of M-1 visa holders**
 - O1 - Alien with extraordinary ability
 - O2 - Alien with critical skills and experience
 - O3 - Spouse and unmarried children of the O1 or O2 employee
 - P1 - Alien athlete internationally recognized
 - P2 - Alien artists or entertainers, individual or group
 - P3 - Alien providing essential support to the P1 and P2 visas
 - P4 - Dependents of P visa holders**
 - Q1 - Participants in international cultural exchange programs**
 - R1 - Religious Workers**
 - R2 - Dependents of R-1 visa holders**
 - PR - Permanent Resident (Green Card)
 - RF - Refugee/Asylee
 - TC - Canadian citizen with TC-1 classification temporarily engaging in business activities at a professional level (often researchers)
 - TD - Dependents of TN visa holders**
 - TN - Canadian or Mexican citizen with TN-1 classification temporarily engaging in business activities at a professional level (often researchers)
 - TP - Temporary Protected Status
 - V1 - Spouse of a lawful permanent resident
 - V2 - Unmarried child (under the age of 21) of a lawful permanent resident
 - V3 - The child of either a V-1 or a V-2 non-immigrant
 - WB - Waiver for business**
 - WT - Waiver for tourist (pleasure)**
-

Attachment C – UPAY 814 – Code Translation Table (CTT)

**PAYROLL/PERSONNEL
CODE TRANSLATION TABLE
UPAY814 (R11/03) R1534**



ADIC	TEL NO	DATA BASE FILE ID	DATA ELEMENT ID	CODE VALUE	TRANS UNION	CODE TRANSLATION	OBSOLETE				
1	2	3	6	8	9	14	15	20	21	22	23
A	38	ED0	0110	G1	57	Employees of International Organizations				79	
A	38	ED0	0110	G2	57	" "					
A	38	"	"	G3	"	" "					
A	38	"	"	I1	"	Foreign Journalist					
A	38	"	"	K3	"	Spouse of a U.S. Citizen					
A	38	"	"	K4	"	Children of k-3 visa holders					
A	38	"	"	M1	"	Vocational Student					
A	38	"	"	M2	"	Dependents of M-1 visa holders					
A	38	"	"	P4	"	Dependents of P visa holders					
A	38	"	"	Q1	"	Participants in international cultural exchange programs					

PREPARED BY: <i>Maura Johnson</i>	DATE: 9/29/10
APPROVED BY: <i>R.S.</i>	DATE: 9/29/10

RETN: UNTIL ACTION TAKEN



**PAYROLL/PERSONNEL
CODE TRANSLATION TABLE
UPAY814 (R11/03) R1534**

AIDC NO	TBL NO	DATA BASE FILE ID	DATA ELEMENT ID	CODE VALUE	TRANS-LATION	OBSELETE
1	2	3	6	8	9	10
A	38	ED00110	R2	57	Religious Workers	79
A	38	"	"	"	Dependents of R-1 visa holders	
A	38	"	"	TD	Dependents of TN visa holders	
A	38	"	"	WB	Waiver for business	
A	38	"	"	WT	Waiver for tourist (pleasure)	
	38					
	38					
	38					
	38					
	38					

PREPARED BY: <i>Marcia Johnson</i>	DATE: <i>9/29/10</i>
APPROVED BY: <i>[Signature]</i>	DATE: <i>9/29/10</i>

RETN. UNTIL ACTION TAKEN



UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT

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SERVICE REQUEST
UIRC 160ISS (R 01/00)

DATE 09/21/10	DATE/CYCLE DUE	ESTIMATE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO
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PERSON AUTHORIZING REQUEST: Michael O'Neill	SYSTEMS CONTACT:
DEPARTMENT: Payroll	RECHARGE NO. NR-Payroll
REQUESTOR: Marcia Johnson	SYSTEMS/FILES/PROGRAMS: PAYROLL

RETRIEVAL/SYSTEM MODIFICATION: (Description of Request)

Add visa types to PPS and change Help Screen Text for Visa and Citizenship Codes

SYSTEM	EFFECTIVE DATE OF INFORMATION	TYPE OF RUN	TYPE OF OUTPUT
		<input type="checkbox"/> RERUN	<input type="checkbox"/> ADD'L <input type="checkbox"/> REPORT <input type="checkbox"/> EXTRACT FILE <input type="checkbox"/> LABELS

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

IR&C USE ONLY

<input type="checkbox"/> R	<input type="checkbox"/> NR	<input type="checkbox"/> M STAFF	TO:	<input type="checkbox"/> RET	<input type="checkbox"/> CORP SYS	<input type="checkbox"/> M&O	<input type="checkbox"/> PAYROLL	<input type="checkbox"/> PRODUCTION CONTROL
DATE RECEIVED	REVISED DUE DATE	DATE COMPLETED	COMPLETED BY	COMPUTING TIME - CHARGES	STAFF TIME - CHARGES	BILLING NO	JOB NAME	PRODUCTION CONTROL
COMMENTS:								
ESTIMATE INFORMATION	COMPLETION DATE	STAFF HOURS	ESTIMATED COSTS	COMPUTING COSTS	ESTIMATED TOTAL COSTS			
		\$	\$	\$				

APPROVAL TO PROCEED		9/27/10	(NAME, TITLE, ADDRESS)
BASED ON ESTIMATE	(SIGNATURE)		