**Biweekly Briefs 3/28/2019**

**RECORDING LINK:** [https://us-lti.bbcollab.com/recording/c35ee04cceeda4d90898d3a771e9fc0ae](https://us-lti.bbcollab.com/recording/c35ee04cceeda4d90898d3a771e9fc0ae)

***R09 Personnel Actions due to HR 03/29/2019 Prior to 1:00 PM***

***R10 Personnel Actions due to HR 04/12/2019 Prior to 1:00 PM***

***R11 Personnel Actions due to HR 04/26/2019 Prior to 1:00 PM***


***Biweekly Reminder: Please Deliver to HR Daily***

To keep the paper workflow moving smoothly, submit Job Forms/hire packets, etc. on a daily basis. *Ride the On-Call Shuttle, ph 474-7000 30 minutes in advance*

***Changes in Administrative Services***

Announcements from Dan White, Chancellor in the [March 18, 2019 Cornerstone](https://www.uaf.edu/uafhr/calendars/2019-Personnel-Payroll-Submission-Schedule_2019.01.25.pdf)

On March 4, I announced that Julie Queen will serve as interim vice chancellor for Administrative Services to allow me time to review the needs and current operations of the VCAS before permanently refilling this position.

UAF Human Resources has been moved from the Administrative Services organizational structure to directly under the chancellor. This structure change is intended to align services that HR and the Department of Equity and Compliance provide with the responsibilities of the chancellor.

***Banner 9 Job Form Turnarounds***

EAS (Enterprise Application Services) moved Job Form Turnarounds back into Banner 9 on March 25, 2019.

Let me know ASAP (via [UAF-Personnel@alaska.edu](mailto:UAF-Personnel@alaska.edu)) if you experience any challenges with them. When reporting this, please provide the exact PARAMETER VALUES that you used so that it can be recreated for research and resolution.

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If the Job Form Turnaround challenge is not something that I can assist with, I will forward your report to [UA-syhr@alaska.edu](mailto:UA-syhr@alaska.edu).
***Banner 9 HR: Reporting a Problem LINK***
Help us with reporting Banner 9 issues.

PPAs have different access and complete different tasks in Banner than we do here at the Campus HR Office. You may experience issues that we don’t. If you don’t report those issues, nobody will know they are happening.

Here is the link for the Google form:  https://goo.gl/forms/dmkLmBI9HfxE3tJn1
After filling in the form you’ll get a final question... whether or not you want a copy of your responses. Be sure to turn this on, when you get the email forward a copy to UAF-Personnel so we have knowledge of the report.

***Paperwork Needed for International Employees***
The myUA Hire Checklist includes a special checkbox item for Non-U.S. citizens and non-permanent resident aliens. The department (PPA) must include the GLACIER Tax Summary Report, including ‘Required Forms’ and ‘Required Documents Copies’ when they submit a hire packet for international employees.

It was November 1, 2012 that the GLACIER Tax Summary Report replaced, what some of you will remember, the old [manual] UA International Form.

PPAs Can Request GLACIER Account Access for their employees in one of two ways:

- If you are an experienced PPA that hires many international employees, then you may inquire with Terra at UAF HR, to possibly gain Admin3 access for yourself in order to Add New Individual Records in GLACIER on your own – without having to wait for action by UAF HR.
- If you hire international employees infrequently, request access for your new employee via the Google Form on the UAF HR Onboarding page: https://www.uaf.edu/uafhr/onboarding/

The form will ask you for just a few simple pieces of information:
Employee First Name
Employee Middle Name
Employee Last Name
UA ID Number (enter “No ID yet” if none)
Employee’s Email Address
Hire Date
Visa Type
The GLACIER ID:
Whenever a foreign national is receiving payments from the University they must have a GLACIER Account, the GLACIER ID is structured so the area providing the payments can track and monitor GLACIER for errors and Active status.

1. The first part is the campus... UAA, UAF, UAS and SW
2. The second part is the Regional Administrative Office responsible for compliance: Accounts Payable, Human Resources, and Scholarships
3. The third part is the UA ID number

UAFHR3xxxxxxx Human Resources
UAFAP3xxxxxxx Account Payable
UAFS3xxxxxxx Scholarship

If your new hire already has an account through Accounts Payable or Scholarships, we will do a quick update to the GLACIER ID to reflect ‘UAFHR’ because the employment relationship always trumps other compensation types to allow us to track these individuals and their work authorization.

- The GLACIER “Pay Period” is updated to be Employee – Bi-Weekly (B)
- If the individual had an ITIN in GLACIER, but is now an employee they must replace the ITIN with a SSN, or that they will apply for or has applied for an SSN.

Please review BWB Notes from 11/08/2018 for more info about the differences between a SSN and an ITIN. ITINs are not valid numbers for employees.

***Foreign Nationals on Temporary Student Visas***
Foreign nationals on temporary student visas cannot work more than 20 hours while classes are in session per limitations of the visa regulations [8 CFR 214.2(f)(9)(i)]. These students are not eligible for waivers to work over 20 hours while classes are in session. On-campus employment may be full-time during summer and other vacation periods for students who are eligible and intend to register for the subsequent academic term.

Email from Carol Holz 9/6/2018
As a reminder, students working as TAs and in student jobs are limited to 20 hours of work per week while classes are in session. The regulations are very specific as to the limitation and there are no exceptions. The hours cannot be averaged. Should a student work over 20 hours in any given week, it is an immigration status violation and under new policy guidance effective August 9, 2018, students begin
accruing days of unlawful presence. Depending on the number of days accrued, a 3-, 10-year or lifetime ban on returning to the U.S. could be imposed. Please do not put international students at risk of immigration status violations by asking them to work over 20 hours per week. This can be especially challenging for new TAs with extensive responsibilities. They will need to exercise good time management skills in order to balance test and paper grading in addition to other responsibilities.

Also, please keep in mind the program completion policy for graduate students with only thesis or research credits in their final semester as the last day of employment eligibility may be earlier than the last day of the semester/final exams.

***GLACIER Online Tax Compliance - FAQs***

**Q: What is GLACIER used for?**
A: GLACIER is a compliance tool used by the University of Alaska to determine proper taxing of our foreign nationals, (i.e., Nonresident Alien and Resident Alien Tax Compliance).

**Q: Why do International employees need to have a GLACIER account?**
A: The Internal Revenue Service (IRS), the U.S. government tax authority, requires the University of Alaska to collect information from all non-U.S. citizens and non-permanent resident aliens to determine the appropriate rate of tax withholding and reporting for any payments that may be made to such individuals.

Basically, the information that is provided within GLACIER helps to determine appropriate payroll tax withholding.

An employee should always submit GLACIER paperwork (the GLACIER Tax Summary Report with Required Forms and Document Copies) and any other HR paperwork to their department Personnel/Payroll Assistant, (PPA). After review, the PPA will deliver this paperwork to the UAF Human Resources Office for processing.
Note: GLACIER is not needed for Deferred Action for Childhood Arrivals (DACA)

**Q:** When do Employees need to log in and update/change information?

**A:** After a request is placed (usually by the hiring department PPA) to create a GLACIER Account, the International employee will receive an email with the Subject “Payments from University of Alaska,” they must access GLACIER and provide the requested information within 7 days of receiving this message. The message includes temporary access information, (UserID & Password).
To login to GLACIER, follow the steps below:

Click on the following web link: http://www.online-tax.net; if the link does not automatically open, simply open your Internet Browser (preferably Internet Explorer) and enter the website address http://www.online-tax.net.

Click on the GLACIER logo to enter the website.

At the login screen, enter your temporary access information from below; you will be required to select a new UserID and Password at the time of first access to GLACIER.

UserID: [Redacted]
Password: [Redacted]

The GLACIER Individual Record should be updated on a regular basis as changes in status are known.

Here is a list of examples for when updates in GLACIER should be made...
- When changes are made to visa status
- When there are changes to employment authorization dates
- When they return from traveling outside the U.S.
- When they had applied for a Social Security Number, and have received this number
- Annual Tax Treaty Renewal (this normally takes place annually in November)
- When their Estimated Departure Date is approaching and they will not be leaving the U.S.
- If they are actively receiving payments through UAF Payroll, (i.e., have an active assignment in NBAJOBS) but their GLACIER status is something other than “Active” and/or “Complete,” which can occur for a variety of reasons. UAF HR runs reports periodically to monitor for these statuses, and will reach out to the department PPA to request action when needed.

Q: Does every international student have to have a GLACIER Account?
A: Only international students receiving payments from the University need a GLACIER Account.

Q: Why do international employees need to pay taxes?
A: All income earned in the United States is taxed by the Internal Revenue Service (IRS), unless specifically exempt from tax by IRS Code or Tax Treaty.

Q: Why does UAF tax international employees?
A: The University of Alaska is a withholding agent for the Internal Revenue Service (IRS) and is required to withhold tax.

Q: How can international employees claim a tax treaty?
A: If they are eligible for a tax treaty exemption, this option will be presented to them in GLACIER. They must properly complete and submit the Required Forms as indicated by the resulting Tax Summary Report. Always submit GLACIER paperwork to UAF HR through the department PPA.
Note: Payroll does not retroactively implement tax treaty exemptions; when completed properly, the tax treaty is made effective for the next available pay period. Renewal is required each calendar year.

**Q: Why do I have to pay Social Security and Medicare Taxes?**
A: In general, Social Security and Medicare (FICA) taxes apply to salary or wage payments made by U.S. employers to foreign national employees for services performed in the United States unless an individual qualifies for an exemption.

In order to be exempt from FICA tax, a foreign national must be a nonresident alien for tax purposes, be present in the United States under a certain immigration status, and be performing services in accordance with the primary purpose of the visa’s issuance, (i.e., F-1 student working as a TA).

**Q: Why am I being taxed differently than my friends?**
Sherri to explain (see next page)

***FY19 Wellness Deadline is April 30th***
UA’s Wellness Program w Healthyroads: https://www.alaska.edu/benefits/wellness/
Doing this will give you the $600 wellness rebate next year, during FY20!

***Biweekly Reminder: 1095C Processing in Progress***
If you spot an employee that has D8HR as both their TKL and Dlevel on PEAEMPL, keep in mind that these employees are “terminated.”

***Biweekly Reminder: How to Contact Us***
Personnel Team – UAF-Personnel@alaska.edu
Payroll Team – UAF-Payroll@alaska.edu
Send Records for OnBasing – UAF-Records@alaska.edu
Do your best to indicate message topics in your email Subject line and include the most vital information in the first sentence of message body. We see this from our In-Box and this helps us greatly to better service you!

Always include the employee’s legal name (as it appears in Banner) and their employee ID number.
Why am I being taxed differently than my friends?
We may have two employees from the same country, working in the same department, with the same job title, making the same gross wages but their paycheck stub shows one of them paying more in federal taxes than the other one.

**U.S. Tax System**
- U.S. Citizen
- Lawful Permanent Resident (Green Card)
- Resident Alien for Tax Purposes (Substantial Presence Test)

**Nonresident Alien Tax System**
- Nonresident Alien for Tax Purposes

U.S. Citizens are also persons born in Guam, American Samoa, Northern Mariana Islands, Puerto Rico and U.S. Virgin Islands.

If you are a foreign individual and are not a U.S. Citizen or Permanent Resident, then the “Substantial Presence Test” is used to determine your tax status.

**Substantial Presence Test**
This test is looking at the number of days one is present in the United States over the last three calendar years, for a total of 183 days.

- All day’s present in the current year
- 1/3 of the days present last year
- 1/6 of the day’s present year before last

Several things are factored into determining tax status (this is a partial list)
- Visa Types
- Arrival & Departure Dates – All of them
- Visa type that was held for each visit
- Purpose for each visit
- How long you have been in the U.S.

**Tax Treaties** – Allow a certain amount of wages to not be taxed, only taxed after they pass that threshold

**Form W4**

**U.S. Tax System**

Married/Single 1 or more allowances

**Nonresident Alien Tax System**

Single with 1 allowance & NRA

(Under certain circumstances, people from Canada, Mexico, South Korea, a U.S. National, or a student or business apprentice from India can claim additional allowances)

**Reasons for Different Taxation**
1. Which tax system are they in – US Tax System or Nonresident Alien Tax System?
2. Are they receiving a Tax Treaty?
3. Are they from a country that can claim additional allowances?