Non-Resident Alien Payroll Processing (PY.09)-Staff/Academic

The Nonresident Alien Pay Processing process begins with identifying the NRA during the I-9 process and flagging them to be set up in Glacier. This process includes annual process to recertify and follow-up on completion in Glacier. The process ends when an NRA’s status is correctly reflected in UCPath and the individual is appropriately paid and taxed.
Non-Resident Alien Payroll Processing (PY.09)- Staff/Academic

1. Employee Glacier setup is a location business process.
2. ODS to generate reports on new hire
3. Glacier to generate report for annual process

Start

- Receive Report and initiate the process
  - Create Glacier password and username; notify employee.
  - Update Glacier record with required information
  - Receive employee signed paper documents from Glacier

- Establish New or update Tax Treaty or Tax Residency status
  - Submit Treaty Paperwork to IRS
  - Update Glacier Record and set to complete

- Email
  - Receive employee signed paper documents from Glacier
  - Send scanned encrypted paperwork to UCPC

Note:
1. Employee Glacier setup is a location business process.
2. ODS to generate reports on new hire
3. Glacier to generate report for annual process

UCR does not send to IRS, Glacier does.

Requested action is recorded in UCRPath
Non-Resident Alien Payroll Processing (PY.09)- Staff/Academic

**Job Earnings Distribution** (WFA.06)
- Staff/Academic Non-Resident Alien Payroll Processing (PY.09)
- Staff/Academic

**Central Office**
- Partner Department/Org Employee

**Shared Services**
- Partner Department/Org Employee

**UCPC/External**
- Partner Department/Org Employee

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**Start**
- Receive Report and initiate the process

**Create Glacier record**

**Receive Signed paper documents from Employee**
- Email

**Tax Treaty or Tax Residency status change**

**Submit Treaty Paperwork to IRS**

**Update Glacier Record and set to complete**
- Glacier

**Send scanned encrypted paperwork to UCPC**
- Email

**Employee Tax Data Information Updated**
- PY Production

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**Note:**
1. Employee Glacier setup is a location business process.
2. ODS to generate reports on new hire.
3. Glacier to generate report for annual process.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Context/Information/Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Currently, UCR does not generate reports out of Glacier to track Visa/Work permit expiration dates. In the future operating model, ODS to generate reports and send them to Central Offices to ensure we are capturing up to date information.</td>
</tr>
<tr>
<td>8</td>
<td>Technical ability to encrypt the email</td>
</tr>
</tbody>
</table>

Foreign nationals receiving payments from the University are required to have a Glacier record. Glacier is a secure web-based nonresident alien (NRA) tax compliance system that the University of California uses to collect tax-related information from foreign visitors. Glacier determines tax residency, withholding rates, and income tax treaty eligibility. Glacier administrators manage NRA's paperwork, maintain NRA's data, and prepare tax forms and required statements.

An inbound interface from location version Glacier to UCPath will be used to update an employee's tax record. The inbound interface will carry the appropriate information necessary to insure compliance with IRS tax regulations including income tax treaty exemption. In addition, Glacier will be used by the foreign national to complete and print all applicable income tax treaty exemption and/or tax withholding forms and statements. The Nonresident Alien Pay Processing process begins when a foreign national is identified during the I-9 process and ends when an NRA's status is correctly reflected in PeopleSoft and the individual is appropriately paid and taxed.
Start / End

Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

Task/Activity

Captures a specific task or activity. Written starting with a verb ("Prepare Form"). A box should reflect a single role and tool to complete a specific output.

Automatic Process

Represents a process, task, or activity that is accomplished through a system or program. For example, "Upload Data (Nightly)".

Off-page reference

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., "A/2" indicates look for point A on page 2).

One way connection

Connection arrows show the direction that the process flows.

Roles and Tools

These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., "Manager") and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

UCPath Central Process

Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map).

UCPath Local Process

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map).

On-page Reference

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

Subprocess

Indicates another process or set of processes formally defined elsewhere. For example, "Perform Background Check" as part of the Onboarding process.

Decision

Indicates divergent paths for process; typically phrased in Yes/No format. For example, "Approve Leave".

Or Connector

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

Consultation/Collaboration

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

Annotation

Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed.