

## *Highlights and Hot Topics*

### **Foreign National Appointments for Academic Year 2007/2008**

*By Emily Lange*

To ensure proper taxation, income reporting, and benefit eligibility for employees who are Foreign Nationals, it is important that the employees complete Foreign National Tax Status Review Appointments. For new employees the appointment needs to be included as part of the initial hiring process. However, scheduling of appointments cannot be completed until after the PEAEMPL record is active in Banner. Employee appointments (on the Urbana and Chicago campuses) can be scheduled either by the employee at the [registration](#) Web site (see page 2 for details) or by contacting the Payroll Customer Service at Urbana (815) 244-4334; 8/9422. "Wtdpc" 439-487/8585." Springfield (815) 244-4334; 8/9433. Employees on the Springfield campus must call Payroll Customer Service to schedule an appointment. On the day of the scheduled appointment, the employee will need to have a completed Foreign National Tax Information Form0 (<http://www.obfs.uillinois.edu/Forms/FNTaxInfo.pdf>),

and provide originals and copies of specified documentation for the employee's visa type. A list of these documents is on page four of the Foreign National Tax Information. If the form is not complete or copies are not provided the employee will be asked to reschedule his/her appointment. University Payroll is under time constraints for completing these appointments and a copy machine is not available. It is imperative that the employee come prepared for their appointment. During the appointment tax residency, possible tax treaty benefits and proper tax withholding will be determined. If the employee does not have a Social Security Number he/she will not be able to complete the process and will be given further instructions to be acted on upon receiving his/her SSN.

After the initial appointment, it is very important to keep University Payroll up-to-date on immigration information. Any changes to a Foreign National's status (extension of visit, change of immigration status, income type, etc.) would require a follow-up visit to Payroll Customer Service to update and re-evaluate his/her withholding status.

Although tax treaties may allow for several years of benefits, the IRS procedures require tax treaty benefits to be extended for only one tax year at a time. Employees who receive treaty benefits will need to complete an appointment each tax year. These types of appointments are considered renewal appointments and can be completed starting mid-October of 2007 for 2008. We suggest that renewal appointments be completed between mid-October and December 2007, but are not limited to this time period. Employees will also be able to schedule renewal appointments in 2008.

Individuals who are not eligible for tax treaty benefits and who have not had a change in status as listed above **do not** have to schedule an appointment.

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# Foreign National Mass Appointment Labs

The following dates are available on the Urbana-Champaign and Chicago campuses for tax status review of new employees and for current employee renewals.

At the Springfield campus, Foreign National Employees are given individual appointments. Employees should contact Payroll Customer Service at Chicago (312) 996-7200, Urbana (217) 265-6363, Springfield (217) 206-7211 to schedule an appointment.

## Foreign National Tax Status Review Appointments (New and Renewal) from September through December 2007 are listed below for UIUC only:

Date: **September 5, 17, 26, 27**  
Time: 8:30 am – 10:00 am  
10:30 am – 12:00 pm  
1:30 pm – 3:00 pm

Date: **September 7**  
Time: 1:30 pm – 3:00 pm

Date: **September 21**  
Time: 8:30 am – 10:00 am  
10:30 am – 12:00 pm

Date: **October 2, 8, 15, 25, 30**  
Time: 8:30 am – 10:00 am  
10:30 am – 12:00 pm  
1:30 pm – 3:00 pm

Date: **November 1, 5, 12, 26,**  
Time: 8:30 am – 10:00 am  
10:30 am – 12:00 pm  
1:30 pm – 3:00 pm

Date: **November 16**  
Time: 1:30 pm – 3:00 pm

Date: **December 4, 12, 13, 17**  
Time: 8:30 am – 10:00 am  
10:30 am – 12:00 pm  
1:30 pm – 3:00 pm

Date: **December 7**  
Time: 8:30 am – 10:00 am  
10:30 am – 12:00 pm

## Foreign National Tax Status Review Appointments (New and Renewal) from September through December 2007 are listed below for UIC only:

Date: **September 7, 28**  
Time: 9:00 am – 10:30 am  
11:00 am – 12:30 pm

Date: **September 10, 19, 25**  
Time: 9:00 am – 10:30 am  
11:00 am – 12:30 pm  
1:30 pm – 3:00 pm

Date: **October 1, 10, 19, 23, 29**  
Time: 9:00 am – 10:30 am  
11:00 am – 12:30 pm  
1:30 pm – 3:00 pm

Date: **October 11**  
Time: 9:00 am – 10:30 am  
11:00 am – 12:30 pm

Date: **October 16**  
Time: 1:30 pm – 3:00 pm

Date: **November 2, 12**  
Time: 1:30 pm – 3:00 pm

Date: **November 8, 20, 27**  
Time: 9:00 am – 10:30 am  
11:00 am – 12:30 pm  
1:30 pm – 3:00 pm

Date: **November 16**  
Time: 9:00 am – 10:30 am  
11:00 am – 12:30 pm

Date: **December 5, 10, 18**  
Time: 9:00 am – 10:30 am  
11:00 am – 12:30 pm  
1:30 pm – 3:00 pm

Date: **December 7**  
Time: 1:30 pm – 3:00 pm

To schedule an appointment, go to the [Tax Status Review Appointments for Foreign Nationals](#) registration page and select the appropriate campus on the left panel.

Please also refer to the registration page for future updates or changes to mass appointment labs.

# Important Payroll Dates

## Payroll Training Events Now Open for Registration

### UIUC

#### *Payroll Overview*

August 28, 2007	9-11:30 am
September 25, 2007	9-11:30 am
October 23, 2007	9-11:30 am
November 27, 2007	9-11:30 am
December 11, 2007	9-11:30 am

#### *Payments to Foreign Nationals Overview*

August 28, 2007	1-4:00 pm
September 25, 2007	1-4:00 pm
October 23, 2007	1-4:00 pm
November 27, 2007	1-4:00 pm
December 11, 2007	1-4:00 pm

### UIC

#### *Payroll Overview*

August 30, 2007	9-11:30 am
September 21, 2007	9-11:30 am
October 16, 2007	9-11:30 am
November 30, 2007	9-11:30 am
December 14, 2007	9-11:30 am

#### *Payments to Foreign Nationals Overview*

August 30, 2007	1-4:00 pm
September 21, 2007	1-4:00 pm
October 26, 2007	1-4:00 pm
November 30, 2007	1-4:00 pm
December 14, 2007	1-4:00 pm

For further information on the Payroll courses or to register for a class, please visit the [OBFS Training Center](#).

Additional Payroll Courses can be found at:  
<http://training.obfs.uillinois.edu/index.cfm?campus=C>  
(Chicago) and  
<http://training.obfs.uillinois.edu/index.cfm?campus=U>  
(Urbana).

# Customer Service Metrics

May- July 2007

	May	June	July
<b>Total Activity</b>	<b>1,406</b>	<b>1,359</b>	<b>1,346</b>
<b>Pending Resolution</b>	<b>9</b>	<b>7</b>	<b>26</b>
<b>Closed</b>	<b>1,459</b>	<b>1,548</b>	<b>1,370</b>

Total Activity represents the number of Clarify cases handled by Payroll Customer Service. Pending resolution refers to the number of cases still open out of those submitted at the end of each month. Closed are resolved issues.

# Payroll Operations Metrics

During the last quarter, a total of 142 timesheets fell into an error status at Disposition 05 and had to be manually fixed by Payroll Operations. This error occurs when an employee's required statutory deductions are not active or do not exist during the pay period.

# Adjustments Processed

May - July 2007

May	June	July
3474	3681	3269

# Payroll Calculation Deadlines

Pay Event		Calc date/ Time entry due	Pay Date
BW	18	8/28/2007	9/5/2007
<b>MN</b>	<b>8</b>	<b>8/7/2007</b>	<b>8/16/2007</b>
BW	19	9/11/2007	9/19/2007
BW	20	9/25/2007	10/3/2007
<b>MN</b>	<b>9</b>	<b>9/6/2007</b>	<b>9/14/2007</b>
BW	21	10/9/2007	10/17/2007
BW	22	10/23/2007	10/31/2007

# 2008 University Payroll Schedule

The new 2008 [University Payroll Schedule](#) has been posted on the Payroll & Earnings site under Helpful Links.

## Questions and Answers

**Q:** Have deadlines been provided for when departments need to have paperwork submitted to Human Resources in order to ensure that all transactions are included in the payroll calcs for the Fall Semester?

**A:** As we approach the new fall semester for 2007 it is pertinent that all necessary documentation is submitted to Human Resources in a timely manner in order to accurately compensate academic professionals and staff. Please refer to the 2007 Payroll Schedule regarding these important deadlines:

<https://www.obfs.uillinois.edu/earnings/2007payrollschedule.xls>

If the deadlines are not met in a timely fashion, payroll adjustments will need to be submitted via PZAADJT and Workflow. Adjustments submitted via Workflow by noon Tuesday will pay the upcoming Friday. Adjustments submitted after the given deadline, will pay the following Friday.

Please visit the OBFS (Office of Business and Financial Services) Web site for more detailed information <https://www.obfs.uillinois.edu/> or you may contact the Payroll Customer Service Center at < "Ej leci q" \*534+"; ; 8/9422."Wtdcpc" \*439+487/8585." "Ur tkpi hgrf" \*439+428/9433 or via [paying@uillinois.edu](mailto:paying@uillinois.edu)

**Q:** How can an employee sign up for direct deposit?

**A:** NESSIE is the Self-Service application that can assist you in changing your direct deposit information at <https://nessie.uhr.uillinois.edu/cf/index.cfm>. If you are unable to access the self-service application, you may come to one of the campus Payroll Service Centers and submit a written request to change direct deposit information.

**Q:** When is the best time to make bank account/direct deposit changes so that it will not affect my payroll direct deposit?

**A:** You can change the information at any time, however it must be updated before the payroll calculation process is completed to be effective. Therefore, the best time to make changes to your direct deposit information would be before the end of the pay period or after payday. Changes would then be effective for the next pay period.