



State of North Carolina Office of the State Controller

Michael F. Easley, Governor

Robert L. Powell, State Controller

March 16, 2005

MEMORANDUM NO. PYR2005-006

TO: All Agencies Served by the State Controller's Office
Payroll Section

FROM: Roger Farmer

SUBJECT: Payroll System Screen Changes and Nonimmigrant Code Table

As you are aware, the State has undertaken the task of tracking resident and non-resident Aliens employed by all state agencies. In order to make the tracking of salary information easier, the Central Payroll System has been modified to accommodate the addition of an Alien field for this purpose. Listed below are screen captures and explanations of the fields to be used to enter the alien codes from the list provided. Once an employee has been identified and coded with the proper alien code, the information will automatically be transmitted to the OSC Support Services section for interfacing with the Windstar software.

Listed below are several changes to the screens for the payroll system.

1. New PX135 EMPLOYEE YTD screen PAGE 1:

Changed: PRINT? (D/W/B) to W2/DEPOSIT
Deleted: ALIEN? (Y/N)

Changed display information for a W2 or Deposit request

```

IMST 03/08/2005 35 OSC CENTRAL PAYROLL - EMPLOYEE Y-T-D PAGE 1

SOC SEC NUM FIRST NAME MI LAST POSIT BUDGT W2/DEPOSIT
111-56-7111 JOHN YALE 00051 14160 -----

COMPANY: 1401 ACCOUNT: 531111 CENTER: 10001000
UNIT: 004 CYCLE: A LAST PAYROLL NO: LAST PAYROLL DATE: / /

SALARY .00 GROSS FOR OASDI .00
DEFER HOSP .00 OASDI TAX W-H .00
GROSS FOR FED TAX .00 GROSS FOR HI .00
FEDERAL TAX W-H .00 HI TAX W-H .00
EARNED INCOME CREDIT .00 GROSS FOR MQFE .00
GROSS FOR NC TAX .00 MQFE TAX W-H .00
NC TAX W-H .00
TAX DEFER RETIRE .00 GR PAY SUBJ RETIRE DED
UNITED FUND .00
HOSPITAL INS DED .00

NEXT SS NO>> KEY: MASTER=(M), PAGE=(2,3) >>

```

Removed ALIEN (Y/N?) information displayed from YTD screen

MAILING ADDRESS
1410 Mail Service Center
Raleigh, NC 27699-1410

Telephone: (919) 981-5454
Fax Number: (919) 981-5567
State Courier: 56-50-10
Website: www.ncosc.net

LOCATION
3512 Bush Street
Raleigh, NC

2. New PX110 COMPLETE EMPLOYEE MASTER display screen:

Added: PAY RATE >
ALIEN>

Added PAY RATE information

```

IMST 03/08/2005 10 OSC CENTRAL PAYROLL - INQ COMPLETE EMPLOYEE MASTER
SOCIAL SECURITY NO> 111 56 7111 UNIT> 004 CYCLE> A P/R NO> 166 OLD UNIT>
LNAME> YALE FIRST> JOHN MI> POSITION#> 00051 SEX> M

WORK R-A-T-E ESC BUDGET CD> 14160 ANNUAL SAL> 22,000.00 RETIREMENT INFORMA
CNTY CD FACT CDE CO. ACCOUNT CENTER CON MAT NUMBER OPT REQ
WAKE 1 12.0 1 1401 531111 10001000 3 3 0000000 .00

FIRST ADDRESS SECOND ADDRESS CITY ST ZIP TIME
3512 BUSH STREET RALEIGH NC 27611 .000
FIT WH > .00 NCTAX WH > .00 PAY RATE > 1833.33
FEDERAL STATE FEDER STATE FEDERAL N.C.TAX EIC AUTOMATIC DEPOSIT INFORMATION
STA ALL STA ALL EXTRA EXTRA CHG ALW CHG ALW CDE TRANSIT * ACCOUNT NUMBER TYPE
S 01 S 01 0 0 N-NO> N-NO>

CURRENT MISC CDE AMOUNT CDE AMOUNT CDE AMOUNT CDE AMOUNT CDE AMOUNT
PAY 1,000.00 DED>

SPLIT BUDGET INFORMATION ***** DISAB/ELIG> ALIEN> VWB 05/05/1962
BUDGET CODE CO. ACCOUNT CENTER RT AMOUNT PT
NEXT SOC SEC NO>> SCREEN(Y,O)>>
    
```

Added new ALIEN>
code information

3. New PX112 ADD COMPLETE EMPLOYEE MASTER screen:

Added: ALIEN >

Added new ALIEN>
code information

```

IMST 03/08/2005 12 OSC CENTRAL PAYROLL - ADD COMPLETE EMPLOYEE MASTER
SS NO>> 111 56 7111 UNIT NO>> 004 CYCLE>> A P/R NO>> 161 PAGE NO>> 99999 - 001
LNAME> YALE FIRST> JOHN MI> POSITION#> 00051 BATCH> 001

WORK R-A-T-E ESC BUDGET CD> 14160 ANNUAL SAL> 02200000 RETIREMENT INFORMA
CNTY CD FACT CDE CO. ACCOUNT CENTER CON MAT NUMBER OPT REQ
WAKE 1 120 1 1401 53 1111 10001000 3 3

FIRST ADDRESS SECOND ADDRESS CITY ST ZIP SEX> M
3512 BUSH STREET RALEIGH NC 27611 DOB
ALIEN> VWB 05051962

FEDERAL STATE FEDER STATE EIC AUTOMATIC DEPOSIT INFORMATION TIME
STA ALL STA ALL EXTRA EXTRA CDE TRANSIT * ACCOUNT NUMBER TYPE WORKED(3 DEC)
S 01 S 01

CURRENT MISC CDE AMOUNT CDE AMOUNT CDE AMOUNT CDE AMOUNT CDE AMOUNT
PAY 100000 DED>

UPDATE CODES(U,S,X)> u NEXT SSN> SCR(N,C,T,B,O)>
PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL
** ERROR FIELDS ARE HI-LIGHTED. CORRECT AND RE-ENTER **
    
```

4. New PX113 ADD COMPLETE EMPLOYEE MASTER screen:

Added: ALIEN >

```

IMST 03/08/2005 13 OSC CENTRAL PAYROLL - ADD COMPLETE EMPLOYEE MASTER
SS NO>> 444 55 6666 UNIT NO>> 001 CYCLE>> D P/R NO>> 166 PAGE NO>> 99999 - 001
LNAME>                FIRST>                MI>    POSITION#>                BATCH> 001

WORK R-A-T-E ESC BUDGET CD>    ANNUAL SAL>    000    RETIREMENT    IN
CNTY CD FACT CDE    CO. ACCOUNT    CENTER    CON MAT NUMBER    OPT REQ
    1 120                53

FIRST ADDRESS    SECOND ADDRESS    CITY    ST ZIP    SEX>
                                ALIEN> VWB    DISAB/ELIG> ?    DOB

FEDERAL STATE FEDER STATE EIC AUTOMATIC DEPOSIT INFORMATION TIME
STA ALL STA ALL EXTRA EXTRA CDE TRANSIT * ACCOUNT NUMBER TYPE WORKED(3 DEC)
                                0000

CURRENT    MISC CDE    AMOUNT CDE    AMOUNT CDE    AMOUNT CDE    AMOUNT CDE    AMOUNT
PAY        DED>

UPDATE CODES(U,S,X)>    NEXT SSN>                SCRN(C,T,B)
PFKEY: 1=FORM BY UNIT 2=FORM BY SSN 3=EMP HIS 4=LAST FORM 5=APR LAST 6=APR ALL
    
```

Added new ALIEN>
code information

Foreign Nationals

1. Foreign Nationals can be identified in the Payroll system as either a two or three position ALIEN code (see Nonimmigrant Categories document).
2. For new employees the codes can be added on either of the add screens (PX112 or PX113).
3. Changes to existing employees can be entered through the change screen with the keyword ALIEN followed by the code from the Nonimmigrant Categories document.

NONIMMIGRANT CATEGORIES

OSC CODES

GC (Green Card)	Employees holding a green card for employment. We will be tracking only.
REF (Refugee)	Used for employees designated in a refugee status.
RA (Resident Alien)	For permanent resident alien employees.
FN (Foreign National)	Used for any other individual who does not qualify for one of the above classifications.

TEMPORARY VISITORS [These codes are not payable through Central Payroll]

B1	Individual in the United States to engage in certain business activities related to the individuals overseas employer. May be reimbursed travel expenses. May not work or be paid for independent contractor services with one exception. May be paid an honorarium by a non-profit institution if certain criteria are met.
VWB	Individual permitted to enter the United States for business without a visa. Laws regarding employment are generally the same as those for a B-1 visa holder.
B2	Individual in the United States to engage in tourism and recreation. May not be paid with one exception. May be paid an honorarium by a non-profit institution if certain criteria are met.
B2	Individual entering the United States with the clear intent to engage in study. Must change to an F-1 or J-1 student category before I-94 period expires.
VWT	Individual permitted to enter the United States for pleasure without a visa. Laws regarding activities and payment are generally the same as those for a B-2 visa holder.
C1	Individuals in transit through the United States on stopover.
D1 or D2	Crewmen employed on a ship or aircraft on stopover in the United States.
U1	Victim of criminal activity.

TEMPORARY WORKERS

E1	Individual in the United States to conduct trade under a treaty. Category includes key employees of the organization engaged in such trading. Dependents also enter on E-1 visa. E-1 spouse may work for up to two years with an EAD. Dependents may engage in full-time study but only spouses may work.
E2	Individual in the United States to develop and direct an organization in which the individual has invested substantial capital under a treaty. Dependents also enter on E-2 visa. E-2 spouse may work for up to two years with an EAD. Dependents may engage in full-time study but only spouses may work.
H1B	Individual in the United States to perform professional services for a sponsoring employer for a specified period of time.
H1C	Individual in the United States to perform professional nursing for the sponsoring organization for a specified period of time.
H2A	Individual in the United States to perform temporary agricultural work.
H2B	Individual in the United States in a temporary position for which a shortage exists in the United States.
H3	Individual in the United States to participate in a training program provided by the sponsoring employer.
H4	Dependent of an H principal visa holder. May engage in full or part-time study. May not work. This code is not payable through Central Payroll.
L1	Individual transferred to the United States from an affiliated office or entity of the U.S. employer to work as an executive, manager or specialist.
L2	Dependent of an L-1 transferee. May work up to two years with an EAD or may engage in full or part-time study.
O1	Individual of extraordinary ability in the sciences, arts, business, education or athletics.
O2	Personnel accompanying an O-1 visa holder.
O3	Dependent of an O-1 or O-2 visa holder. May engage in full-time study. May not work. This code is not payable through Central Payroll.
P1	Internationally recognized entertainer or athlete and essential personnel.
P2	Artist or entertainer in the United States under a reciprocal exchange program.
P3	Individual in the United States in a culturally unique program to perform, coach, teach or train.
P4	Dependent of a P principal visa holder. May engage in full-time study. May not work. This code is not payable through Central Payroll.
R1	Individual in the United States as a member of a bona fide religious organization carrying out religious activities.
R2	Dependent of an R-1 visa holder. May engage in full-time study. May not work. This code is not payable through Central Payroll.
TN	A citizen of Canada or Mexico in the United States under NAFTA to perform specific services for a sponsoring employer for a specific period of time.
TD	Dependent of a TN visa holder. May engage in full-time study. May not work. This code is not payable through Central Payroll.

GOVERNMENT RELATED INDIVIDUALS

A1 or A2	Individual in the United States as employees of a foreign government. Authorized to work for the sponsoring organization only. Dependents are also issued A-1/A-2 visas. Dependents may be authorized to engage in full-time study or work. EAD required.
A3	Personal employee of a foreign government official.
G1, G2, G3, or G4	Individual in the United States as a representative of an international organization such as the United Nations. Authorized to work for the sponsoring organization only. Dependents are also issued these visas. Dependents may be authorized to engage in full-time study or work. EAD required.
G5	Personal employee of a representative of an international organization.

STUDENTS

F1	Academic or language training student admitted for duration of stay (D/S). May be employed on campus. No EAD required. May be employed off campus for economic reasons. EAD required. May be authorized for curricular practical training. No EAD required. May be authorized for optional practical training. EAD required.
F2	Dependent of an F-1 student admitted to accompany principal visa holder. May not work. This code is not payable through Central Payroll.
F3	Part-time student commuting from Canada or Mexico.
J1 (Student)	Student category checked on DS-2019 admitted as a student for duration of stay under the Exchange Visitor application. May be authorized by responsible officer at the institution for practical training. No EAD required.
J2 (Student)	Dependent of a J-1 (Student) principal visa holder. May be authorized to work for economic reasons. Must have an EAD.
M1	Vocational student admitted for duration of status. May be employed for practical training. EAD required.
M2	Dependent of an M-1 principal visa holder. May not work. This code is not payable through Central Payroll.
M3	Part-time student commuting from Canada or Mexico.

TEACHERS AND TRAINEES

J1 (Non-Student)	All Exchange Visitors admitted in other than the Student category on the Form DS-2019 (IAP-66). May engage in the activity authorized by the DS-2019 category. Categories include Research Scholar, Teacher, Alien Physician, etc.
J2 (Non-Student)	Dependent of J-1 (Non-Student) visa holders. May be authorized to work for economic reasons but not to support the J-1 principal. EAD required.
Q1 (Non-Student)	Participant in an International Cultural Exchange Program. Authorized to work for petitioning organization. EAD not required.
Q2 (Non-student)	Participant in the Irish Peace Process Cultural and Training Program.
Q3 (Non-student)	Dependent of Q-2 visa holders.