4.11 RESIDENT ALIEN CODING
INCLUDING NATURALIZED CITIZEN PROCEDURES

No GLACIER Record Required	GLACIER Record Required
U.S. Citizen or National	Foreign Visitors with A, B1, B2, E, F, H, J, K, L, O, P, TN, V, WB and WT visa
U.S. Permanent Resident	Pending U.S. Permanent Resident-Work Permit End Date
Refugees, DACA, TPS or Asylum status	Pending Refugee or Asylum status - Work Permit End Date
A nonresident alien working out of the U.S	Employment Authorization Document (EAD) – Work Permit End Date with certain categories.

For employees who have a Resident Alien card or a green card no Glacier record is required, then:

- Citizen code is "**R**"

- Visa type is "**PR**"

- Retirement/FICA fields will apply the same as for US citizen.

- W-4 will be completed the same as for a US citizen.

Some resident alien employees will hold "Foreign Passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigration visa" from I-9 form List A, # 3 of acceptable document. This means that the person has similar status to that of Lawful Permanent Resident card, except there is an expiration date on the I-551 stamp or printed notation. The citizen and visa type fields are coded the same as a Resident Alien. The expiration date of the I-551 stamp or printed notation will be the date used for the work permit end date field.

If the alien employee has a temporary I-551 stamp or printed notation then:

All the same steps for a resident alien apply

- The W-4 will be completed the same as for a US Citizen employee in either of these cases.

- Retirement/FICA fields will also be coded the same as US citizens.

- Citizen Code is **R**, Visa type is **PR**

plus

- Enter the expiration date of the temporary I-551 stamp or printed notation to the work permit end date field.

If there is a work permit end date, you must either extend it before the expiration date, or see if a resident alien card has since been issued. If a resident card has been issued, delete the work permit end date and copy the resident alien card for the employee file and follow I-9 form instructions for re-verify.

NATURALIZED CITIZEN PROCEDURES

Overview

The procedures described in this section are for changing the status of a Resident Alien to a Naturalized Citizen.

Policy Summary

When a Resident Alien becomes a naturalized citizen, he/she must provide documentation (certificate, official letter) to the Service Center.

Before You Start

1. Obtain the documentation showing Naturalized Citizen status from the employee

2. Obtain a signed Oath from the employee

Data Entry

You will use the **NTCZ** bundle when processing a naturalized citizen action. This bundle contains the following functions:

- **EALN** - Alien Information

- **EPD2** - Employee Personal Data 2

Accessing NTCZ bundle

1. Log on to the Payroll Personnel System

2. At the **Next Func** field, type **EEDB** and press **Enter**.

3. At the **Next Func** field, type **BUND** and press **Enter**.

4. At the **Next Func** field, type **NTCZ** and **the employee ID number** and press **Enter**.

Completing the EALN Function

EALN (ALIEN INFORMATION) FUNCTION

EALN Procedure

1. Enter the data in the following fields.

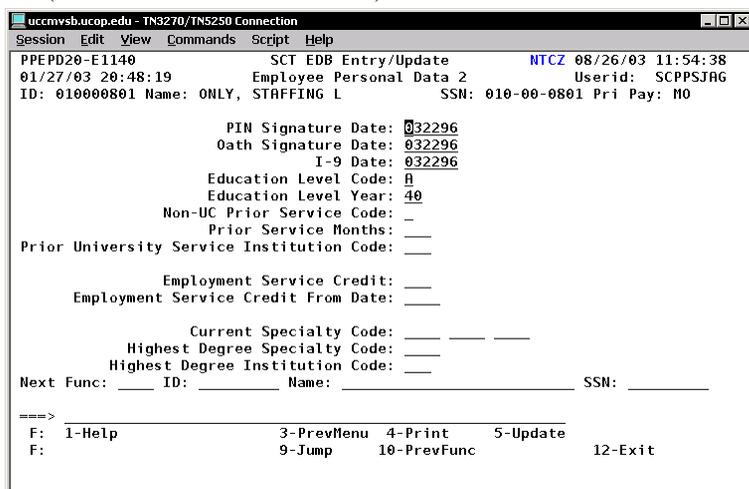| Citizenship	change from R to **C**
Visa Type	delete by coding asterisk in first position of field

Visa/Work Permit end date	delete by coding asterisk in first position of field (if applicable)

2.   Press **Enter** to invoke range/value edits.

3.   Press **F11 Next Function** to advance to the EPD2 function.

The **EPD2** (Employee Personal Data 2) function should be displayed.

Completing the EPD2 Function

EPD2 (EMPLOYEE PERSONAL DATA 2) FUNCTION


```
uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session   Edit   View   Commands   Script   Help
PPEPD20-E1140            SCT EDB Entry/Update          NTCZ 08/26/03 11:54:38
01/27/03 20:48:19         Employee Personal Data 2        Userid:  SCPPSJAG
ID: 010000801 Name: ONLY, STAFFING L        SSN: 010-00-0801 Pri Pay: MO


                   PIN Signature Date: 032296
                   Oath Signature Date: 032296
                           I-9 Date: 032296
                    Education Level Code: A
                    Education Level Year: 40
                 Non-UC Prior Service Code: _
                      Prior Service Months: ___
   Prior University Service Institution Code: ___

                   Employment Service Credit: ___
           Employment Service Credit From Date: ____

                      Current Specialty Code: ____ ____ ____
                  Highest Degree Specialty Code: ____
                 Highest Degree Institution Code: ___
 Next Func: ____ ID: _____ Name: _____ SSN: _____

 ===>
 F:  1-Help              3-PrevMenu  4-Print     5-Update
 F:                      9-Jump     10-PrevFunc            12-Exit
```

EPD2 Procedure

1.   Enter the data:

Oath Signature date	Update with the date the signed and witnessed oath was completed

2.   Press **Enter** to invoke range/value edits.

3.   This is the last function in the NTCZ bundle. Proceed to *Review*.

Review

Make sure the data correctly reflects citizen status and the date the oath was signed and witnessed.

Updating the Employee Data Base

Press **F5 Update**.

Consistency Edits

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.

- **F3 Return** to the last data entry screen, make any corrections, then do one of the following:

    - Press **F5 Update** to invoke PAN.

    - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON) in Section 1.6, System Messages* for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.

2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.

3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.

4. Press **F5 Update** to complete the update and send the notification.

For more information about PANs and additional PAN features, please refer to *Section 1.8, Post Authorization Notification (PAN)*.

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.

2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Stamp the letter or official document "Updated on-line." Note the cycle number, date and initial.(NOTE: if you wish to keep the original in your office, a stamped copy is acceptable to forward to Payroll)

- Stamp the oath "Updated on-line." Note the cycle number, date and initial. Send stamped oath and document copy to the Payroll Office.

Call the Payroll Office if you have any questions regarding this procedure.

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