Transition of U.S. NRA Income Codes

October 30, 2015

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### Introduction

The IRS has changed the income code numbering for 2015 reporting. Because the Income Code changes occurred during the calendar year, it requires additional logic to map the old codes to the new codes for the 1042-S year-end reporting processes. Due to the difficulties in trying to change payroll history, a decision was made to handle the change during the year-end reporting processes and provide new tax table codes for payroll processing moving forward, effective the first payroll period of 2016.

The following describes a coordinated approach to a solution. This approach will avoid any data conversions to pay history, which could introduce problems when performing adjustments to 2015 payroll history.

All clients will continue running payrolls with current income codes through the end of 2015.

**NOTE**: Clients using the Thomson Reuters International Tax Navigator Interface for Banner must plan carefully for the conversion of interface rule forms data.

### **Overview**

The complete solution includes delivery of Tax Update #216 and patch *pcr-000132915\_pay8120105* relative to Nonresident Alien income code changes and supporting changes to the Payroll Calculation Process.

The tax update will provide new tax codes and sample tax tables for use when creating new income code tax tables. The new tax codes will use a 'NR' identifier within the naming convention for federal and state treaties. This allows both old and new tax codes to coexist in Banner.

The patch delivers a new version of PHPCALC to support recognition of the new tax codes. It also includes scripts to help you with the following items:

- Copy existing federal tax codes and related tax table data;
- Copy existing state tax codes and related tax table data.

For clients using the Thomson Reuters International Tax Navigator Interface for Banner, four additional scripts have been delivered to help you:

- Overwrite Third Party Code Rules to new income code values;
- Overwrite Foreign Person Interface Rules to new income code values;
- Overwrite federal treaty deductions in the Foreign Person Interface Rules;
- Overwrite state treaty deductions in the Foreign Person Interface Rules.

New deduction codes will need to be created and assigned to benefit categories.

### Steps

Steps 1 through 8 pertain to all U.S. Banner clients that have Nonresident Alien payroll payments.

Step 9 upgrade PHPCALC 8.12.1.5 pertains to all Banner clients and may be installed at any point prior to processing 2016 payrolls.

Steps A through D pertain to clients using the Thomson Reuters International Tax Navigator Interface for Banner.

Please refer to the Income Code Transition Steps section for step by step check-off tool.

### Step 1 Use Tax Update #216 to install new federal tax codes

The tax update will create a new set of nonresident alien (NRA) tax codes on the Tax Code Rules (PXATXCD) and insert sample seed data for:

- Tax Filing Status Rules (PXAFSTA)
- Tax Set up (PXATAXS)
- Tax Calculation Rules (PXACALC)

The following Tax Codes are being delivered to be used in tax year 2016 and beyond.

New tax code	Description
NR16]	Scholarship/Fellowship
NR16-IRC	Exempt under IRC
NR17	Independent Service
NR17-IRC	Exempt under IRC
NR18	Dependent Service
NR18-IRC	Exempt under IRC
NR19	Teaching
NR19-IRC	Exempt under IRC
NR20	Studying and training
NR20-IRC	Exempt under IRC
NR23	Other gross income
NR23-IRC	Exempt under IRC
NR42	Artist/Athlete-no central WH
NR42-IRC	Exempt under IRC
NR43	Artist/Athlete central WH
NR43-IRC	Exempt under IRC

### Step 2 Run script to copy existing NRA federal tax table data

This step will copy existing federal NRA related tax data to new 'NR##' tax tables, where ## represents the income code. By creating a different code using 'NR##' instead of 'FD##' it will allow both tax tables to co-exist within Banner. The script will perform the following:

- look for 'FD' in positions 1 and 2;
- look for income code number in positions 3 and 4;
- a 'L', 'Q', 'N', or null in position 5;
- a pxrtxcd\_tax\_type of 'F' (federal);
- copy from the existing 'FD##' to the new 'NR##', and translate the income codes in positions 3 and 4 to the new income codes identified in the table below;

Old tax code	New tax code
FD51 Other income	NR54 Other income
FD51-IRC exempt under IRC	NR54-IRC exempt under IRC
FD43 Artist/Athlete central WH	NR43 Artist/Athlete central WH
FD43-IRC exempt under IRC	NR43-IRC exempt under IRC
FD42 Artist/Athlete no central WH	NR42 Artist/Athlete no central WH
FD42-IRC exempt under IRC	NR42-IRC exempt under IRC
FD20 Other gross income	NR23 Other gross income
FD20-IRC exempt under IRC	NR23-IRC exempt under IRC
FD19 Studying and training	NR20 Studying and training
FD19-IRC exempt under IRC	NR20-IRC exempt under IRC
FD18 Teaching	NR19 Teaching
FD18-IRC exempt under IRC	NR19-IRC exempt under IRC
FD17 Dependent Service	NR18 Dependent Service
FD17-IRC exempt under IRC	NR18-IRC exempt under IRC
FD16 Independent Service	NR17 Independent Service
FD16-IRC exempt under IRC	NR17-IRC exempt under IRC
FD15 Scholarship/Fellowship	NR16 Scholarship/Fellowship
FD15-IRC exempt under IRC	NR16-IRC exempt under IRC

This step will apply scripts:

- a) pxrtxcdi\_fd\_08120105.sql
- b) pxrfstai\_fd\_08120105.sql
- c) pxrcalci\_fd\_08120105.sql
- d) pxrexemi\_fd\_08120105.sql
- e) pxrgradi\_fd\_calc\_08120105.sql
- f) pxrgradi\_fd\_taxs\_08120105.sql
- g) pxraddsi\_fd\_taxs\_08120105.sql

The following steps need to be executed from the pcr-000132915\_pay8120105 patch's staging location.

2a. To give the necessary users DBA roles, invoke SQL\*Plus and run the procedure:

sqlplus /nolog @pgivedba [Enter]

Note: You will be prompted for the SYSTEM password.

Review: pgivrole.lst

2b. Invoke SQL\*Plus and run the following script:

sqlplus payroll/password [Enter] start pdr\_gendml1 [Enter]

This will generate the following scripts, which will be applied in the next part:

prundmlpxrtxcdi\_fd\_08120105.sql prundmlpxrfstai\_fd\_08120105.sql prundmlpxrcalci\_fd\_08120105.sql prundmlpxrexemi\_fd\_08120105.sql prundmlpxrgradi\_fd\_calc\_08120105.sql prundmlpxrgradi\_fd\_taxs\_08120105.sql prundmlpxraddsi\_fd\_taxs\_08120105.sql

2c. This part will apply the scripts generated in the previous part 2b.

sqlplus payroll/password [Enter] start pdr\_applydml1 [Enter]

NOTE: You may be prompted for BANINST1 password.

Review:

plisdmlpxrtxcdi\_fd\_08120105.lst plisdmlpxrfstai\_fd\_08120105.lst plisdmlpxrcalci\_fd\_08120105.lst plisdmlpxrexemi\_fd\_08120105.lst plisdmlpxrgradi\_fd\_calc\_08120105.lst plisdmlpxrgradi\_fd\_taxs\_08120105.lst plisdmlpxraddsi\_fd\_taxs\_08120105.lst

### Step 3 Run script to copy existing NRA state tax table data

This step will copy existing state NRA related tax data to new 'XXNR##' tax tables, where XX represents the state code and ## represents the income code. By creating a different code it will allow both tax tables to co-exist within Banner. The script will perform the following:

- look for income code in positions 3 and 4;
- a 'L', 'Q', 'N' or null in position 5;
- a pxrtxcd\_tax\_type of 'S' (state).

The script will create new tax codes in the Tax Code Rules (PXRTXCD) by inserting 'NR' between the existing position 2 and 3 based on the old state 1042-S tax codes; e.g. PA15L becomes PANR16L, or PA18 becomes PANR19:

- duplicate positions 1 and 2 for the state code
- insert 'NR' between position 2 and 3
- translate the existing income codes in positions 3 and 4 to the new income codes position 5 and 6 identified in table below;
- Copy old tax data to new related tax data for the PXRFSTA, PXREXEM, PXRGRAD, PXRADDS, PXRCALC tables: e.g. PA15L becomes PANR16L

This step will apply scripts:

- a) pxrtxcdi\_st\_08120105.sql
- b) pxrfstai\_st\_08120105.sql
- c) pxrcalci\_st\_08120105.sql
- d) pxrexemi\_st\_08120105.sql
- e) pxrgradi\_st\_calc\_08120105.sql
- f) pxrgradi\_st\_taxs\_08120105.sql
- g) pxraddsi\_st\_taxs\_08120105.sql

The following steps need to be executed from the pcr-000132915\_pay8120105 patch's staging location.

3a. Invoke SQL\*Plus and run the following script:

sqlplus payroll/password [Enter] start pdr\_gendml2 [Enter]

This will generate the following scripts, which will be applied in the next part:

prundmlpxrtxcdi\_st\_08120105.sql prundmlpxrfstai\_st\_08120105.sql prundmlpxrcalci\_st\_08120105.sql prundmlpxrexemi\_st\_08120105.sql prundmlpxrgradi\_st\_calc\_08120105.sql prundmlpxrgradi\_st\_taxs\_08120105.sql prundmlpxraddsi\_st\_taxs\_08120105.sql

3b. This part will apply the scripts generated in the previous part 3a.

sqlplus payroll/password [Enter] start pdr\_applydml2 [Enter]

NOTE: You may be prompted for BANINST1 password.

Review: plisdmlpxrtxcdi\_st\_08120105.lst plisdmlpxrfstai\_st\_08120105.lst plisdmlpxrcalci\_st\_08120105.lst plisdmlpxrgradi\_st\_08120105.lst plisdmlpxrgradi\_st\_calc\_08120105.lst plisdmlpxrgradi\_st\_taxs\_08120105.lst plisdmlpxraddsi\_st\_taxs\_08120105.lst

3c. To restore the necessary users to the roles/privileges they had prior to applying this patch, invoke SQL\*Plus and start the procedure:

sqlplus /nolog @presrole [Enter]

Note: You will be prompted for the SYSTEM password.

Review: presrole.lst

### Step 4 Manually create new benefit/deduction codes

Create new treaty deduction codes on Benefits and Deductions Rules (PTRBDCA) using the new federal 'NR##' tax codes and state 'XXNR## tax codes.

### Step 5 Manually add new benefit/deduction codes to benefit categories

Add the new deduction codes to the appropriate Benefit Category Rules on PTRBCAT.

### \*\* Decision \*\*

\*Clients using International Tax Navigator may decide to have the interface create the new deductions in Steps 6 - 8 and eliminate the need to run the Mass Update process.

You cannot import a 2016 file type from International Tax Navigator until these Banner transition steps have been completed, including Steps A through D.

If you have different types of pay periods, you will need to plan and coordinate the timing of the new deduction effective dates before your first 2016 pays: e.g. Bi-weekly and Monthly, Bi-weekly and Semi-monthly, etc.

### Steps 6, 7 & 8 - may be performed manually, if preferred

### Step 6 Create benefit/deduction mass change rules

Create Benefit/Deduction Mass Change Rules on PTRBDMC effective for the first pay period for 2016.

### Step 7 Create population selections for mass changes

Create Population Selections to use when performing Step 8. Select the correct populations to match deduction, country code, and exemptions from the old deductions to the new deductions.

Examples only:

Select employee Where: Deduction = 'F18' Teaching will create new 'N19' deduction Country Code = FR Exemption = 1 Select employee Where: Deduction = 'F18' Teaching will create new 'N19' deduction Country Code = BZ Exemption = 1

### Step 8 Run benefit/deduction mass change process

Run the Benefit/Deduction Mass Change Process (PDPBDMC) to update NRA employee deductions with the new deductions for 'NR##' tax codes effective for the first pay period of 2016. Starting with 2016, all pay history data will reflect the new income codes.

**NOTE**: Repeat steps 6 through 8 as needed, may also terminate existing FD## related treaty deductions for NRA employees, if needed.

## Step 9 Install new Payroll Calculation Process (PHPCALC) version any time prior to first payroll of 2016

Upgrade PHPCALC to version 8.12.1.5 any time within Step 1 through 9. Minor changes were made to recognize the change from Income Code 15 sub-types (L, Q, N) to corresponding Income Code 16 sub-types. New edits have been added in the process to be sure the correct federal treaty deduction tax type is being used in the correct payroll year.

1. If a new 'NR##' tax code is being used in payroll year 2015, a **Tax Error** will be documented within the employees payroll calculation and the payroll disposition will be set back to 15 'Correction'.

\*ERROR\* NRA tax code must be FDxx prior to tax year 2016

2. If an old 'FD##' tax code is being used in payroll year 2016, a **Tax Error** will be documented within the employees payroll calculation and the payroll disposition will be set back to 15 'Correction'.

\*ERROR\* NRA tax code must be NRxx after tax year 2015

The message may be reviewed on the Pay History Display Errors (PHIDERR) or the Payroll Errors Display Report (PHRDERR). To resolve this error, be sure you have completed each step in the overall process and that the employee has the correct deduction(s) assigned to them.

## If you are <u>NOT</u> an International Tax Navigator Interface for Banner client, you are now ready to process your first payroll for 2016.

- Pay history for 2015 will display with the old Income Codes and payroll adjustments can be performed against it using a 2015 payroll event date.
- Pay history for 2016 will display with the new Income Codes and payroll adjustments can be performed against it using a 2016 payroll event date.

## Additional steps for Thomson Reuters International Tax Navigator Interface for Banner clients

- ▲ You cannot import a 2016 file type from International Tax Navigator until the Third Party Codes and Foreign Person Interface Rules have been updated.
- ▲ Running these scripts relative to the interface rule form's data will <u>replace</u> existing values with new values. You will <u>ONLY</u> be able to process International Tax Navigator export files (payment.dat and FICA.dat) using the Banner interface 8.0.0.5, and Intl TaxNav 2016.x with the '2015 and Later IRS codes'
- ▲ It is imperative that you run the 1042S Download Process (XPDP1042) in Report mode once you have switched your processing data to 2016 and review the records carefully before you run in Update mode to create/update Banner deduction records.

After update to the Banner rule data, clients must use the International Tax Navigator 2016.0 release and export file layouts for the payment.dat and FICA.dat:

Export to Paying systems & Set Default File Type & Format screen 2014 File Layouts 2015 and Later IRS codes

### Step A Run script to change existing third party values

Run the ptrtpcsu\_08120105.sql PL/SQL script (found in the patch's staging directory and **BANNER\_HOME/payroll/plus** directory, if migrated) to change existing 'WSINC' Third Party Values to new income codes. The script will perform the following:

- Look for PTVBTPC\_CATEGORY\_CODE = 'WSINC'
- Update the existing PTRTPCS\_CODE income codes to the new income codes identified in table below;

Old income code	New income code
43 Artist/Athlete central WH	43 Artist/Athlete central WH
42 Artist/Athlete no central WH	42 Artist/Athlete no central WH
20 Other gross income	23 Other gross income
19 Studying and training	20 Studying and training
18 Teaching	19 Teaching
17 Dependent Service	18 Dependent Service
16 Independent Service	17 Independent Service
15 Scholarship/Fellowship	16 Scholarship/Fellowship

### Step B Run script to change existing income codes in interface rules

Run the ptrincdu\_01\_08120105.sql PL/SQL script (found in the patch's staging directory and **BANNER\_HOME/payroll/plus** directory, if migrated) to change existing PTRFPIN income codes to the new income codes. The script will perform the following:

 Update the existing PTRINCD\_WS\_INCOME\_CODE income codes to the new income codes identified in table below;

Old income code	New income code
43 Artist/Athlete central WH	43 Artist/Athlete central WH
42 Artist/Athlete no central WH	42 Artist/Athlete no central WH
20 Other gross income	23 Other gross income
19 Studying and training	20 Studying and training
18 Teaching	19 Teaching
17 Dependent Service	18 Dependent Service
16 Independent Service	17 Independent Service
15 Scholarship/Fellowship	16 Scholarship/Fellowship

## Step C Run script to change existing federal treaty deduction codes in interface rules

Run the ptrincdu\_02\_08120105.sql PL/SQL script (found in the patch's staging directory and **BANNER\_HOME/payroll/plus** directory, if migrated) to change PTRFPIN existing federal treaty deduction codes to newly defined deduction codes. The script will perform the following: Find deduction record where:

- PTRINCD\_BEN\_DED\_CODE uses PTRBDCA\_BDTY\_CODE = '20'
- a PTRBDCA\_TXCD\_CODE starting with 'FD';
- an income code number in positions 3 and 4 of the PTRBDCA\_TXCD\_CODE as shown in the table below for old income code;

Replace with:

- PTRINCD\_BEN\_DED\_CODE that uses PTRBDCA\_BDTY\_CODE = '20'
- a PTRBDCA\_TXCD\_CODE starting with 'NR';
- an income code number in positions 3 and 4 of the PTRBDCA\_TXCD\_CODE that maps to the value in the table below.

Old tax code	New tax code
FD51 Other income	NR54 Other income
FD51-IRC exempt under IRC	NR54-IRC exempt under IRC
FD43 Artist/Athlete central WH	NR43 Artist/Athlete central WH
FD43-IRC exempt under IRC	NR43-IRC exempt under IRC
FD42 Artist/Athlete no central WH	NR42 Artist/Athlete no central WH
FD42-IRC exempt under IRC	NR42-IRC exempt under IRC
FD20 Other gross income	NR23 Other gross income
FD20-IRC exempt under IRC	NR23-IRC exempt under IRC
FD19 Studying and training	NR20 Studying and training

Old tax code	New tax code
FD19-IRC exempt under IRC	NR20-IRC exempt under IRC
FD18 Teaching	NR19 Teaching
FD18-IRC exempt under IRC	NR19-IRC exempt under IRC
FD17 Dependent Service	NR18 Dependent Service
FD17-IRC exempt under IRC	NR18-IRC exempt under IRC
FD16 Independent Service	NR17 Independent Service
FD16-IRC exempt under IRC	NR17-IRC exempt under IRC
FD15 Scholarship/Fellowship	NR16 Scholarship/Fellowship
FD15-IRC exempt under IRC	NR16-IRC exempt under IRC

## Step D Run script to change existing state treaty deduction codes in interface rules

Run the ptrincdu\_03\_08120105.sql PL/SQL script (found in the patch's staging directory and **BANNER\_HOME/payroll/plus** directory, if migrated) to change PTRFPIN existing state treaty deduction codes to newly defined deduction codes. The script will perform the following: Find deduction record where:

- PTRINCD\_BEN\_DED\_CODE tied to PTRBDCA\_BDTY\_CODE = '21' or '22', and;
- PTRBDCA\_TXCD\_CODE uses old income code number in positions 3 and 4; Replace with:
- PTRINCD\_BEN\_DED\_CODE tied to PTRBDCA\_BDTY\_CODE = '21' or '22' and;
- PTRBDCA\_TXCD\_CODE uses 'NR' in positions 3 and 4, and;
- PTRBDCA\_TXCD\_CODE uses new income code number in positions 5 & 6 as outlined in table below

Old income code	New income code
43 Artist/Athlete central WH	43 Artist/Athlete central WH
42 Artist/Athlete no central WH	42 Artist/Athlete no central WH
20 Other gross income	23 Other gross income
19 Studying and training	20 Studying and training
18 Teaching	19 Teaching
17 Dependent Service	18 Dependent Service
16 Independent Service	17 Independent Service
15 Scholarship/Fellowship	16 Scholarship/Fellowship

## Relationship of Ellucian Banner and Thomson Reuters International Tax Navigator releases

#### Releases

Jul 2015 – Ellucian released International Tax Navigator Interface for Banner 8.0.0.5 This release supports the 2014 International Tax Navigator layouts.

#### Oct 2015 – Thomson Reuters releases TaxNav 2016.0

In this release the income codes change to the 2015 and later IRS updated codes.

### Oct 2015 – Ellucian releases Banner Tax Update #216 and related Patch pcr-000132915\_pay8120105 The tax update is the first step in the transition to support the 2015 income codes changed by the IRS. The patch will provide changes to the Payroll Calculation Process (PHPCALC), relative to Nonresident tax treaty tracking only. It will also contain various scripts to copy Banner taxation table data, as well as various scripts relative to the interface rule forms data.

#### Dec 2015 - Ellucian releases 2015 Year-end Regulatory HR and ESS

This release will include updates for U.S. ACA 1094/1095-C, W-2/W-2c, 1042-S, 1099-R, and P.R. W-2 reporting. The Foreign Person 1042-S Form print process (PXR1042) will map the 2015 payroll history income codes to the new reportable income codes printed on the forms.

### **Interface Settings**

Based on the above release information, Thomson Reuters recommends the following settings be used for interfacing with Banner.

#### Before Interface for Banner 8.0.0.5 is applied:

Export to Paying systems (TaxNav to Banner) & Set Default File Type & Format screen Undated Banner File Layouts 2014 and Prior IRS codes

#### After Interface for Banner 8.0.0.5 is applied:

Export to Paying systems (TaxNav to Banner) & Set Default File Type & Format screen 2014 File Layouts 2014 and Prior IRS codes

#### After all steps have been completed relative to the Oct 2015 Banner HR Patch: These options assume that you have run your last payroll of 2015 and will not be exporting payment.dat or FICA.dat files from International Tax Navigator to Banner for 2015 again.

- Export to Paying systems (TaxNav to Banner) 2014 File Layouts 2015 and Later IRS codes
- 2. Set Default type & Format Screen
  - Selecting 2015 (or prior) in the Tax Year parameter when running XPEP1042 2014 File Layouts 2014 and Prior IRS codes
  - Selecting 2016 in the Tax Year parameter when running XPEP1042 2014 File Layouts 2015 and Later IRS codes

**Note**: For more information related to Thomson Reuters International Tax Navigator releases, please contact them at **800.259.6398** *Option 1* or email at:

taxaccounting.onesourcesupportwindstar@thomsonreuters.com

### Future 2016 tax reporting changes

**Note**: Changes will need to be made to PXAREPT data before producing 2016 payroll tax deposit report data and 2016 year-end forms W-2 and 1042-S.

### Changes required for 2016 payroll tax deposit reporting

Tax Report Code = TDUG

1	FED W/H Tax	Change Fed NRA treaty deduction codes
5	State Tax	Change State NRA treaty deduction codes

Tax Report Code = 941

1A	FED Subject Income	Change Fed NRA treaty deduction codes
1C	FED W/H Tax	Change Fed NRA treaty deduction codes

### Changes required for 2016 year-end regulatory reporting

Tax Report Code = W2

1	Wages, tips & other comp	Change Fed NRA treaty deduction codes
2	Fed Tax	Change Fed NRA treaty deduction codes

Tax Report Code = 1042

24	State Tax	Change State NRA treaty
		deduction codes

## Checklist

Steps 1 through 8 pertain to all U.S. Banner clients that have Nonresident Alien payroll payments

### Step 9 pertains to all Banner clients

## Steps A through D pertain to clients using the Thomson Reuters International Tax Navigator Interface for Banner



### \*\* Decision \*\*

\*Clients using International Tax Navigator may decide to have the interface create the new deductions in Steps 6 - 8 and eliminate the need to run the Mass Update process.

You cannot import a 2016 file type from International Tax Navigator until these Banner transition steps have been completed, including Step 9 and Steps A through D.

If you have different types of pay periods, you will need to plan and coordinate the timing of the new deduction effective dates before your first 2016 pays: e.g. Bi-weekly and Monthly, Bi-weekly and Semi-monthly, etc.

Note: Steps 6 and 7 *may* be performed manually by terminating old existing deductions and assigning new deductions on PDADEDN, if desired.





**Continue to Step 9** 

Step 9 pertains to all Banner clients



Step 9

Install PHPCALC update for minor changes related to income code 15 subtypes that will become subtypes for new income code 16 Scholarship/Fellowship.

### **A** Review the readme.txt file for other changes relative to 2016 payroll tax deposit reporting.

**Note**: Additional steps for Thomson Reuters International Tax Navigator Interface for Banner clients can be found in the next section.

If you are <u>NOT</u> an International Tax Navigator Interface for Banner clients, you are now ready to process your first payroll for 2016 using the new income code related deductions and tax tables.

- Pay history for 2015 will display with the old Income Codes and payroll adjustments can be performed against it using a 2015 payroll event date.
- Pay history for 2016 will display with the new Income Codes and payroll adjustments can be performed against it using a 2016 payroll event date.

\*\*\* Only for clients using Thomson Reuters International Tax Navigator Interface for Banner \*\*\*

A You cannot import a 2016 file type from International Tax Navigator until these Banner transition steps have been completed.

