

**Postdoctoral Scholar Follow-up Issues**  
Service Request 16976

University of California  
Financial Management  
Payroll Coordination  
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## Postdoctoral Scholar Follow-up Issues

### Table of Contents

I.	Background	1
II.	Workers Compensation	1
III.	FEL/FEN Edits	1
IV.	Tax Withholding	2

### Appendix A

## Postdoctoral Scholar Follow-up Issues

### I. Background

After having the Postdoctoral Scholars in the Payroll/Personnel System for several months, campuses have restated issues concerning Workers Compensation, FEL/FEN edit messages, tax withholding, and UCI screens that require modifications. The UCI screens will be discussed in a separate document.

### II. Workers Compensation

#### A. Current Process:

1. The Distribution of Payroll Expense process (Expense Process) currently charges Workers Compensation to the Full Accounting Unit (FAU) as follows:
  - For the Postdoc-Paid Direct (Title Code 3254), the Expense process charges the FAU a flat rate of \$29.89.
  - For the Postdoc-Employee (Title Code 3252) and the Postdoc-Fellow (Title Code 3253), the Expense process charges the FAU the campus Workers Compensation rate multiplied by the gross amount paid.
2. The Final Summary Page of the Distribution of Payroll Expense report (PPP5302) summaries the Postdoc Workers Compensation expense. However, the PPP5206, Workers Compensation Totals Report, does not include the totals.

#### B. Proposed Process:

1. For the Postdoc-Fellow (3253) and the Postdoc-Paid Direct (3254), the Expense process should charge the FAU the flat rate of \$29.89 regardless if the individual has another appointment. When the Postdoc-Fellow or Postdoc-Paid Direct has an additional appointment in a title other than Postdoc-Fellow or Postdoc-Paid Direct, the Expense process should calculate the Workers Compensation based upon the appropriate rate multiplied by gross for the fund group. See Appendix A for examples.
2. The PPP5206, Workers Compensation Totals report, should be modified to include the amounts assessed for Postdoc Workers Compensation by fund group.

### III. FEL/FEN Edits

#### A. Current Process:

1. Two inconsistencies have been uncovered relating to the payment of the Description of Service (DOS) eligibility for Nonresident Alien (NRA) Citizenship Codes. For Citizenship Status Code “F,” the FEL DOS is allowed on the Employee Data Base (EDB), but is rejected on the pay input (Message 36-428). Conversely, for Citizenship Status Code “F,” the FEN DOS is rejected (Message 36-663) on the EDB, but permitted on pay input.

B. Proposed Process:

1. The edits should be modified so that the FEL DOS is not allowed on the EDB and the FEN DOS is not permitted on pay input.

IV. Tax Withholding

A. Current Process:

1. Currently, when an individual has a Postdoc-Fellow appointment and the DOS is FEL or FEN, the process looks to the Citizenship Status Code (EDB 0109) and Visa Type Code (EDB 0110). If the Citizenship Status Code is “N,” then the process looks to the Visa Code to determine whether the process should bypass the graduated Federal Tax tables and use 14% or 30% to calculate the Federal Withholding Taxes.
2. Individuals receiving a tax treaty benefit under Citizenship Status Codes “E” and “F” are not having their treaty totals (Data Element 5537 and 5538) indicated on the EDB and 1042S Report (PPP7308). The EDB Data Element 5555, YTD Fellowship Gross, is accumulating a total, but does not create a tax treaty gross.
3. The PPP7712 month end summary report used to check proper tax withholding considers Citizenship Status Codes “E” and “F” as part of the process. The report lists these individuals a potentially having a tax liability. However, these individuals with Citizenship Status Codes “E” and “F” are exempt from Federal tax withholding.

B. Proposed Process:

1. The criteria should include Citizenship Status Code “A” as well as “N” so that the process should look at the Visa code to determine whether the process should bypass the graduated Federal Tax table and use 14% or 30%.
2. The Payroll/Personnel System should be modified to record the fellowship payments for individuals with Citizenship Status Codes “E” and “F” in the tax treaty gross.

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3. The PPP7712 month end summary report should be modified to exclude individuals with Citizenship Status Codes “E” and “F.”

## Appendix A

### Examples of Workers Compensation Assessments

#### Situation 1:

An individual has only a Postdoc-Fellow (TC 3253) or only a Postdoc-Paid Direct (TC 3254) appointment. During month-end processing, the Expense process should charge the individual's FAU \$29.89 for Workers Compensation.

#### Situation 2:

An individual has concurrent Postdoc-Fellow (TC 3253) and Postdoc-Paid Direct (TC 3254) appointments. The Expense process should charge the FAU of each Postdoc appointments \$29.89 for Workers Compensation.

#### Situation 3:

An individual has a Postdoc-Fellow or Postdoc-Paid Direct appointment and a non-Postdoc-Fellow or non-Postdoc-Paid Direct appointment. The Expense process should charge the FAU of the Postdoc-Fellow or Postdoc-Paid Direct the flat amount of \$29.89 for Workers Compensation and the FAU of the non-Postdoc-Fellow or non-Postdoc-Paid Direct the calculated rate (rate x gross).