Foreign Nationals
Glacier Update

December, 2012
What is Glacier and how does it impact my department/division?

- Glacier – online tax compliance system used to determine tax on pay to foreign nationals
- Self service application - individual enters all current and historical immigration information into Glacier account
- Individual delivers Glacier-related materials to Service Center for review
- Payroll taxes withheld based on individual’s data in Glacier
Does your employee/scholar/fellow/trainee need a Glacier Account?

All foreign nationals on UW payroll need Glacier account

- Nonresident aliens
- Resident aliens
- Permanent U.S. residents (green card holders)
  minimal Glacier entry required followed by Glacier account termination
How does a foreign national obtain a Glacier account?

- Once visa type and paid appointment entered into HRS, individual slated for next Glacier load
- Glacier accounts created twice per week (T/F)
- Emails regarding Glacier account sent to foreign national from support@online-tax.net and uwhradministration@ohr.wisc.edu. If not received, and not in spam filter, contact Service Center.
How does a visa type get entered into HRS?

- ‘FNL’ (dummy visa type) populates to HRS visa screen when the ‘foreign national’ checkbox is selected during the JEMS hiring process.

- ‘FNL’ visa type manually entered at the Service Center upon receipt of Form W-4 indicating individual is not a U.S. citizen: 
How can I determine whether a foreign national has a visa type in HRS?

- Visa information can be viewed at the following path: Workforce Administration > Personal Information > Citizenship > Identification Data > Visa/Permit Data.

- To request view access, see KB document 16652 [https://kb.wisc.edu/hrs/page.php?id=16652](https://kb.wisc.edu/hrs/page.php?id=16652). Request HR Visa View Only: Visa View Only role. [View Only Access]
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View if foreign national has been identified for a Glacier acct:

- ‘FNL’ visa code entered 10/8/2012
- If also had paid position and email address in HRS, should have received Glacier account emails 10/9.
Has a Foreign National entered information into Glacier?

Example of visa screen showing Glacier action needed:

• Include History shows only 1 row and only ‘FNL’ information

• This individual did not enter information into Glacier by the first calc of the current pay period AND deliver Glacier-related materials to 21 N. Park St., RM 5101
Visa screen showing individual has acted in Glacier:

- Issuing Authority: ‘Temporary Value’ or ‘Glacier’ reflects individual has entered immigration information in Glacier.
- Blank Issuing Authority field does not necessarily mean non-compliance (if visa type, purpose, entry and expiration dates are correct).
Is HRS visa information (from Glacier) current/correct?

- **(Visa) Type:** Current immigration status

- **Effective Date:** Most recent effective-dated row should reflect current status (rows in alpha order - view all)

- **Date of Entry into Country:** Should be last entry to U.S. following absence ≥ 1 year (regardless of status changes)
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- **Expiration date**: Should be end date listed on current I-20, DS-2019, I-797, I-94, PR card, EAD.
- **Issuing Authority**: Temporary Value/Glacier = in Glacier
- **If current visa information not in HRS**, individual should update Glacier & deliver materials to Service Center.
Ongoing Glacier account requirements: Individual must update Glacier and deliver Tax Summary Report, forms and document copies every time:

- Individual completes initial Glacier entry
- Individual receives SSN/ITIN
- Individual changes or extends immigration status
- There’s a change in payment relationship/income type
  - Fellow, Scholar, Trainee titles in HRS = same relationship with fellowship/scholarship income type in Glacier
  - Employee (incl. Res. Asst.) in HRS = same relationship with salary/wages/compensation income type in Glacier
- Individual changes previous decision re: claiming treaty
Glacier Update Requirements, cont’d.

• Tax treaty annual renewal (nonresident aliens)

• Change in country/state of residence while working for UW (Must also submit long-version W-4: https://uwservice.wisc.edu/docs/forms/pay-employee-withholding.pdf)

• Change in expected date of final departure from the U.S. (not short absences). May impact treaty eligibility.

• Change in # of days of U.S. presence in calendar year.

• Termination of all UW positions with no plans for reemployment in current or next calendar year (individual should include a note of explanation)

• If rehired after Glacier account terminated, contact Service Center.