

# PA - Non-Citizen Tax Maintenance

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## Purpose/Definition

Within Personnel Administration (PA), the Non-Citizen Tax Maintenance role is responsible for displaying and maintaining visa, residence status, tax and wage type infotypes for international employees

## Mapping Guidance

This role must be mapped to a centralized group in the Comptroller's Office.

## Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- BN - Benefits All
- BN - Limited Maintenance
- BN - Tuition Programs
- OM - Object Create/Maintain
- OM - Org Unit Approver
- PA - Coeus
- PA - Leave of Absence (LOA) Maintenance
- PA - Maintenance
- PBC - Administrator
- PR - Garnishments
- PR - Payroll All
- PR - Payroll Off Cycle Processor
- PR - Payroll Process
- TE - Family Medical Leave (FML) Approval
- TE - Time Data Maintainer - All

Positions that receive this role MUST be mapped with following role(s):

- PR - Tax

## Responsibilities

- Maintain visa and other international documentation details when directed by International Office.
- Oversee problems in the outbound interface for I1440.
- Review and resolve errors in the audit log for inbound interface from I1440.
- Review and update tax set up and wage types for compliance for nonresident aliens and resident alienns

## Tools

- Intranet/Internet
- SAP Business Suite

**Knowledge and Skills**

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- I1440 system which is the database application developed by Hopkins which captures nonresident alien information for immigration and homeland security purposes.
- Tax laws and regulations for domestic employees, nonresident aliens and resident aliens
- Immigration and Homeland Security rules and regulations.
- Tax and wage implications for international employees.

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.