



HR System entry - Employee and Fellow Residency Determination for Tax Purposes - Job Aid

For Non US Citizens - obtain information with the [Request for Alien Information form for Employees and Fellows](#)

Residency Start Date - First date a non US Citizen is present in US in a calendar year while meeting the Green Card or SPT residency test. **Important Impact** –Employee Social Security and Medicare tax withholding rules – retroactive to Residency Start Date.

Residency Change Date - Specific calendar date in which the non US Citizen meets the Green Card or SPT residency test. **Important Impact** – Income tax and reporting rules change.

If Residency Status for Tax Purposes is...	Then, in Oracle HR module, enter...
US Citizen	<ul style="list-style-type: none"> • People form, Nationality field – value “US Citizen”
Permanent Resident (Green Card)	<ul style="list-style-type: none"> • People form, Nationality field – value “Permanent Resident” • People form, “Special Info” button – select Non Citizen Visa and Residency Special Info Type – data collected from Request for Alien Information for Employees and Fellows form. (key data --Visa Type = “LPR”, Res. Alien for tax – meets SPT = “Y” & Date First Entered US) • Federal Tax Rules – Residency Details button – Residency Status field – value “Y” (exception - student from India, leave field blank)
Resident Alien (meet the SPT test)	<ul style="list-style-type: none"> • People form, Nationality field – value “Non-Citizen in US on VISA” • People form, “Special Info” button – select Non Citizen Visa and Residency Special Info Type – data collected from Request for Alien Information for Employees and Fellows form. (key data --Visa Type, Res. Alien for tax – meets SPT = “Y” & Date First Entered US) • Federal Tax Rules – Residency Details button – Residency Status field – value “Y” (exception - student from India, leave field blank)
Non Resident Alien	<ul style="list-style-type: none"> • People form, Nationality field – value “Non-Citizen in US on VISA” • People form, “Special Info” button – select Non Citizen Visa and Residency Special Info Type – data collected from Request for Alien Information for Employees and Fellows form. (key data --Visa Type, Res. Alien for tax – meets SPT = “N” & Date First Entered US) • Federal Tax Rules – Residency Details button – Residency Status field – value “N” (exception - student from India, leave field blank)