



State of Connecticut Non Resident Alien Info Session

Updated: September 2015





Session Overview

Discuss how to transition Non Resident Alien employees who have been converted into PeopleSoft as employees who are taxed as normal employees, into Non Resident Alien employees whose tax rate is dependent on the type of earnings reported and their respective country's Tax Treaty with the U.S.

Develop an action plan to successfully implement Non Resident Alien setup across the State of Connecticut.



Agenda

Introduction

Employee Visa / Permit Setup

Employee Time and Labor Setup

Employee Tax Setup

Paying Employee

Appendix



Introduction

- Learn how to setup a Non Resident Alien's Visa / Identification data.
- Learn how to setup a Non Resident Alien's Tax information.
- Learn how to setup a Non Resident Alien's Time and Labor information.
- Learn how to report a Non Resident Alien's time.
- Discuss transition timeline
- Document unresolved questions / follow-up items.



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Identification Data

Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Workforce Administration ▾ > Personal Information ▾ > Citizenship ▾ > Identification Data

[My HR](#) [Core-CT Help](#)

[Citizenship/Passport](#) [Visa/Permit Data](#) [Employee Photo](#)

Tug Bolt Employee Type Person ID 000037

Citizenship/Passport ? Find First 1 of 1 Last
Go To Row + -

*Country
Citizenship Status

Passport Information ? Find | View All First 1 of 1 Last
+ -

*Passport Number
Issue Date
Expiration Date
Country United States
State
City
Authority
Comment

[Citizenship/Passport](#) | [Visa/Permit Data](#) | [Employee Photo](#)



Visa / Permit Data

Core-CT HRMS > Workforce Administration > Personal Information > Citizenship > Identification Data

My HR **Core-CT Help**

Citizenship/Passport **Visa/Permit Data** Employee Photo

Tug Bolt Employee Type Person ID 000037

Visa/Permit Data ? Find First 1 of 1 Last

*Country

*Type

Visa / Permit History ? Find | View All First 1 of 1 Last

*Effective Date 07/23/2015

*Status *Status Date 07/23/2015

Duration *Type of Duration Months

Issue Date Number

Date of Entry into Country Expiration Date

Issuing Authority

Issue Place

Supporting Documents Needed ? Personalize | Find | View All First 1 of 1 Last

*Sup Doc ID	Description	Request Date	Date Received
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Citizenship/Passport | Visa/Permit Data | Employee Photo



Presence Test

Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Workforce Administration ▾ > Personal Information ▾ > Citizenship ▾ > Employee Presence Test USA

My HR **Core-CT Help**

Employee Presence Test USA

Tug Bolt Employee Type Person ID 000037

Calendar Information ? Find | View All First 1 of 1 Last

*Calendar Year

Days Present in Calendar Year

Days Present in First Prior Year

Days Present in Second Prior Year

Total Days Used in Presence Test

Visa Information ? Find | View All First 1 of 1 Last

Visa/Permit Type

Visa/Permit Status

Start Date

Expiration Date

Substantial Presence Test ?

☐ Alien Registration "Green" Card ☐ Passed 183 Day Test

☐ 31 Days in Calendar Year ☒ Did Not Pass 183 Day Test

Information

Do not count days in which the employee was

- In US less than 24 hours in transit
- Commuting from residence in Canada or Mexico
- Unable to leave US due to medical condition that developed in US
- An exempt individual: - Student with F, J, M Q visa - Exempt for five years
- Teacher, trainee, researcher on J or Q visa - Exempt for two years



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Time and Labor Setup

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.

Navigation: Favorites ▾ Main Menu ▾ Core-CT HRMS ▾ Workforce Administration ▾ Job Information ▾ Job Data

Buttons: My HR Core-CT Help

Time and Labor Data

Tug Bolt Empl ID 000037 Empl Record 0

Time Reporter Data

Find | View All First 1 of 1 Last

*Effective Date 08/20/2004 *Status Inactive

Time Reporter Type Elapsed Time Reporter

Time Period ID CTBIWEEKLY CT Biweekly Time Period

*Workgroup 04PSTDGEN Other Non- Bargining employees

*Taskgroup DMR4100G Dept of Mental Retardation

Task Profile ID

TCD Group

Restriction Profile ID

Shift 1 Day

Rotating Averaging N NonRotating Averaging

Eligible for Weekend Diff N Not Eligible for Weekend Diff

Eligible for Shift Diff N Not Eligible for Shift Diff

Eligible for Overtime Y Eligible for Overtime

Eligible for Sick: Y

Eligible for Vacation Y

Time Zone EST Eastern Time (US)

Buttons: OK Cancel Refresh

Payroll
☐ Send Time to Payroll

Commitment Accounting



Time and Labor Setup

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.

Step 2: Choose Workgroup

- Use prompt to look up values beginning with 'NON'

Navigation: Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Workforce Administration ▾ > Job Information ▾ > Job Data

Buttons: My HR Core-CT Help

Time and Labor Data

Tug Bolt Empl ID 000037 Empl Record 0

Time Reporter Data

Find | View All First 1 of 1 Last

*Effective Date 08/20/2004 *Status Inactive

Time Reporter Type Elapsed Time Reporter

Time Period ID CTBIWEEKLY CT Biweekly Time Period

*Workgroup 04PSTDGEN Other Non- Bargaining employees

*Taskgroup DMR4100G Dept of Mental Retardation

Task Profile ID

TCD Group

Restriction Profile ID

Shift 1

Rotating Averaging N

Eligible for Weekend Diff N

Eligible for Shift Diff N

Eligible for Overtime Y

Eligible for Sick: Y

Eligible for Vacation Y

Time Zone EST Eastern Time (US)

Payroll

☐ Send Time to Payroll

Commitment Accounting

Buttons: OK Cancel Refresh



Time and Labor Setup

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.

Step 2: Choose Workgroup

- Use prompt to look up values beginning with 'NON'

Favorites ▾ Main Menu ▾ Core-CT HRMS ▾ Workforce Administration ▾ Job Information ▾ Job Data

[My HR](#) [Core-CT Help](#)

Time and Labor Data

Tug Bolt Empl ID 000037 Empl Record 0

Time Reporter Data Find | View All First 1 of 1 Last

*Effective Date 08/20/2004 *Status Inactive

Time Reporter Type Elapsed Time Reporter

Payroll
☐ Send Time to Payroll

Commitment Accounting

Time Period ID CTBIWEEKLY CT Biweekly Time Period
*Workgroup 04PSTDGEN Other Non- Bargining employees
*Taskgroup DMR4100G Dept of Mental Retardation
Task Profile ID
TCD Group
Restriction Profile ID
Shift 1 Day
Rotating Averaging N NonRotating Averaging
Eligible for Weekend Diff N Not Eligible for Weekend Diff
Eligible for Shift Diff N Not Eligible for Shift Diff
Eligible for Overtime Y Eligible for Overtime
Eligible for Sick: Y
Eligible for Vacation Y
Time Zone EST Eastern Time (US)

OK Cancel Refresh



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Employee Tax Data

Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Payroll for North America ▾ > Employee Pay Data USA ▾ > Tax Information ▾ > Update Employee Tax Data

[My HR](#) [Core-CT Help](#)

Federal Tax Data | State Tax Data | Local Tax Data

Tug Bolt Employee Type Person ID 000037

Tax Data (?) Find | View All First 1 of 1 Last

Company CT State of Connecticut

*Effective Date 06/18/2004 [S]

Updated By System Date Last Updated 01/06/2005

Federal Withholding Elements (?)

*Special Withholding Tax Status None ▾

*Tax Marital Status Single ▾ Single

☐ Check here and select Single status if married but withholding at single rate.

Withholding Allowances 0

Additional Amount \$0.00

Additional Percentage 0.000

*Earned Income Credit Status Not applicable ▾

☐ Exempt from FUT

▶ W-4 Processing Status (?)

▶ Lock-In Letter Details (?)

▶ State Tax Options (?)

▶ Tax Treaty/Non-Resident Data (?)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

Federal Tax Data | State Tax Data | Local Tax Data

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.



Employee Tax Data

Favorites ▾ Main Menu ▾ Core-CT HRMS ▾ Payroll for North America ▾ Employee Pay Data USA ▾ Tax Information ▾ Update Employee Tax Data

My HR **Core-CT Help**

Federal Tax Data | State Tax Data | Local Tax Data

Tug Bolt Employee Type Person ID 200030

Tax Data ? Find | View All First 1 of 1 Last

Company CT State of Connecticut

*Effective Date 12/13/2014

Updated By System Date Last Updated 12/19/2014

Federal Withholding Elements ?

*Special Withholding Tax Status Maintain taxable gross

*Tax Marital Status Married Married

☐ Check here and select Single status if married but withholding at single rate.

Withholding Allowances 99

Additional Amount \$300.00

Additional Percentage 0.000

☐ Exempt from FUT

► W-4 Processing Status ?

► Lock-In Letter Details ?

► State Tax Options ?

▼ Tax Treaty/Non-Resident Data ?

Country Treaty ID

*Form W-9 Received No Form W-9 Effective Date

Taxpayer ID Number NRA Withholding Rule Subject to Rule

► Education and Government

Save Return to Search Notify Refresh Update/Display Include History Correct History

Federal Tax Data | State Tax Data | Local Tax Data

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.

Step 2: Change Special Tax Withholding Status

- Non-Resident Alien; Tax Treaty/NR Data



Employee Tax Data

Favorites ▾ Main Menu ▾ > Core-CT HRMS ▾ > Payroll for North America ▾ > Employee Pay Data USA ▾ > Tax Information ▾ > Update Employee Tax Data

My HR **Core-CT Help**

Federal Tax Data | State Tax Data | Local Tax Data

Tug Bolt Employee Type Person ID 200030

Tax Data ? Find | View All First 1 of 1 Last

Company CT State of Connecticut

*Effective Date 12/13/2014 [By]

Updated By System Date Last Updated 12/19/2014

Federal Withholding Elements ?

*Special Withholding Tax Status Maintain taxable gross ▾

*Tax Marital Status Married ▾ Married

☐ Check here and select Single status if married but withholding at single rate.

Withholding Allowances 99

Additional Amount \$300.00

Additional Percentage 0.000

☐ Exempt from FUT

▶ **W-4 Processing Status** ?

▶ **Lock-In Letter Details** ?

▶ **State Tax Options** ?

▼ **Tax Treaty/Non-Resident Data** ?

Country [Search]

Treaty ID [Search]

*Form W-9 Received No ▾

Form W-9 Effective Date [By]

Taxpayer ID Number [Search]

NRA Withholding Rule Subject to Rule ▾

▶ **Education and Government**

Save Return to Search Notify Refresh Update/Display Include History Correct History

Federal Tax Data | State Tax Data | Local Tax Data

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.

Step 2: Change Special Tax Withholding Status

- Non-Resident Alien; Tax Treaty/NR Data

Step 3: Enter Withholding Allowances

- Generally only ONE allowance can be claimed.



Employee Tax Data

Core-CT HRMS > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data

My HR Core-CT Help

Federal Tax Data State Tax Data Local Tax Data

Tug Bolt Employee Type Person ID 200030

Tax Data Find | View All First 1 of 1 Last

Company CT State of Connecticut

*Effective Date 12/13/2014

Updated By System Date Last Updated 12/19/2014

Federal Withholding Elements

*Special Withholding Tax Status Maintain taxable gross

*Tax Marital Status Married Married

☐ Check here and select Single status if married but withholding at single rate.

Withholding Allowances 99

Additional Amount \$300.00

Additional Percentage 0.000

☐ Exempt from FUT

W-4 Processing Status

Lock-In Letter Details

State Tax Options

Tax Treaty/Non-Resident Data

Country Treaty ID

*Form W-9 Received No Form W-9 Effective Date

Taxpayer ID Number NRA Withholding Rule Subject to Rule

Education and Government

Save Return to Search Notify Refresh Update/Display Include History Correct History

Federal Tax Data | State Tax Data | Local Tax Data

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.

Step 2: Change Special Tax Withholding Status

- Non-Resident Alien; Tax Treaty/NR Data

Step 3: Enter Withholding Allowances

- Generally only ONE allowance can be claimed.

Step 4: Enter FWT Withholding Amount

- See Appendix 1



Employee Tax Data

Favorites ▾ Main Menu ▾ Core-CT HRMS ▾ Payroll for North America ▾ Employee Pay Data USA ▾ Tax Information ▾ Update Employee Tax Data

My HR **Core-CT Help**

Federal Tax Data | State Tax Data | Local Tax Data

Tug Bolt Employee Type Person ID 200030

Tax Data ? Find | View All First 1 of 1 Last

Company CT State of Connecticut

*Effective Date 12/13/2014

Updated By System Date Last Updated 12/19/2014

Federal Withholding Elements ?

*Special Withholding Tax Status Maintain taxable gross

*Tax Marital Status Married Married

☐ Check here and select Single status if married but withholding at single rate.

Withholding Allowances 99

Additional Amount \$300.00

Additional Percentage 0.000

☐ Exempt from FUT

W-4 Processing Status ?

Lock-In Letter Details ?

State Tax Options ?

Tax Treaty/Non-Resident Data ?

Country Treaty ID

*Form W-9 Received No

Form W-9 Effective Date

Taxpayer ID Number NRA Withholding Rule Subject to Rule

Education and Government

Save Return to Search Notify Refresh Update/Display Include History Correct History

Federal Tax Data | State Tax Data | Local Tax Data

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.

Step 2: Change Special Tax Withholding Status

- Non-Resident Alien; Tax Treaty/NR Data

Step 3: Enter Withholding Allowances

- Generally only ONE allowance can be claimed.

Step 4: Enter FWT Withholding Amount

- See Appendix 1

Step 5: Enter Tax Treaty / NR Data



Employee Tax Data

▼ Tax Treaty/Non-Resident Data ?

Country Treaty ID

*Form W-9 Received Form W-9 Effective Date

Taxpayer ID Number NRA Withholding Rule

▼ Education and Government

Date of Entry Treaty Expiration Date

*Form 8233 Received Form 8233 Effective Date

Form 8233 Expiration Date *Form W-8 Received

Form W-8 Effective Date Form W-8 Expiration Date

Allowable Earnings Codes Personalize | Find | View All | | First 1-3 of 5 Last

Income Code (for 1042-S)	Eligible Earnings Per Year	Tax Rate After Form Received	Tax Rate Before Form Received
Royalties	9999999.99		0.300000
Scholarship/Fellowship Grants	9999999.99	0.140000	0.140000
Independent Personal Services	9999999.99		0.300000

► Lock-In Letter Details ?

► State Tax Options ?

▼ Tax Treaty/Non-Resident Data ?

Country Treaty ID

*Form W-9 Received Form W-9 Effective Date

Taxpayer ID Number NRA Withholding Rule

► Education and Government

Federal Tax Data | State Tax Data | Local Tax Data

Step 1: Insert New Effective Dated Row

- Preserves history
- Prorates taxes according to the amount of time reported prior to the new effective date and the amount of time after the new effective date.

Step 2: Change Special Tax Withholding Status

- Non-Resident Alien; Tax Treaty/NR Data

Step 3: Enter Withholding Allowances

- Generally only ONE allowance can be claimed.

Step 4: Enter FWT Withholding Amount

- See Appendix 1

Step 5: Enter Tax Treaty / NR Data

- This information will setup the employee to be eligible for the Tax Treaty benefits.



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Tax Rules for Royalties

Income Code	Earn Code in PeopleSoft	8233 Form Received?	W8 Ben Form Received?	Tax Results
12 – Royalties	T01 – Regular Pay T02 – Straight Overtime T03 – Longevity T04 – Sick SS Exc T05 – Vacation Lump T06 – Personal Leave T07 – Double Overtime T08 – 1 ½ Overtime T09 – Non Reportable Reimbursement T10 – Lump Holiday	N/A	No	*Tax Treaty Benefits
12 – Royalties	Same as above	N/A	Yes	*Tax Treaty Benefits
12 – Royalties	Same as above	Yes	N/A	Taxed as resident
12 – Royalties	Same as above	No	N/A	Taxed as resident



Tax Rules for Grant / Scholarship

Income Code	Earn Code in PeopleSoft	8233 Form Received?	W8 Ben Form Received?	Tax Results
15 – Grant / Scholarship	U01 – Regular Pay U02 – Straight Overtime U03 – Longevity U04 – Sick SS Exc U05 – Vacation Lump U06 – Personal Leave U07 – Double Overtime U08 – 1 ½ Overtime U09 – Non Reportable Reimbursement U10 – Lump Holiday U11 – Holiday U12 – Retro Payment U13 – Sick Pay U14 – Vacation Pay	N/A	No	*Tax Treaty Benefits
15 – Grant / Scholarship	Same as above	N/A	Yes	*Tax Treaty Benefits
15 – Grant / Scholarship	Same as above	Yes	N/A	Taxed as resident
15 – Grant / Scholarship	Same as above	No	N/A	Taxed as resident



Tax Rules for Ind Pers Services

Income Code	Earn Code in PeopleSoft	8233 Form Received?	W8 Ben Form Received?	Tax Results
16 – Independent Personal Services	V01 – Regular Pay V02 – Straight Overtime V03 – Longevity V04 – Sick SS Exc V05 – Vacation Lump V06 – Personal Leave V07 – Double Overtime V08 – 1 ½ Overtime V09 – Non Reportable Reimbursement V10 – Lump Holiday V11 – Holiday V12 – Retro Payment V13 – Sick Pay V14 – Vacation Pay V15 – Grant	N/A	No	Taxed as resident
16 – Personal Services	Same as above	N/A	Yes	Taxed as resident
16 – Personal Services	Same as above	Yes	N/A	*Tax Treaty Benefits
16 –Personal Services	Same as above	No	N/A	*Tax Treaty Benefits

* Taxes may be withheld after a certain threshold depending on the Tax Treaty for which the employee is claiming benefits. Tax rates subject to change.



Tax Rules for Dep Pers Services

Income Code	Earn Code in PeopleSoft	8233 Form Received?	W8 Ben Form Received?	Tax Results
17 – Dependent Personal Services	W01 – Regular Pay W02 – Straight Overtime W03 – Longevity W04 – Sick SS Exc W05 – Vacation Lump W06 – Personal Leave W07 – Double Overtime W08 – 1 ½ Overtime W09 – Non Reportable Reimbursement W10 – Lump Holiday W11 – Holiday W12 – Retro Payment W13 – Sick Pay W14 – Vacation Pay	N/A	No	Taxed as resident
17 – Personal Services	Same as above	N/A	Yes	Taxed as resident
17 – Personal Services	Same as above	Yes	N/A	*Tax Treaty Benefits
17 –Personal Services	Same as above	No	N/A	*Tax Treaty Benefits

* Taxes may be withheld after a certain threshold depending on the Tax Treaty for which the employee is claiming benefits. Tax rates subject to change.



Tax Rules for Teaching

Income Code	Earn Code in PeopleSoft	8233 Form Received?	W8 Ben Form Received?	Tax Results
18 – Teaching	X01 – Regular Pay X02 – Straight Overtime X03 – Longevity X04 – Sick SS Exc X05 – Vacation Lump X06 – Personal Leave X07 – Double Overtime X08 – 1 ½ Overtime X09 – Non Reportable Reimbursement X10 – Lump Holiday X11 – Holiday X12 – Retro Payment X13 – Sick Pay X14 – Vacation Pay X15 – Grant	N/A	No	Taxed as resident
18 – Teaching	Same as above	N/A	Yes	Taxed as resident
18 – Teaching	Same as above	Yes	N/A	*Tax Treaty Benefits
18 – Teaching	Same as above	No	N/A	Taxed as resident

* Taxes may be withheld after a certain threshold depending on the Tax Treaty for which the employee is claiming benefits.



Tax Rules for Studying / Training

Income Code	Earn Code in PeopleSoft	8233 Form Received?	W8 Ben Form Received?	Tax Results
19 – Studying and Training	Y01 – Regular Pay Y02 – Straight Overtime Y03 – Longevity Y04 – Sick SS Exc Y05 – Vacation Lump Y06 – Personal Leave Y07 – Double Overtime Y08 – 1 ½ Overtime Y09 – Non Reportable Reimbursement Y10 – Lump Holiday Y11 – Holiday Y12 – Retro Payment Y13 – Sick Pay Y14 – Vacation Pay	N/A	No	Taxed as resident
19 – Studying and Training	Same as above	N/A	Yes	Taxed as resident
19 – Studying and Training	Same as above	Yes	N/A	*Tax Treaty Benefits
19 – Studying and Training	Same as above	No	N/A	Taxed as resident

* Taxes may be withheld after a certain threshold depending on the Tax Treaty for which the employee is claiming benefits.



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Appendix 1

According to the Instructions for Form 8233 (Rev. December 2001), the following Additional Federal Withholding Amounts should be applied to all Non Resident Aliens:

Payroll Period	Amount
Biweekly	\$15.30
Semi-Monthly	\$16.60
Monthly	\$33.10



Appendix 2

TRC	ERNCD	DESCR	TRC	ERNCD	DESCR
REG12	T01	Regular Pay NRA Inc Code 12	REG15	U01	Regular Pay NRA Inc Code 15
OTS12	T02	OT Straight NRA Inc Code 12	OTS15	U02	OT Straight NRA Inc Code 15
XLG12	T03	Longevity NRA Inc Code 12	XLG15	U03	Longevity NRA Inc Code 15
SIC12	T04	Sick SS Exc NRA Inc Code 12	SIC15	U04	Sick SS Exc NRA Inc Code 15
VAC12	T05	Vac Lump Pay NRA Inc Code 12	VAC15	U05	Vac Lump Pay NRA Inc Code 15
PL12	T06	Personal Leave NRA Inc Code 12	PL15	U06	Personal Leave NRA Inc Code 15
OTD12	T07	OT Dbl NRA Inc Code 12	OTD15	U07	OT Dbl NRA Inc Code 15
OT112	T08	OT 1 1/2 NRA Inc Code 12	OT115	U08	OT 1 1/2 NRA Inc Code 15
NRR12	T09	Non Rept Reim NRA Inc Code 12	NRR15	U09	Non Rept Reim NRA Inc Code 15
HOL12	T10	Lump Holiday NRA Inc Code 12	HOL15	U10	Lump Holiday NRA Inc Code 15



Appendix 2 cont.

TRC	ERNCD	DESCR	TRC	ERNCD	DESCR
REG16	V01	Regular Pay NRA Inc Code 16	REG17	W01	Regular Pay NRA Inc Code 17
OTS16	V02	OT Straight NRA Inc Code 16	OTS17	W02	OT Straight NRA Inc Code 17
XLG16	V03	Longevity NRA Inc Code 16	XLG17	W03	Longevity NRA Inc Code 17
SIC16	V04	Sick SS Exc NRA Inc Code 16	SIC17	W04	Sick SS Exc NRA Inc Code 17
VAC16	V05	Vac Lump Pay NRA Inc Code 16	VAC17	W05	Vac Lump Pay NRA Inc Code 17
PL16	V06	Personal Leave NRA Inc Code 16	PL17	W06	Personal Leave NRA Inc Code 17
OTD16	V07	OT Dbl NRA Inc Code 16	OTD17	W07	OT Dbl NRA Inc Code 17
OT116	V08	OT 1 1/2 NRA Inc Code 16	OT117	W08	OT 1 1/2 NRA Inc Code 17
NRR16	V09	Non Rept Reim NRA Inc Code 16	NRR17	W09	Non Rept Reim NRA Inc Code 17
HOL16	V10	Lump Holiday NRA Inc Code 16	HOL17	W10	Lump Holiday NRA Inc Code 17



Appendix 2 cont.

TRC	ERNCD	DESCR	TRC	ERNCD	DESCR
REG18	X01	Regular Pay NRA Inc Code 18	REG19	Y01	Regular Pay NRA Inc Code 19
OTS18	X02	OT Straight NRA Inc Code 18	OTS19	Y02	OT Straight NRA Inc Code 19
XLG18	X03	Longevity NRA Inc Code 18	XLG19	Y03	Longevity NRA Inc Code 19
SIC18	X04	Sick SS Exc NRA Inc Code 18	SIC19	Y04	Sick SS Exc NRA Inc Code 19
VAC18	X05	Vac Lump Pay NRA Inc Code 18	VAC19	Y05	Vac Lump Pay NRA Inc Code 19
PL18	X06	Personal Leave NRA Inc Code 18	PL19	Y06	Personal Leave NRA Inc Code 19
OTD18	X07	OT Dbl NRA Inc Code 18	OTD19	Y07	OT Dbl NRA Inc Code 19
OT118	X08	OT 1 1/2 NRA Inc Code 18	OT119	Y08	OT 1 1/2 NRA Inc Code 19
NRR18	X09	Non Rept Reim NRA Inc Code 18	NRR19	Y09	Non Rept Reim NRA Inc Code 19
HOL18	X10	Lump Holiday NRA Inc Code 18	HOL19	Y10	Lump Holiday NRA Inc Code 19



Appendix 2 cont.

TRC	ERNCD	DESCR
REG50	Z01	Regular Pay NRA Inc Code 50
OTS50	Z02	OT Straight NRA Inc Code 50
XLG50	Z03	Longevity NRA Inc Code 50
SIC50	Z04	Sick SS Exc NRA Inc Code 50
VAC50	Z05	Vac Lump Pay NRA Inc Code 50
PL50	Z06	Personal Leave NRA Inc Code 50
OTD50	Z07	OT Dbl NRA Inc Code 50
OT150	Z08	OT 1 1/2 NRA Inc Code 50
NRR50	Z09	Non Rept Reim NRA Inc Code 50
HOL50	Z10	Lump Holiday NRA Inc Code 50