

Student Production Configuration Change Request - Citizen Type Codes on STVCITZ

Background

Representatives from the four University of Illinois campuses met several times during late summer and fall 2004 to discuss student reporting using the new environments of Banner and the Enterprise Data Warehouse (EDW) maintained by Decision Support. During the meetings two major issues were discovered in how Citizen Type codes were being used and updated. This necessitated further review by a broader University-wide group consisting of representatives from the Offices of Admissions and Records, Institutional Research, International Affairs, Human Resources, Human Resources /HR Pay, Decision Support and UI-Integrate.

The group's purpose was to discuss and resolve two Citizen Type coding issues. The first issue centered on the citizenship categories listed on student applications. The second and more complicated issue regarded the dual use and access of Citizen Type codes stored on the general person PPAIDEN table.

The first issue was identified when students began selecting "RA-Resident Alien (IRS Purposes)" from the Citizen Type codes listed on the application form for fall 2004. This designation is needed only for tax purposes and should not have been one of the Citizen Type code choices listed on the application. The campuses removed the "RA-Resident Alien (IRS Purposes)" Citizen Type code from their applications. Campus representatives agreed to review the student records with this designation on their applications and correct all Banner student records. The group also decided that it was not feasible to correct the student snapshots currently loaded in the EDW.

The second issue concerned identifying non-resident alien students and staff for mandatory Federal (Integrated Postsecondary Data System - IPEDS) surveys and Illinois Board of Higher Education surveys. These surveys encompass both student and staff reporting. The IPEDS surveys are mandatory and require institutions to identify non-resident alien students and staff. The Citizen Type codes are used to identify non-resident aliens for this purpose. The problem resides in the dual access and dual use of Citizen Type codes by both the Student and Human Resource (HR/PAY) modules.

The initial strategy for calculating the number of non-resident alien students and staff was based on the compilation of all Citizen Type codes relating to non-resident alien status. When campus offices began to process student records for fall 2004 reporting they noticed inconsistencies in student records that were updated to Citizen Type code RA. Consequently, the three Citizen Type codes relating to non-resident alien status, NR, RA, and AS, could not be combined to identify non-resident alien students for external reporting.

The RA Citizen Type code is needed by HR/PAY to identify non-resident alien employees who are subject to regular federal income tax (and income deductions) based on "Substantial Presence" in the United States, but who may be entitled to certain tax benefits because of income tax treaties with his/her home country. HR/PAY uses a third-party system, WINDSTAR that provides a two-way interface to Banner to ensure the University is in compliance with non-resident alien taxation rules. If the substantial presence test is met the Citizen Type code on a general person record is changed from NR to RA. Problems were identified when employed students that were not non-resident aliens, i.e., AS-Asylee, RF-Refugee, were processed through WINDSTAR and updated to an RA Citizen Type code. In addition to Citizen Type code changes based on HR/PAY needs, students can present documentation to change their Citizen Type codes. If HR/PAY is not notified the changes might be overwritten by WINDSTAR. Without some type of messaging between the Student and HR/PAY modules it is difficult to validate changes.

With the knowledge that not all Citizen Type codes were assigned accurately, the campuses reviewed several approaches to compile non-resident alien counts for fall 2004 external reporting. The first suggestion was to use Residency codes. However, Residency codes are used for tuition assessment and the group agreed that Residency codes should not be used to identify citizen types. With permission from the Offices of International Affairs, files of non-resident alien students were extracted from the fsaATLAS database used by campus International Student Affairs offices for Student and Exchange Visitor Information System (SEVIS) compliance. Carol Livingstone, Associate Provost and Director, Division of Management Information, created the non-resident alien files for students at the Chicago and Urbana-Champaign campuses for fall 2004 reporting. The files were placed in a secure environment with very limited access.

Outcomes

This stopgap measure allowed for accurate fall 2004 reporting but did not solve the issue for future federal and State reporting. A subcommittee, with representation from each functional area of the University-wide group met to develop a plan to make Citizen Type codes useful to both HR/Pay and Student modules and comply with the federal definition for reporting. The subcommittee submitted their recommendations to the University-wide group. The University-wide group agreed with all the subcommittee's recommendations and added several additional changes. The following thirteen items were agreed upon by all. Items 1-5 state new rules and processes necessary to ensure the accuracy of the Citizen Type codes on person records; items 6-13 require changes to Citizen Type code descriptions on the Banner Validation Table STVCITZ and definition updates related to the Citizen Type codes and descriptions.

Rules and Processing Changes:

1. HR/Pay - WINDSTAR should process changes only from Citizen Type code NR to Citizen Type code RA.
2. Communication Enhancement – The Office for Planning and Budgeting will create a query that generates a person report listing all active students whose Citizen Type code changes within a user defined time period. The query will be available through Decision Support's Query Clearinghouse Web Site in two formats: one for Business Objects users, and a second for those who connect through ODBC. While the query may be accessed by all users, data will be returned only on the basis of the user's Business Objects and Oracle security level.
3. OAR Offices in conjunction with HR/Pay - Correct all student records that were incorrectly coded or changed to RA status either by a Web application choice or incorrectly changed through WINDSTAR. Decision Support snapshot files currently in the EDW will not be corrected.
4. Institutional Research Offices – The non-resident alien category on federal and State surveys will combine students in the Citizen Type codes of: AS – Adjustment of Status, NR – Non Resident Alien, and RA – Resident Alien-IRS only-NR.
5. UI-Integrate and Decision Support - Add this Work Order document to their Metadata.

Changes to Citizen Type Validation Table (STVCITZ) and Associated Definitions:

6. UI2 - Change the RA Citizen Type description from "Resident Alien (IRS Purposes)" to "Resident Alien for IRS only-NR" on the STVCITZ validation table.
7. Change the RA definition to include a reference to the Non-Resident Alien status.
8. Change AS description on the STVCITZ validation table from "Adjustment in Status" to "Adjustment of Status."
9. Change the definitions for Asylee and Refugee. (See the definitions on the following page.)
10. Delete the word "illegal" from the NR definition.

11. Change the PR description on the STVCITZ validation table from “Lawful Permanent Resident” to “US Permanent Resident.”
12. Add additional information to the definitions for TN and TZ categories. (See the definitions on the following page.)
13. Add UN to the definitions.

The Citizen Type code description and definition changes represented in items 6-13 are highlighted in yellow in the following section.

Citizen Type Validation Table (STVCITZ)

Code (2 char)	Description
US	Citizen
AS	Adjustment in of Status
AY	Asylee
NR	Non Resident Alien
PI	Paroled in Public Interest
PR	Lawful US Permanent Resident
RA	Resident Alien (IRS Purposes) Resident Alien for IRS only-NR
RF	Refugee
UN	Not Reported
TN	Non-Citizen - Status Identified
TZ	Non-Citizen – Other

Citizen Type Code Definitions

- US Citizen - A citizen of the United States, owing service to it, and having attendant political rights.
- AS Adjustment ~~in~~ of Status- An individual who has filed for permanent residence but who has not been granted such status.
- AY Asylee - An asylee is an individual present in the U. S. or at a port of entry, who is found to be unwilling or unable to return to his/her country of nationality because of a well-founded fear of persecution on the grounds of race, religion, nationality, membership in social group, or political opinion. Asylees are eligible to adjust to U.S. permanent resident status after one year of continuous presence in the U.S.
~~A person who has been granted asylum status after arrival in the U.S. based on a well founded fear of persecution in their home country.~~
- NR Non-resident Alien- A person who is not a citizen of the United States and who is in the country on a visa ~~or~~ temporary ~~illegal~~ basis (they do not have the right to remain indefinitely).
- PI ~~Paroled in Public Interest~~ - An individual who is paroled in the public interest. The individual is neither a non resident alien nor a refugee.
- PR ~~Lawful~~ US Permanent Resident - A person who is not a citizen or national of the United States, but who has been lawfully admitted for permanent residence.

- RA Resident Alien **for IRS only-NR** - A **non-resident alien** who is subject to regular federal income tax (and income deductions) based on “**sSubstantial Presence**” in the United States, but who may be entitled to certain tax benefits because of income tax treaties with his/her home country.
- RF Refugee – **A refugee is an individual who at the time refugee status is determined is not in the U. S. or at a port of entry. They, like asylees, are unwilling or unable to return to their country of nationality because of a well-founded fear of persecution on the ground of race, religion, nationality, membership in social group, or political opinion. Refugees are eligible to adjust to U.S. permanent resident status after one year of continuous presence in the U.S.**
~~An individual who has been admitted to the U.S. and who has proven a well founded fear of persecution in their home country. Admission to the U.S. is granted for 1 year after which time the person can apply to become a lawful permanent resident.~~
- TN Non-Citizens - Status Identified (student use only): **category for those who meet the requirements of the Acevedo legislation. They pay the domestic application rate and receive resident tuition.**
- TZ Non-Citizen – Other (student use only): **category for undocumented aliens who do not meet the Acevedo requirements. These applicants pay the international application fee and non-resident tuition.**
- UN **Not Reported.**

Work Request

The University-wide group has reviewed and approved the thirteen items specified in the Outcomes section of this document. These rules, processes, and changes are necessary to certify accurate assignment of Citizen Type codes that are used to report non-resident alien students and staff on IPEDS surveys mandated by the US Department of Education. The University-wide group requires the implementation of these updates and is hopeful that the system modifications and rules can be expedited to ensure accurate fall 2005 reporting. If questions arise regarding this work order, please contact Linda Meyer, in the Office for Planning and Budget, at 333-6601.