

**North Dakota
University System
Windstar Interface User Manual**

PeopleSoft

HRMS 9.1

Windstar Release 2.4.c.001



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WINDSTAR INTERFACES

OVERVIEW

Windstar Technologies offers products that aid organizations in tracking of tax liabilities and visas for international workers. The PC-based system is a third-party software used by a number of NDUS campuses to; determine appropriate taxes and tax rates; provide case-by-case analysis of tax treaty benefits and limitations; and provide completed withholding certificates and reporting forms.

Interfaces between Windstar Tax Navigator™ and PeopleSoft include demographic, immigration and payment data. The interfaces are meant to automate the data entry component so data is only entered into one system and then transfers automatically to the other, eliminating a considerable amount of double entry.

SUMMARY OF EXPORT PROGRAMS

Individual Information – This process contains data extracted from PeopleSoft HRMS system to be imported into Windstar. Some of the data elements include address, phone number and other personal information related to the employee. *Note: NDUS has chosen to enter this information into Windstar Tax Navigator and interface the data into PeopleSoft. Therefore this export process is not being used.*

Visa Information – This process contains data extracted from PeopleSoft HRMS system to be imported into Windstar. Some of the data elements include Visa type, entry date and expiration date. *Note: NDUS has chosen to enter this information into Windstar Tax Navigator and interface the data into PeopleSoft. Therefore this export process is not being used.*

1042 YTD Summary Payment Information – This process contains data extracted from PeopleSoft HRMS System to be imported into Windstar. In this process, the data is extracted from the PeopleSoft 1042 Tax Balance table, which is created by the PeopleSoft Payroll system and is used for 1042 reporting from the Windstar system. *Note: NDUS utilizes this functionality. This process is run once a year, normally mid-to-late January.*

SUMMARY OF IMPORT PROGRAMS

Individual Information – This process contains data extracted from Windstar to be imported into PeopleSoft. The process imports a file of foreign national demographic data into a PeopleSoft staging table. From there, a process compares it with the existing PeopleSoft value, and if a change is detected, a process loads it into the appropriate areas in the PeopleSoft system. New effective-dated rows are inserted where the PeopleSoft design allows. The process generates a detail



transaction compare and load report.

Visa Information - This process contains data extracted from Windstar to be imported into PeopleSoft. The file contains the entire immigration data history for all foreign national employees stored in the Windstar system. The process reloads the PeopleSoft tables with this history. As such, choosing to run this interface assumes that Windstar is the system of record for foreign national immigration data. The process generates a detail transaction load report.

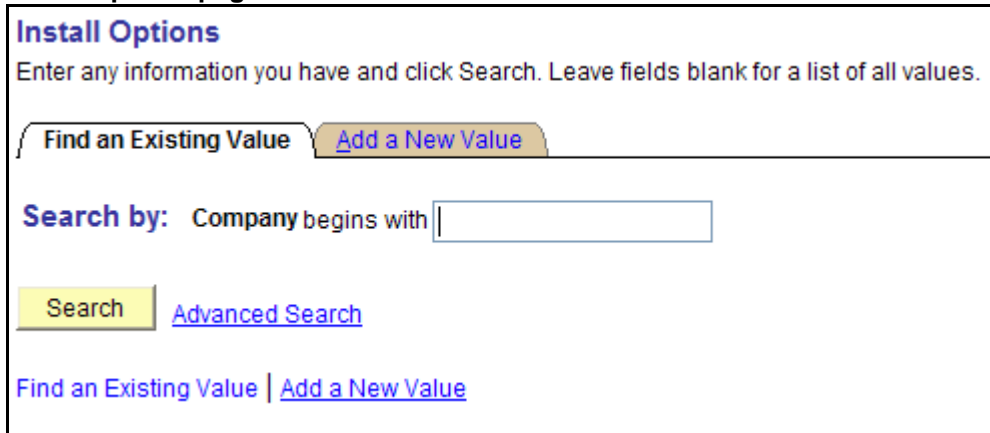
Payment Information - This process contains data extracted from Windstar to be imported into PeopleSoft. The process imports a file of individual income, FICA and treaty benefit information. From there a process compares it to the existing PeopleSoft Tax Data and Employee FICA records, and if a change is detected, the process loads it into the appropriate fields in the PeopleSoft system. New effective-dated rows are inserted. The process generates a detail transaction compare and load report. This process is unique in that Job Data and Tax Data transactions may be configured to either auto-load or first be reviewed prior to final update.

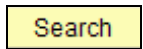
SYSTEM SETUP

INSTALLATION OPTIONS

The Install Options page is set up and maintained by each campus that utilizes the Windstar interfaces. It is located at: **Payroll for North America > Windstar Interface > Setup > Install Options** or **ND HE Applications > Windstar Interface > Setup > Install Options**. The following page will appear:

Install Options page

A screenshot of the "Install Options" page. The page has a title "Install Options" and a subtitle "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the subtitle are two tabs: "Find an Existing Value" and "Add a New Value". Under the "Find an Existing Value" tab, there is a "Search by:" label followed by "Company begins with" and a text input field. Below the input field are two buttons: "Search" and "Advanced Search". At the bottom of the page, there are two links: "Find an Existing Value" and "Add a New Value".

The search option is by Company. Enter the campus's 3-character company ID and click . The following page will appear:

Install Options – General Options

| General Options | | Export | Individual/Visa Import | Payment Import | FICA Import |
|---------------------------------|----------------------|---|------------------------|----------------|-------------|
| Company | NDS | North Dakota State University | | | |
| Campus Field | Business Unit | | | | |
| *Reporting Verbosity | Changes/Errors Only | | | | |
| *File Mode | Production | | | | |
| *File Layout Type | 2001 Layout | | | | |
| Tax Nav Database Name | <input type="text"/> | | | | |
| Address/Phone Types | | | | | |
| *US Address | Mailing | *Home Phone | Home | | |
| *Non-US Address | Permanent | *Work Phone | Campus | | |
| | | *Email | Campus | | |
| Version | | | | | |
| Windstar Interface Version | 2.4.c.0001 | Release Notes | | | |
| *PeopleSoft Application Version | 9.1 | <input type="button" value="Reset Staging Tables"/> | | | |

On the General Options tab, the **Company** field is a default.

Campus Field – Select **Business Unit**.

Reporting Verbosity – There are three options; **All: Skipped, Changed, Errors; Changes/Errors Only**; or **Errors Only**. Select one from the drop down menu. This is a required field.

File Mode – Set to **Production**.

File Layout Type – Select the layout applicable for your Windstar application—Either **2001 Layout** or **2005 Layout**.

US Address, Non-US Address, Home Phone, Work Phone and Email are all required fields. These fields are all tied to data components found in the **Individual/Visa Import** tab of Install Options which will be explained in detail later in this manual. These fields should be set up as follows:

US Address – Set to **Mailing**.

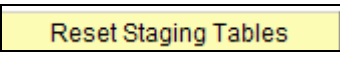
Non-US Address – Set to **Permanent**.

Home Phone – Set to **Home**.

Work Phone – Set to **Campus**.

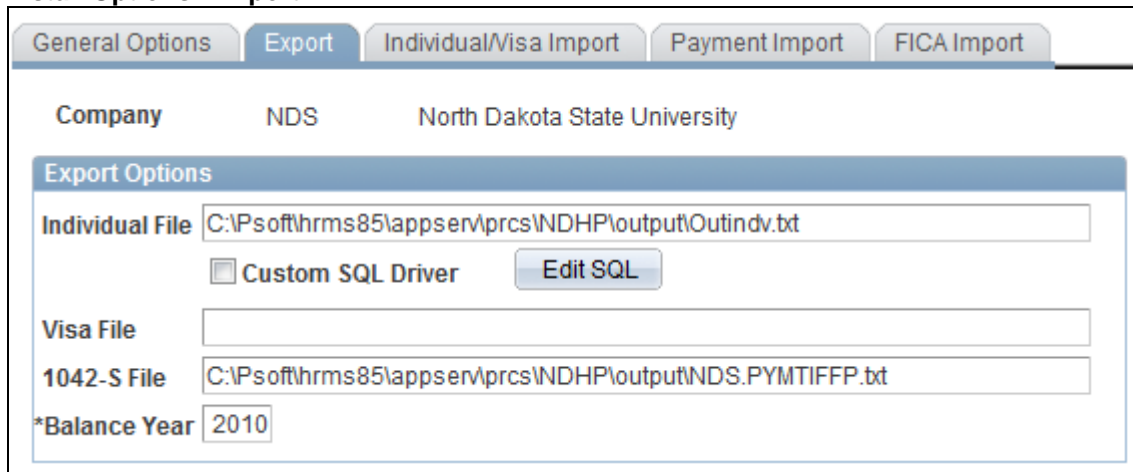
Email – Set to **Campus**.

Note in the Version section of the General Options tab, the Windstar Interface Version and PeopleSoft Application Version are listed. The NDUS-HRMS development team will be responsible for updating the Windstar Interface Version whenever a new version is applied. Please do not change the PeopleSoft Application Version. Users can click on the [Release Notes](#) link to review changes made to the interfaces by Windstar. Click the back button to go back to the General Options tab.

The  button is used by the NDUS-HRMS development team only.

Next, go to the Export tab. The following page will appear:

Install Options - Export



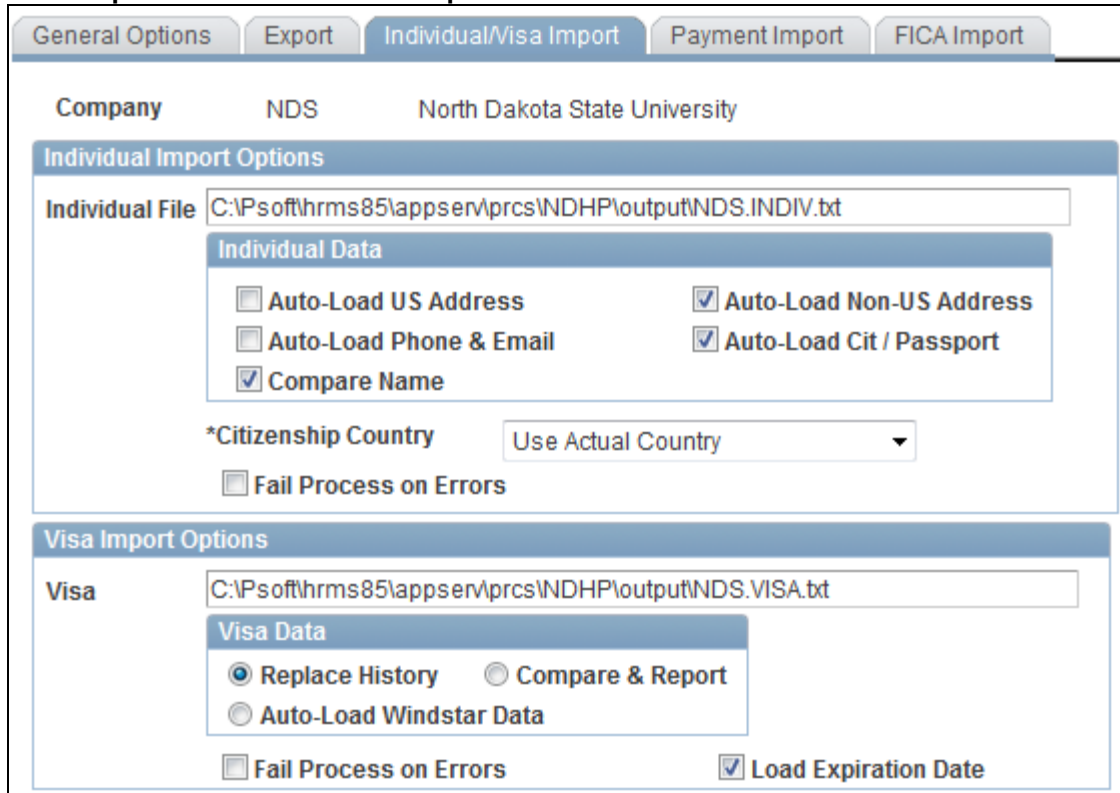
| | | | | |
|-----------------------|---|-------------------------------|----------------|-------------|
| General Options | Export | Individual/Visa Import | Payment Import | FICA Import |
| Company | NDS | North Dakota State University | | |
| Export Options | | | | |
| Individual File | C:\Psoft\hrms85\appserv\prcs\NDHP\output\Outindv.txt | | | |
| | <input type="checkbox"/> Custom SQL Driver | Edit SQL | | |
| Visa File | | | | |
| 1042-S File | C:\Psoft\hrms85\appserv\prcs\NDHP\output\NDS.PYMTIFFP.txt | | | |
| *Balance Year | 2010 | | | |

For Export Options, campuses using Windstar will only export PeopleSoft 1042-S data back to Windstar. The screen shot above shows the path and file name that the 1042-S data file will be saved to. Users should not change this path. Campuses will log into the PeopleSoft server to capture the file and download it to their Windstar Tax Navigator system.

Balance Year – The balance year needs to correspond with the tax year in which the 1042 data is being captured. For example: In January of 2010, users will be creating 1042 data for tax year 2009.

Next, go to the Individual/Visa Import tab. The following page will appear:

Install Options – Individual/Visa Import



Import Options includes imports for Personal Information and Citizenship information. Output files are created in Windstar and then saved to the PeopleSoft server in order to process these interfaces. *Instructions for creating the output files in Windstar and saving them to the PeopleSoft server are in Appendix A and B at the end of this manual.*

The screen shot above shows the paths that these files are saved to. Users should not change these paths.

For the **Individual** interface, it is a campus decision what data will be interfaced and what will not be. Notice in the screen shot above that **Auto-load US Address**, **Auto-load Phone & Email** are not checked. This means this data will not be updated in PeopleSoft by the Windstar Individual interface and assumes that PeopleSoft is the system of record for this data. Also notice that the **Auto-load Non-US Address** and **Auto-Load Cit/Passport** are checked. This means this data will be updated in PeopleSoft with the Windstar Individual interface and assumes that Windstar is the system of record for this data. It is recommended that the **Compare Name** always remain checked so that users will always get a report of mismatched names in order to keep the two systems in sync for names.

The US Address, Non-US Address and Phone & Email data that would interface into PeopleSoft correspond to what was set up on the General Options tab outlined earlier in this manual. For example, for the US Address, if it is set to Mailing on General Options and if the Auto-load US



Address were checked on for the Import Options, then the US Address extracted from Windstar will load into PeopleSoft with a status of Mailing. For the Non-US Address, if the status on General Options is set to Permanent and the Auto-load Non-US Address is checked on for the Import Options, then the Non-US Address extracted from Windstar will load into PeopleSoft with a status of Permanent. Again, it is a campus decision on what values to use here.

Next, go to the Payment Import tab. The following page will appear:

Install Options – Payment Import

General Options | Export | Individual/Visa Import | **Payment Import** | FICA Import

Company: NDS North Dakota State University

Payment: C:\Psoft\hrms85\appserv\prcs\NDHP\output\NDS.PYMTDATA.txt

Import Options

Fail Process on Errors

Tax Data

Auto-Load
 Compare & Update
 Disabled

JED Income Code

Auto-Load
 Compare & Update
 Disabled

Tax/JED Action/Reason

*Action: Data Change
*Reason: Windstar Interface

Year: 2011

Income Code Selection View All | 1 of 7

| | Income Code | *PS Earnings Code | Earnings Code | | |
|---|-------------|-------------------|---------------|---|---|
| 1 | 17 | H01 | HI7 | + | - |

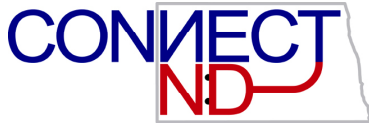
Processing for Countries with No Treaty

*Handle Countries w/ No Treaty: Separate Treaty Per Country
*Handle Type 15 with No Treaty: Keep the same as other types

Handling Multiple Jobs: Process Each Individually

*Synchronize W4 data on the State Tax page: Yes

*Type 15 Special SWT Sync: Follow Federal Setting



Payment Options includes imports for individual income and treaty benefit information. Output files are created in Windstar and then saved to the PeopleSoft server in order to process these interfaces. The screen shot above shows the path that the file is saved to. Users should not change the path.

Campuses can select what option to use for Tax Data. It is recommended that Compare & Update be selected at least until the user becomes familiar with the process. The JED Income Code option should be set to Disabled.

Select the **Action** of "Data Change" and Reason of "Windstar Interface" for Tax/JED Action/Reason.

The **Year** needs to be set to the current tax year. Note that the **Year** on Payment Options does not need to match the year on Export Options.

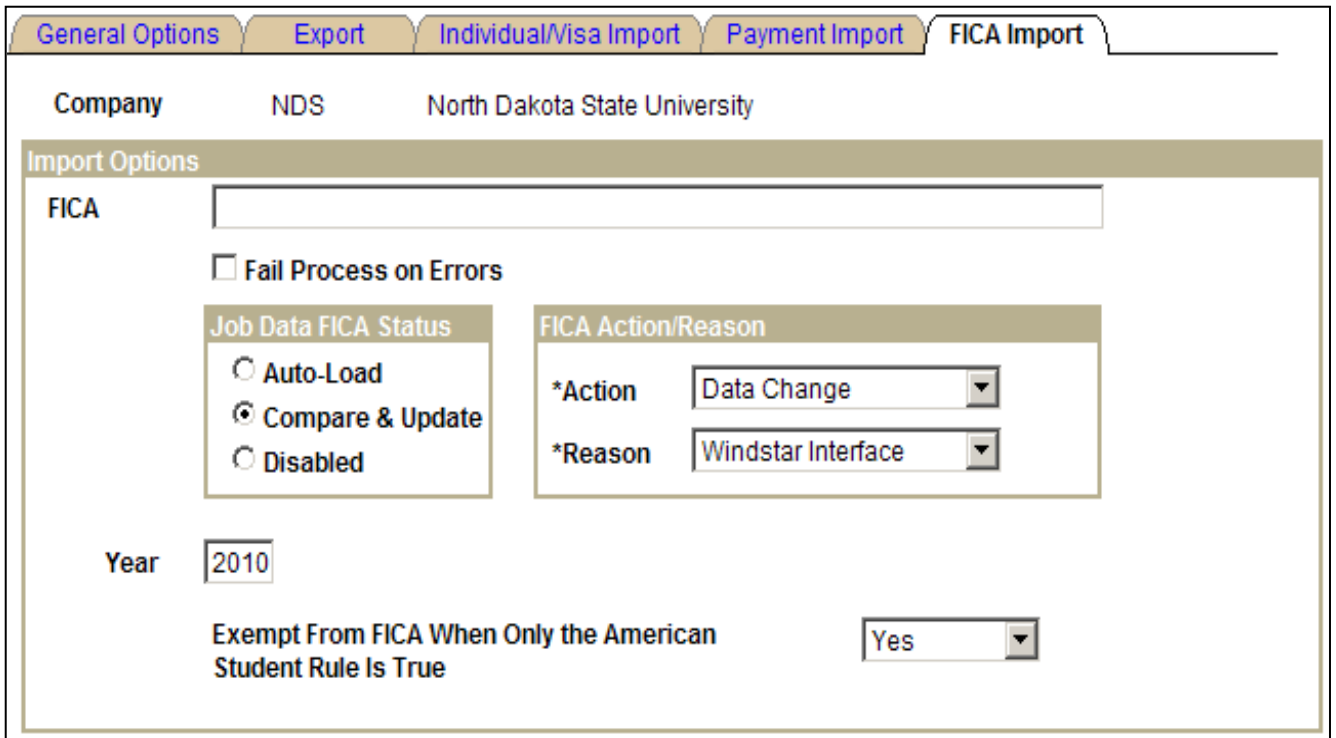
Income Code section - There are three income codes used by the NDUS, Income Code 17, 18 and 19. These codes correspond to several types of Earnings Codes. This grid is used for the Earnings Code Audit process that will be described in detail later. These values should not be changed by the user unless instructed by the NDUS-HRMS team.

Processing for Countries with No Treaty section – The options available for Handle Countries w/ No Treaty are: *Separate Treaty Per Country* or *Use Single Treaty ID for All*. The NDUS has decided to use the value of ***Separate Treaty Per Country***.

The options available for Handling Multiple Jobs are: *Ignore/Process Only First*, *Mark Multiple Rows as Error* or *Process Each Individually*. The NDUS has decided to use the value of ***Process Each Individually***.

Select "Yes" for "**Synchronize W4 data on the State Tax page when the state does not follow Federal Tax Treaty exemptions**". This is a true statement for North Dakota, therefore by selecting "Yes" the marital status and allowances will be updated on the State Tax data page.

Next, go to the FICA Import tab. The following page will appear:



General Options Export Individual/Visa Import Payment Import **FICA Import**

Company NDS North Dakota State University

Import Options

FICA

Fail Process on Errors

Job Data FICA Status

Auto-Load

Compare & Update

Disabled

FICA Action/Reason

*Action Data Change

*Reason Windstar Interface

Year 2010

Exempt From FICA When Only the American Student Rule Is True Yes

This section will be used later when campuses change their Windstar file layout to 2005. The path will remain blank for now.

The **Year** needs to be set to the current tax year. Note that the **Year** on Payment Options does not need to match the year on Export Options.

For the field “**Exempt From FICA When Only the American Student Rule Is True**”, select **Yes**. Resident Aliens are the only international workers who qualify for the American student rule.

VISA CODES

The Visa Codes page is a one-time setup page maintained by the NDUS-HRMS team. If a campus requires a new visa code to be added to the set up, please file a Remedy ticket to request the update.

RUNNING THE IMPORT PROCESSES

IMPORT INDIVIDUAL INFORMATION

Go to the following navigation: **Payroll for North America > Windstar Interface > Import > Individual File.**

Individual File
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

 [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter an existing Run Control ID or click on [Add a New Value](#) and create a new one. The following Run Parameters page will appear:

Run Parameters

Run Control ID: kms [Report Manager](#) [Process Monitor](#)

Run Parameters

Company North Dakota State University

Setup Options

File C:\Psoft\hrms85\appserv\prcs\NDHQ\output\NDS.INDIV.txt

| | | | |
|----------------|-----------|------------|--------|
| US Address | Mailing | Home Phone | Home |
| Non-US Address | Permanent | Work Phone | Campus |
| | | Email | Campus |

Click on the Look up to select your company's three character company ID. Once the company ID is selected, the Setup Options will default to the values from the Installation Options table.

Click on **Run**. The system will then go to the Process Scheduler Request page as appears below:

Process Scheduler Request

User ID: kstinar Run Control ID: kms

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|------------------------|--------------|--------------------|----------------------------------|----------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | Import Individual File | WS_INDV_IMP | Application Engine | <input type="text" value="Web"/> | <input type="text" value="TXT"/> | Distribution |

Verify that the Server Name is PSNT. All other data should remain at their defaults. Click on

OK to run the process.

Click on the blue [Process Monitor](#) link to monitor the status of your process. Once the status changes to Success, click on the blue [Details](#) link and then the [View Log/Trace](#) link. The following file list will appear:

View Log/Trace

Report

Report ID: 133416 Process Instance: 661559 [Message Log](#)

Name: WS_INDV_IMP Process Type: Application Engine

Run Status: Success

Import Individual File

Distribution Details

Distribution Node: REFNODE Expiration Date:

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|----------------------------------|
| Redirected Terminal Output | 27,690 | 11/20/2007 10:58:01.397000AM CST |
| Address_Compare.txt | 179,542 | 11/20/2007 10:58:01.397000AM CST |
| Citizenship_Compare.txt | 1,009,148 | 11/20/2007 10:58:01.397000AM CST |
| IndvAfterProcessReport.txt | 35,149 | 11/20/2007 10:58:01.397000AM CST |
| Name_Compare.txt | 326,442 | 11/20/2007 10:58:01.397000AM CST |
| Phone_and_Email_Compare.txt | 160,231 | 11/20/2007 10:58:01.397000AM CST |

Open and review each file ending in .txt. (Note: There is no real value of reviewing the data in the [Redirected Terminal Output](#). This information is more technical in nature.)



[Address Compare.txt](#) – A listing of all address values for both Windstar and PeopleSoft will appear on the report. It will also indicate the action taken similar to; *Action Taken: Updated PS Address with WS values as shown. for address type PERM.* An example appears below:

```
Emplid
Name
=====
no address record found for addr type PERM
Looping through address types: HOME
Looping through address types: PERM
Looping through address types: MAIL
Addr Type      = PERM
PS Effdt       = 2007-09-17
PS Address 1   = 76 Oyetola Str Opebi
PS Address 2   =
PS Address 3   =
PS City        = Lkeja
PS State       =
PS Postal      =
PS Country     = NGA
Action Taken: Adding Address Type and Data from file. for address type PERM
```

[Citizenship Compare.txt](#) – A listing of all citizenship values will appear on this report. Depending on the set up in the Installation Table none, some or all of the data will load into the employee's PeopleSoft Identification Data screen; **Workforce Administration > Personal Information > Citizenship > Identification Data.** It will also load into a similar page provided by Windstar at: **Payroll for North America > Windstar Interface > Use > Windstar Visa Data.** An example of the report appears below:

```
===== Windstar Citizenship File Load =====
===== Load Citizenship / Passport Info=====
===== Run Date: 2007-04-19 =====
=====
Emplid
Name
===== Update Citizenship Data Values =====
Compare Values:
PS Citizen Country      =
WS Citizen Country      = USA
PS Passport Number      =
WS Passport Number      = 20287091
PS Passport Issue Dt    =
WS Passport Issue Dt    = 1993-12-26
PS Passport Exp Dt      =
WS Passport Exp Dt      = 2014-05-13
PS Passport Country     = USA
WS Passport Country     = NOR
Updating Citizenship Cntry from  to USA for emplid 0050683, Martin Olsen
Updating Passport Number from  to 20287091 for emplid 0050683, Martin Olsen
Updating Passport Exp Dt from  to 2014-05-13 for emplid 0050683, Martin Olsen
Updating Passport Country from USA to NOR for emplid 0050683, Martin Olsen
Action Taken: Country, Passport Number and Dates Updated.
===== Update Windstar Data Values =====
Action Taken: Update Skipped, No Windstar Data to Update.
=====
```

[IndvAfterProcessReport.txt](#) - This report lists each row in the file and if the row was processed. An example of the report appears below:

```

Individual Import After Process Report
-----
This report lists each row in the file and if the row was processed

Total Number of Records in the List: 706

Employee ID      Last Name          Status      Message
-----
                ANAND              Error      Error - No Employee ID found for ANAND, SUREKHA (31999,3)
                DAZA MONTOYA       Error      Error - No Employee ID found for DAZA MONTOYA, MARCELO (31999,3)
                HAZRATI           Error      Error - No Employee ID found for HAZRATI, SHASHANK (31999,3)
                JI                Error      Error - No Employee ID found for JI, JIE (31999,3)
                NURUDEEN          Processed
                SHARMA            Error      Error - No Employee ID found for SHARMA, MAYUKH (31999,3)
                SULE              Error      Error - No Employee ID found for SULE, PREETI (31999,3)
                YOSHINAGA         Error      Error - No Employee ID found for YOSHINAGA, KAORI (31999,3)
0050730         BALAKRISHNAN      Processed
0051883         JAIN               Processed
0061463         DE SILVA           Processed
0063042         JYOTI             Processed
0064498         MBUBA             Processed
0065063         OMOTOYINBO        Processed

```

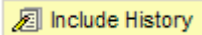
[Name Compare.txt](#) – A listing of names will appear in this report if some or all of the Windstar values do not match the values in PeopleSoft. Corrections should be made in either system where appropriate. An example of the report appears below:

```

=====Name Compare Mismatch Report=====
Emplid
PS LAST_NAME   =   SETH
WS LAST_NAME   =   OBEROI
PS FIRST_NAME  =   KIRAN
WS FIRST_NAME  =   KIRAN
PS MIDDLE_NAME =
WS MIDDLE_NAME =
PS NAME_TITLE  =
WS NAME_TITLE  =
PS NAME_SUFFIX =
WS NAME_SUFFIX =

```

[Phone and Email Compare.txt](#) – Both telephone and e-mail data would print in this report similar to the others. The report will be blank since it is recommended that these values be deselected on the Install Options table. This assumes the system of record for telephone and e-mail address is PeopleSoft.

An example of the Windstar Visa Data screen, Citizenship/Passport, appears below. ***Remember to click on the  button to view historical visa status changes.**

Citizenship/Passport

Citizenship/Passport

[Visa/Permit Data](#)
[Windstar Data](#)

Person ID:

Citizenship/Passport

[Find | View All](#)
First
1 of 2
Last

*Country: India

Citizenship Status:

Passport Information

[Find | View All](#)
First
1 of 1
Last

*Passport Number:

+ -

Issue Date: BT

Expiration Date: BT

Country: India

State:

City:

Authority:

Comment:

Citizenship/Passport

[Find | View All](#)
First
2 of 2
Last

*Country: United States

Citizenship Status:

Passport Information

[Find | View All](#)
First
1 of 1
Last

*Passport Number:

+ -

Issue Date: BT

Expiration Date: BT

Country: India

State:

City:

Authority:

Comment:

Note that the Citizenship interface creates two rows, one for the employee's home country and one for USA. Passport information is the same for both.

IMPORT VISA INFORMATION

Go to the following navigation: **Payroll for North America > Windstar Interface > Import > Individual File.**

Visa File
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter an existing Run Control ID or click on [Add a New Value](#) and create a new one. The following Run Parameters page will appear:

Run Parameters

Run Control ID: kms [Report Manager](#) [Process Monitor](#)

Run Parameters

Company North Dakota State University

Setup Options

File C:\Psoft\hrms85\appserv\prcs\NDHQ\output\NDS.VISA.txt

| Visa/Permit Type |
|------------------|
| A1 |
| A21 |
| ASL |
| B1 |
| B2 |
| B2P |
| C1 |
| F1 |
| F2 |



Click on the Look up to select your company's three character company ID. Once the company ID is selected, the Setup Options will default to the values from the Visa Codes table.

Click on **Run**. The system will then go to the Process Scheduler Request page as appears below:

Process Scheduler Request

User ID: kstinar Run Control ID: kms

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|------------------|--------------|--------------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | Import Visa File | WS_VISA_IMP | Application Engine | Web | TXT | Distribution |

Verify that the Server Name is PSNT. All other data should remain at their defaults. Click on **OK** to run the process.

Click on the blue [Process Monitor](#) link to monitor the status of your process. Once the status changes to Success, click on the blue [Details](#) link and then the [View Log/Trace](#) link. The following file list will appear.

View Log/Trace

Report

Report ID: 133266 Process Instance: 661404 [Message Log](#)

Name: WS_VISA_IMP Process Type: Application Engine

Run Status: Success

Import Visa File

Distribution Details

Distribution Node: REFNODE Expiration Date:

File List

| Name | File Size (bytes) | Datetime Created |
|--|-------------------|---------------------------------|
| Redirected Terminal Output | 4,188 | 11/15/2007 2:51:56.667000PM CST |
| Missing_Codes.txt | 303 | 11/15/2007 2:51:56.667000PM CST |
| VISA_Compare.txt | 152,739 | 11/15/2007 2:51:56.667000PM CST |
| VisaAfterProcessReport.txt | 15,234 | 11/15/2007 2:51:56.667000PM CST |

Open and review each file ending in .txt. (Note: There is no real value of reviewing the data in the [Redirected Terminal Output](#) file. This information is more technical in nature.)

[Missing Codes.txt](#) – This report will show emplID’s and names of employees whose visa type in Windstar does not match any of the codes set up in the Visa Codes table. Should anyone appear in this report, first check Windstar to verify that the code is valid. If the code is valid, please file a Remedy ticket with the NDUS-HRMS team so the code can be added to the Visa Code table. (Every attempt has been made to set up all valid visas. Periodically new visas are issued by the US Immigration Service and in order to set them up on the Visa Codes table within the Windstar module, it first needs to be added to the Visa/Permit Table. This is a core HR setup table that only the NDUS-HRMS team has access to update.)

[VISA Compare.txt](#) – The report shows a comparison of Windstar data to PeopleSoft. When mismatches are found, the interface will update the Windstar Visa Data screen in PeopleSoft. An example of the report appears below.

| | |
|-------------------------------------|------------------|
| Emplid | |
| Name | |
| ===== Reload Visa Data Values ===== | |
| Country | = USA |
| Visa Type | = F1 |
| Effdt | = 2003-07-25 |
| Visa Number | = 20031884940001 |
| Status | = G |
| Status Dt | = 2003-07-25 |
| Issue Dt | = |
| Entry Dt | = 2003-07-25 |
| Expiration Dt | = 2006-01-25 |
| First Day in US | = 2003-07-25 |
| Last Day in US | = 2006-01-25 |
| J Category Code | = 99 |
| Visa Activity Cd | = 01 |
| Foreign Funded | = F |
| Tax Res Country | = IND |
| Treaty Ben Code | = U |
| ===== | |
| Emplid | |
| Name | |
| ===== Reload Visa Data Values ===== | |
| Country | = USA |
| Visa Type | = F1 |
| Effdt | = 2006-01-26 |
| Visa Number | = |
| Status | = G |
| Status Dt | = 2006-01-26 |
| Issue Dt | = |
| Entry Dt | = 2006-01-26 |
| Expiration Dt | = 2006-10-31 |
| First Day in US | = 2006-01-26 |
| Last Day in US | = 2006-10-31 |
| J Category Code | = 99 |
| Visa Activity Cd | = 19 |
| Foreign Funded | = F |
| Tax Res Country | = IND |
| Treaty Ben Code | = U |

An example of the Windstar Visa Data screen, Visa/Permit Data and Windstar Data, appears below.

*Remember to click on the button to view historical visa status changes.

Visa/Permit Data

Person ID: _____

Citizenship/Passport | **Visa/Permit Data** | **Windstar Data**

Visa/Permit Data Find | View 1 First 1-3 of 3 Last

*Country: USA USA [Get Supporting Documents](#)

*Type: F1 F1 Student Visa

*Effective Date: 08/11/1995

Number: 05028690

*Status: Granted *Status Date: 08/11/1995

Duration: _____ Months

Issue Date: _____

Date of Entry into Country: 08/11/1995 Expiration Date: 11/30/2002

Issuing Authority: _____

Issue Place: _____

Supporting Documents Needed Customize | Find | View All | First 1 of 1 Last

| *Sup Doc ID | Description | Request Date | Date Received |
|-------------|-------------|--------------|---------------|
| 1 | | | |

*Country: USA USA [Get Supporting Documents](#)

*Type: H1 Temporary Visa

*Effective Date: 12/01/2002

Number: _____

*Status: Granted *Status Date: 12/01/2002

Duration: _____ Months

Issue Date: _____

Date of Entry into Country: 12/01/2002 Expiration Date: 10/31/2008

Issuing Authority: _____

Issue Place: _____

Supporting Documents Needed Customize | Find | View All | First 1 of 1 Last

| *Sup Doc ID | Description | Request Date | Date Received |
|-------------|-------------|--------------|---------------|
| 1 | | | |

*Country: USA USA [Get Supporting Documents](#)

*Type: H1B H1B Depend Visa

*Effective Date: 12/01/2002

Number: _____

*Status: Granted *Status Date: 12/01/2002

Duration: _____ Months

Issue Date: 12/01/2002

Date of Entry into Country: _____ Expiration Date: 10/31/2005

Issuing Authority: _____

Issue Place: _____

Supporting Documents Needed Customize | Find | View All | First 1-2 of 2 Last

| *Sup Doc ID | Description | Request Date | Date Received |
|-------------|-------------------------------|--------------|---------------|
| 1 | FPP Foreign Passport | | |
| 2 | I-94 Arrival/Departure Record | | |

Note that multiple rows will be uploaded for all of an employee's visa statuses. Remember to select Include History so all the data rows can be viewed.

Windstar Data

| | | | | | |
|---|-------------------------|---|--------------------|-------------------------|--|
| Citizenship/Passport | | Visa/Permit Data | | Windstar Data | |
| Prashanth Balakrishnan | | | Person ID: 0050730 | | |
| Visa/Permit Data | | | | Find View All | |
| | | | | First 3 of 4 Last | |
| Country | USA | United States | | | |
| Type | H1 | Temporary Worker | | | |
| Eff Date | 11/01/2006 | Entry / Expiration Date | | 11/01/2006 / 10/31/2009 | |
| Additional Windstar Data | | | | | |
| First Day in US in this status | 11/01/2006 | Last Day in US in this status | 10/31/2009 | | |
| J Category Code | 99-Not Applicable | | | | |
| Visa Activity Code | 11-Temporary Employment | | | | |
| Treaty Benefits Code | Unknown | | | | |
| Tax Residence Country | IND India | | | | |
| Student Type | Graduate Student | | | | |
| Estimated Annual Income | 12000.00 | Total Number of Dependents | 0 | | |
| <input type="checkbox"/> 100% Foreign Funded? | | Dependents in the U.S. <input type="checkbox"/> | | | |

The Windstar Data tab includes other information from Tax Navigator that is pertinent to each visa type.

IMPORT PAYMENT INFORMATION

Go to the following navigation: **Payroll for North America > Windstar Interface > Import > Payment File.**

Payment File
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter an existing Run Control ID or click on [Add a New Value](#) and create a new one. The following Run Parameters page will appear:

Run Parameters

Run Control ID: kms [Report Manager](#) [Process Monitor](#)

Run Parameters

Company North Dakota State University

Setup Options

| | |
|-------------|---|
| File | C:\Psoft\hrms85\appserv\prcs\NDHQ\output\NDS.PYMTDATA.txt |
| Year | 2010 |
| Action | Data Change |
| Reason Code | Windstar Interface |

Click on the Look up to select your company's three character company ID. Once the company ID is selected, the Setup Options will default to the values from the Installation Options table.



Click on **Run**. The system will then go to the Process Scheduler Request page as appears below:

Process Scheduler Request

User ID: kstinar Run Control ID: kms

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

| Process List | | | | | | |
|-------------------------------------|---------------------|--------------|--------------------|-------|---------|------------------------------|
| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
| <input checked="" type="checkbox"/> | Import Payment File | WS_1042_IMP | Application Engine | Web | TXT | Distribution |

Verify that the Server Name is PSNT. All other data should remain at their defaults. Click on **OK** to run the process.

Click on the blue [Process Monitor](#) link to monitor the status of your process. Once the status changes to Success, click on the blue [Details](#) link and then the [View Log/Trace](#) link. The following file list will appear:

View Log/Trace

Report

Report ID: 1187 Process Instance: 1268548 [Message Log](#)

Name: WS_1042_IMP Process Type: Application Engine

Run Status: Success

Import Payment File

Distribution Details

Distribution Node: REFNODE Expiration Date:

| File List | | |
|--|-------------------|---------------------------------|
| Name | File Size (bytes) | Datetime Created |
| Redirected Terminal Output | 1,687 | 06/07/2010 7:44:45.280000AM CDT |
| AfterProcessReport.txt | 43,598 | 06/07/2010 7:44:45.280000AM CDT |
| CalcEmpIID.txt | 372 | 06/07/2010 7:44:45.280000AM CDT |
| FICA Compare.txt | 3,871 | 06/07/2010 7:44:45.280000AM CDT |
| No Country.txt | 424 | 06/07/2010 7:44:45.280000AM CDT |
| TAX Compare.txt | 508,265 | 06/07/2010 7:44:45.280000AM CDT |
| contract workers.txt | 673 | 06/07/2010 7:44:45.280000AM CDT |
| id mismatch report.txt | 15,635 | 06/07/2010 7:44:45.280000AM CDT |
| manual treaty report.txt | 489 | 06/07/2010 7:44:45.280000AM CDT |



Open and review each file ending in .txt. (Note: There is no real value of reviewing the data in the [Redirected Terminal Output](#) file. This information is more technical in nature.)

[AfterProcessReport.txt](#) – This report lists each row in the file and if the row was processed. An example of the report appears below:

```
WhatToDo Import After Process Report
-----
This report lists each row in the file and if the row was processed

Total Number of Records in the List: 143

Employee ID      Last Name      Effective Date  Status      Message
-----
0435322         QUN            8/16/2007      Error       Employee is not active in the company NDS (31999,21)
0449201         ZHANG         8/16/2007      Error       Employee is not active in the company NDS (31999,21)
0446135         NAZNIN        8/16/2007      Processed
0467116         SONG          8/16/2007      Error       Employee is not active in the company NDS (31999,21)
0464011         WANG          8/16/2007      Processed
0467850         LIU           8/16/2007      Processed
0480749         RATPUKDI      8/16/2007      Processed
0466666         ZHAO          8/16/2007      Processed
0469585         LIN           8/16/2007      Processed
```

[CalcEmplID.txt](#) - This report shows information for employees imported from Windstar who do not have an emplID. It attempts to find an emplID in PeopleSoft by matching other criteria such as name, social security number and birth date. If a match is found, it assumes the emplID in PeopleSoft is correct and loads the data. An example of the report appears below:

```
Calculated EmplID Report
-----
This report lists all 2 individual(s) with a calculated EEMPLID

Employee ID      Last Name      Status      Message
-----
0199313         JI             Error       Error - No Employee ID found for JI, JIE (31999,3)
0412361         POROMARTO      Processed
0412361         KARIM          Processed
0435322         QUN            Error       Employee is not active in the company NDS (31999,21)
0446135         NAZNIN        Processed
0449201         ZHANG         Error       Employee is not active in the company NDS (31999,21)
0464011         WANG          Processed
0466666         ZHAO          Processed
0467116         SONG          Error       Employee is not active in the company NDS (31999,21)
0467850         LIU           Processed
0469585         LIN           Processed
```

[FICA_Compare.txt](#) – This report shows all records that the import attempted to load for the user to be able to view the on-line compare report (shown in detail later in this manual). This report shows the FICA status from Windstar and PeopleSoft Job Data. If both statuses match or the employee is not active, the record is skipped. If there is a mismatch in the data, it is loaded to the compare report where the user can review and approve it and run the load process to update the data in PeopleSoft. An example of the report appears below:

```

===== Windstar Payment File Load =====
===== FICA Compare Report =====
===== Run Date: 2007-11-20 =====
Action Setting -- Update JOB FICA Status?: No
=====
Emplid          019931.
Empl Rcd        0
Name            Poromarto,S
PS Effdt        2006-07-01
PS Effseq       0
=====
WS FICA_STATUS E
PS FICA_STATUS E
Record Skipped. FICA Status Match
=====
Emplid          041236.
Empl Rcd        0
Name            Karim,R
PS Effdt        2007-05-16
PS Effseq       1
=====
WS FICA_STATUS E
PS FICA_STATUS E
Current record is not active; Record Skipped; Status = L

```

[No_Country.txt](#) – The report lists employees where a PeopleSoft country could not be found. A sample of the report appears below:

```

===== No Country Found Report =====
===== Run Date: 2010-06-07 =====
The PeopleSoft Country could not be found for:

Employee        1042 Country Code
-----
                0821572

```

[Tax Compare.txt](#) - This report shows all records that the import attempted to load for the user to be able to view the on-line compare report (shown in detail later in this manual). This report shows the federal and state tax status from Windstar and PeopleSoft. If both statuses match or the employee is not active, the record is skipped. If there is a mismatch in the data, it is loaded to the compare report where the user can review and approve it and run the load process to update the data in PeopleSoft. An example of the report appears below:

```

===== Windstar Payment File Load =====
===== Compare Report =====
===== Run Date: 2007-11-20 =====
Action Setting -- Auto-Load Tax Data?: No
=====
Emplid      019931
Name        Poromarto
Balance Year 2007
PS Effdt    2007-08-16
=====
WS SPECIAL_FWT_STATUS      :A
PS SPECIAL_FWT_STATUS      :A
WS FWT_MAR_STATUS          :S
PS FWT_MAR_STATUS          :S
WS FWT_ALLOWANCES          :1
PS FWT_ALLOWANCES          :1
WS FWT_ADDL_AMT            :0
PS FWT_ADDL_AMT            :0
WS FUT_EXEMPT              :Y
PS FUT_EXEMPT              :Y
WS COUNTRY                  :IDN
PS COUNTRY                  :IDN
WS TREATY_ID                :TIAS
PS TREATY_ID                :TIAS
WS TREATY_EXP_DT           :2010-12-27
PS TREATY_EXP_DT           :2010-12-27
WS FWT_ADDL_PCT            :
PS FWT_ADDL_PCT            :0
WS DATE_OF_ENTRY           :2005-12-28
PS DATE_OF_ENTRY           :2005-12-28
WS FORM_1001_EXP_DT        :
PS FORM_1001_EXP_DT        :
WS FORM_1001_REC'D         :N
PS FORM_1001_REC'D         :N
WS FORM_1001_SUBMT_DT     :
PS FORM_1001_SUBMT_DT     :
WS FORM_8233_EXP_DT       :
PS FORM_8233_EXP_DT       :
WS FORM_8233_REC'D        :N
PS FORM_8233_REC'D        :N
WS FORM_8233_SUBMT_DT    :
PS FORM_8233_SUBMT_DT    :
WS FORM_1078_REC'D        :N/A
PS FORM_1078_REC'D        :N
WS FORM_1078_SUBMT_DT    :N/A
PS FORM_1078_SUBMT_DT    :
WS NRA_EXEMPT_WHRULE      :N
PS NRA_EXEMPT_WHRULE      :N
WS SPECIAL_SWT_STATUS      :N
PS SPECIAL_SWT_STATUS      :N
WS RESIDENT                :N
PS RESIDENT                :N
WS SWT_ALLOWANCES          :1
PS SWT_ALLOWANCES          :1
WS SWT_MAR_STATUS          :S
PS SWT_MAR_STATUS          :S
WS STATE                    :ND
PS STATE                    :ND

```

[Contract_workers.txt](#) – This report lists the people who have treaty benefits and are set up with a contract compensation frequency. An example of the report appears below:

```

===== Contract Workers =====
===== Run Date: 2010-06-07 =====
This report lists the people who have treaty benefits and are setup with a contract compensation frequency.

Name                               EmplID                               Income Code
-----                               -
THOMAS, MARIE-AGATHE              7018036                               18
  
```

[Id_mismatch_report.txt](#) – This report is used in conjunction with the CalcEmplID report. It is an audit report that can be used to find mismatched data such as name, social security number or birth date.

An example of the report appears below:

```

===== ID Mismatch Report =====
===== Run Date: 2007-11-20 =====

Employee ID      0683445
Navigator ID     101670
Differences      Last Name
Action          Processed

=====
PS Social Security Number :
WS Social Security Number :
PS First Name    :Mohamed
WS First Name    :MOHAMED
PS Last Name     :Attia
WS Last Name     :EL SHARK ATTIA
PS Birthdate     :1980-06-05
WS Birthdate     :1980-06-05

=====
Employee ID      0718061          (calculated)
Navigator ID     102145
Differences      Calculated EMPLID
Action          Processed

=====
PS Social Security Number :
WS Social Security Number :
PS First Name    :Xing
WS First Name    :XING
PS Last Name     :Xu
WS Last Name     :XU
PS Birthdate     :1989-01-01
WS Birthdate     :1989-01-01
  
```

(In the screen shot above, the social security numbers have been erased for security purposes.)

LOAD JOB DATA

If the Payment Import was run using a set up of 'Compare & Update' for Job Data FICA Status, you then have an opportunity to view and approve the data prior to loading it into PeopleSoft. Using the following navigation: **Payroll for North America>Windstar Interface>Load Job Data**, enter your three-character company code and click on Search. The Load Job Data FICA Status screen will appear. An example appears below.

Load Job FICA Status

Company MIS Minot State University

Last Updated 11/15/2007 [Refresh Page](#)

▼ Load Job Data

[Load Job Data](#) Instance [Process Monitor](#) [Refresh](#)

*Filter

| Windstar Records Imported | | | | | |
|---------------------------|------------|-------------------------------------|-------------------------|---------------|------------|
| EmplID | Name | Select for Approval | Compare | Load Status | File Load |
| 1 069435 | [REDACTED] | <input checked="" type="checkbox"/> | Compare | Ready to Load | 11/15/2007 |
| 2 043410 | [REDACTED] | <input type="checkbox"/> | Compare | Skipped | 11/15/2007 |
| 3 048456 | [REDACTED] | <input type="checkbox"/> | Compare | Skipped | 11/15/2007 |
| 4 048468 | [REDACTED] | <input type="checkbox"/> | Compare | Skipped | 11/15/2007 |
| 5 048586 | [REDACTED] | <input type="checkbox"/> | Compare | Skipped | 11/15/2007 |

The report lists the records that are 'Ready to Load' first. The 'Skipped' records are then listed. Click on the [Compare](#) button to view the 'Ready to Load' data similar to the example below:

Compare

| Individual Info | | |
|-----------------|---------------|------------------------------------|
| Empl ID | Year 2011 | Last Load Dt 05/24/2011 |
| Name | | |
| Status | Ready to Load | <input type="checkbox"/> Approved? |

| Windstar | | PeopleSoft | |
|-----------------|------------|----------------|------------|
| Empl Record | 0 | Empl Record | 0 |
| Effective Date | 04/16/2011 | Effective Date | 02/01/2011 |
| FICA Start Date | | Sequence | 0 |
| FICA End Date | | | |
| FICA Status | Exempt | FICA Status | Subject |
| NRA Status | F | | |

This page is used to compare the FICA status from Windstar to the FICA status that is currently in PeopleSoft. If both statuses match, the 'Load Status' on the Load Job FICA Status will show as "Skipped" and there will not be a record to view. If the FICA status does not match and you have determined the value from Windstar is correct, click the Approved flag and the status will be updated in PeopleSoft using the effective date shown under the Windstar column. If you have determined that that status in PeopleSoft is correct and you do not want it updated with the status that is in Windstar, then do not click the Approved flag and it will not be updated during processing.

Once you have verified everyone in the list, click the button. You will then go back to the Load Job FICA Status screen. Click on the button. Then go to the Process Monitor and view the process status from there.

Once the process is finished, the Load Job FICA Status should be updated with a new status for each employee. If anyone did not get updated and the status still says 'Ready for Processing', go to the Process Monitor and pull up the [View/Trace Log](#) from the Load Job Data process and scroll through the report for any errors. The report should tell you why the data was not updated and then you can either update the data in PeopleSoft manually or leave it as is, depending on what you have determined the data should be.

LOAD TAX DATA

Important note: When updating Windstar with new year 8233 information, the 8233 signed date must be entered using a date that is prior to the new tax year. For example, use 12/16/2011 for tax treaties that are to be effective for pay period ending 12/31/2011, paid on 1/15/2012.

If the Payment Import was run using a set up of 'Compare & Update' for Tax Data, you then have an opportunity to view and approve the data prior to loading it into PeopleSoft. Using the following navigation: **Payroll for North America > Windstar Interface > Load Tax Data**, enter your three-character company code and click on Search. The Load Tax Data screen will appear. An example appears below.

Windstar Load

Company NDS North Dakota State University

Last Updated 08/08/2007 [Refresh Page](#)

▼ Load Tax Data

Load Tax Data

 Instance

[Process Monitor](#) [Refresh](#)

Windstar Records Imported

[Customize](#) | [Find](#) | First ◀ 1-114 of 114 ▶ Last

| EmplID | Name | Select for Approval | Compare | Process Status |
|--------|------|-------------------------------------|-------------------------|----------------|
| 1 | | <input checked="" type="checkbox"/> | Compare | Processed |
| 2 | | <input checked="" type="checkbox"/> | Compare | Ready to Load |
| 3 | | <input type="checkbox"/> | Compare | Ready to Load |
| 4 | | <input type="checkbox"/> | Compare | Ready to Load |
| 5 | | <input type="checkbox"/> | Compare | Ready to Load |
| 6 | | <input type="checkbox"/> | Compare | Ready to Load |
| 7 | | <input type="checkbox"/> | Compare | Ready to Load |
| 8 | | <input type="checkbox"/> | Compare | Ready to Load |
| 9 | | <input type="checkbox"/> | Compare | Ready to Load |
| 10 | | <input type="checkbox"/> | Compare | Ready to Load |
| 11 | | <input type="checkbox"/> | Compare | Ready to Load |



The report will list the records that are 'Ready to Load' first. Then the records with a processed status of 'Skipped' will be listed. Since data in the 'Skipped' records all match, the Compare button will be grayed out.

Click on the **Compare** button to view data similar to the example below.

Compare

Previous
Close
Next

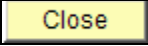
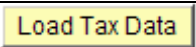
Individual Information

| | | | |
|--------------------|--------------------|--|------------|
| EmplID | Year 2007 | Last Load Dt | 08/08/2007 |
| Name | | Last Load Dt | 08/08/2007 |
| NRA Status | Non-Resident Alien | <input checked="" type="checkbox"/> Treaty Benefits Allowed | |
| Load Status | Ready to Load | <input type="checkbox"/> Approved? | |

Compare Tax Data

| | Windstar | PeopleSoft |
|------------------------------|------------|------------|
| Company | NDS | NDS |
| Effective Dt | 06/01/2007 | 12/31/2006 |
| Special FWT Status | NRA | NRA |
| FWT Marital Status | Single | Single |
| FWT Additional Amount | 0.00 | 0.00 |
| FWT Allowances | 1 | 1 |
| Country | CHN | CHN |
| Treaty ID | TIAS | TIAS |
| Treaty Exp Dt | 12/31/2014 | 12/31/2014 |
| Date of Entry | 01/01/2007 | 02/03/2003 |
| 8233 Recd | No | Yes |
| 8233 Submit Dt | | 12/16/2006 |
| 8233 Expiration Dt | | 12/15/2007 |
| W8 Recd | No | No |
| W8 Submit Dt | | |
| W8 Expiration Dt | | |
| State of Employment | ND | ND |
| Special SWT Status | N/R Alien | None |

This page is used to compare the Tax status from Windstar to the tax status that is currently in PeopleSoft in Employee Tax Data. Review the tax data that does not match. If you have determined the value(s) from Windstar is correct, click the Approved flag and the data will be updated in PeopleSoft using the effective date shown under the Windstar column. If you have determined that that the tax data in PeopleSoft is correct and you do not want it updated with the data that is in Windstar, then do not click the Approved flag and it will not be updated during processing.

Once you have verified everyone in the list, click the  button. You will then go back to the Windstar Load screen. Click on the  button. Then go to the Process Monitor and view the process status from there.

Once the process is finished, the Load Windstar Status should be updated with a new status for each employee. If anyone did not get updated and the status still says Ready for Processing, go to the Process Monitor and open the [View/Trace Log](#) from the Load Tax Data process and scroll through the report to search for any errors. The report should tell you why the data was not updated and then you can either update the data in PeopleSoft manually or leave it as is, depending on what you have determined the data should be.

RUNNING THE EARNINGS CODE AUDIT

This process is designed to run in between the paysheet generation process and Pay Calc. This process scans the selected paysheet reviewing all transactions for individuals with treaty benefits. When it finds a transaction it looks at the 1042s income code that is associated with the currently assigned earnings code. If that earnings code is configured for the 1042s income code that is appropriate for the individual, record processing is complete. If the 1042s income code is missing or incorrect, the process looks at the setup record to determine what earnings code should be used for the type of pay being analyzed. If an earnings code is found the payroll is updated to reflect the new earnings code. If the earnings code is not found then the record is skipped and the error log is updated. You should review the error log to determine if there were any issues that need to be resolved prior to running pay confirm.

To run the process, go to the following navigation: **Payroll for North America > Windstar Interface > Windstar Interface > Import > Earnings Code Audit**. Enter a Run Control ID and click on .

Earnings Code Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Maximum number of rows to return (up to 500):

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)



In the Run Parameters section, select **Run ID** and enter the Pay Run ID for the payroll currently being processed. The Setup Options sections displays the earnings code mapping that is set up for each 1042s income code. Click on .

Run Parameters

Run Control ID: kms [Report Manager](#) [Process Monitor](#)

Run Parameters

Run By **Use Job Pay Flag**

Pay Run ID

Report non-interface people **Report Codes with Zero Hours**

Setup Options

| | Income Code | PS Earnings Code | Earnings Code |
|---|-------------|------------------|---------------|
| 1 | 17 | H01 | HI7 |
| 2 | 17 | H87 | HV7 |
| 3 | 17 | H88 | HM7 |
| 4 | 18 | H01 | HI8 |
| 5 | 19 | H87 | HV9 |
| 6 | 19 | H88 | HM9 |

After the process is complete, open the View Log/Trace and review the After Process Report and the Earn_Compare reports. Examples of both reports appear below.

After Process Report

```

----- Earnings Code Audit After Process Report -----
----- Run Date: 2010-07-19 -----
This report lists each row in the file and if the row was processed

Total Number of Records in the List: 506

Employee ID      Empl Rcd  Last Name      Earnings Code  Inc Code  Status  Message
-----
Non-interface Employees (check "Report non-interface people" to show): 1581
0199664          0         Spelchen      H01            17        Error   Skipping this person because he does not have Tre
0396619          3         Woollard      H01            17        Error   Skipping this person because he does not have Tre
0396663          0         Loda          H01            17        Error   Skipping this person because he does not have Tre
0396663          0         Loda          H01            17        Error   Skipping this person because he does not have Tre
0396663          0         Loda          H01            17        Error   Skipping this person because he does not have Tre
0456003          0         Dias          H01            17        Error   Skipping this person because he does not have Tre
0456003          0         Dias          H01            17        Error   Skipping this person because he does not have Tre
0456003          0         Dias          H01            17        Error   Skipping this person because he does not have Tre
  
```

Earn_Compare Report

```

===== Windstar Earnings Code File Load =====
===== Earnings Code Audit =====
===== Run Date: 2010-07-19 =====
Action Setting -- Update Earnings Codes: Yes
=====
Emplid      0707798
Empl Rcd    0
Name        Test, Example
=====
Type:                Regular Pay
WS Income Code 1042: 17
PS Income Code 1042: 19
WS Earnings Code:  HI7
PS Earnings Code:  H01
WS Treaty Benefits:  T
Record Loaded
=====
Emplid      0707798
Empl Rcd    0
Name        Test, Example
=====
Type:                Regular Pay
WS Income Code 1042: 17
PS Income Code 1042: 19
WS Earnings Code:  HI7
PS Earnings Code:  H01
WS Treaty Benefits:  T
Record Loaded

```

HE VISA PROOF REPORT

A custom report is available to verify certain visa data, federal tax data, Job Data and hours. The navigation is **Payroll for North America>Payroll Processing USA>Pay Period Reports>HE Visa Proof Report** or **ND HE Applications>Payroll>Reports>HE Visa Proof Report**. Enter a Run Control and the following page will appear:



The screenshot shows a web interface for running a report. At the top left, there is a tab labeled "Ndu 0614 Py". Below this, the "Run Control ID" is set to "kms". To the right, there are two blue links: "Report Manager" and "Process Monitor", and a yellow "Run" button. The main area contains three input fields: "Business Unit" with the value "NDSU1" and a search icon, "Pay Period End Date" with the value "05/15/2008" and a calendar icon, and "Fiscal Year" with the value "2008". Below these fields is a dropdown menu for "Academic Term" with three options: "Fall", "Spring" (which is selected), and "Summer".

Business Unit – Enter your company's business unit.

Pay Period End Date – Any past or present pay period end date can be entered. Note that if you enter the current pay period end date and the payroll has yet to be confirmed, no hours will show on the report. The payroll must be confirmed before the hours can be picked up to display in the report.

Fiscal Year – Enter the current fiscal year. Note for Summer term, the old fiscal year should be entered. For example, if you are running the report any time between May 16, 2008 and August 15, 2008, use fiscal year 2008 (even though the new fiscal year starts on July 1).

Academic Term – Select the appropriate academic term that corresponds with the pay period end date and fiscal year.

After the run parameters have been completed, click on . The following page will appear.

Process Scheduler Request

User ID: kstinar Run Control ID: kms

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|----------------------|--------------|--------------|----------------------------------|----------------------------------|------------------------------|
| <input checked="" type="checkbox"/> | HE Visa Proof Report | NDUPY614 | SQR Report | <input type="text" value="Web"/> | <input type="text" value="PDF"/> | Distribution |

Verify that the Server Name is set to PSNT, Type is Web and Format is PDF. Click on to run the report. Click on the blue [Process Monitor](#) link to monitor the status of your report. Once the status changes to Success, click on the blue [Details](#) link and then the [View Log/Trace](#) link. Open the PDF file to view your report. An example appears below (note: emplID has been erased for security purposes).

Report ID: NDUPY614
 Company: NDS North Dakota State University
 Business Unit: NDSUL North Dakota State University
 Period End Date: 05-15-2008 Academic Term: Spring of 2008

Page No. 2
Run Date 05/29/2008
Run Time 16:48:58

| Name | Emplid | Jobcode | JC Descr | Visa Type | Visa Expired dt | Visa Entry dt | Credits | SS Wh | SUT Exempt | Fed Status | 8233 Recd | Dept Name | Dept Name | Position | Hours | Total Hours |
|--|--------|------------|----------|------------|-----------------|---------------|---------|-------|------------|------------|-----------|------------|-----------|----------|--------|-------------|
| Visa type: F1 | | | | | | | | | | | | | | | | |
| Aakula, Srikanth Goud | 885501 | StDining | F1 | 12-18-2009 | 07-27-2006 | 6 | Exempt | Yes | NRA | N | 5320 | DiningServ | 00022391 | 19.05 | 19.05 | |
| Abdullayev, Farhod | 880001 | StdntGenl | F1 | 05-31-2008 | 07-21-2005 | 7 | Exempt | Yes | NRA | N | 2750 | Nath | 00022064 | 0.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Abaysekara, Milwala Shyaman | 221008 | GRA | F1 | 05-13-2011 | 08-14-2006 | 12 | Exempt | Yes | NRA | N | 7670 | AESPltSci | 00018606 | 44.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Abolfathi, Wabiollah | 221001 | GradReaAst | F1 | 05-31-2010 | 09-21-2005 | 10 | Exempt | Yes | NRA | N | 2490 | MechanEng | 00020182 | 44.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Abu Qamar, Mueen Z | 884501 | StLab | F1 | 12-31-2010 | 01-07-2006 | 9 | Exempt | Yes | NRA | N | 7660 | AESPltPath | 00022102 | 20.00 | 20.00 | |
| Abuhammad, Wesam | 221004 | GRA | F1 | 12-31-2008 | 01-10-2006 | 1 | Exempt | Yes | NRA | N | 7670 | AESPltSci | 00020126 | 44.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Agarwal, Niti | 880001 | StdntGenl | F1 | 05-13-2011 | 08-13-2006 | 18 | Exempt | Yes | NRA | N | 7680 | AESSoilSci | 00024792 | 24.00 | 24.00 | |
| Ahuja, Sarthak | 881501 | StWellEntF | F1 | 05-18-2009 | 08-08-2007 | 16 | Exempt | Yes | NRA | N | 2330 | Fine Arts | 00022536 | 0.00 | 0.00 | |
| Aina, Opeyemi Ayodeji | 880001 | StdntGenl | F1 | 05-31-2010 | 12-27-2004 | 16 | Exempt | Yes | NRA | N | 5230 | Admissions | 00022498 | 0.00 | 0.00 | |
| Al-Azzam, Omar Ghazi | 221001 | GradReaAst | F1 | 12-14-2012 | 12-21-2007 | 7 | Exempt | Yes | NRA | N | 2740 | CompSci | 00018560 | 44.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Al-Nemer, Losi Medhat Awmi | 221001 | GradReaAst | F1 | 12-18-2011 | 01-02-2007 | 9 | Exempt | Yes | NRA | N | 2740 | CompSci | 00019873 | 44.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Alan, Mohammad Faridul | 222001 | GradTchAst | F1 | 05-15-2009 | 08-17-2006 | 7 | Exempt | Yes | NRA | Y | 2490 | MechanEng | 00025170 | 44.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Alan, Samin | 221008 | GRA | F1 | 05-13-2011 | 08-13-2006 | 9 | Exempt | Yes | NRA | N | 2760 | CMW | 00020361 | 44.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Alananbeh, Kholoud M | 221008 | GRA | F1 | 12-31-2010 | 01-09-2006 | 9 | Exempt | Yes | NRA | N | 7660 | AESPltPath | 00024632 | 22.00 | 22.00 | |
| Alananbeh, Kholoud M | 884501 | StLab | F1 | 12-31-2010 | 01-09-2006 | 9 | Exempt | Yes | NRA | N | 7660 | AESPltPath | 00022102 | 0.00 | 22.00 | |
| Als, Ocm | 221001 | GradReaAst | F1 | 05-31-2008 | 08-15-2005 | 12 | Exempt | Yes | NRA | N | 2470 | CivilEng | 00019426 | 0.00 | 22.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Visa will expire next pay period | | | | | | | | | | | | | | | | |
| Aluth Odara, Oihan Wijesinghe | 885501 | StDining | F1 | 12-15-2012 | 12-30-2007 | 12 | Exempt | Yes | NRA | N | 5320 | DiningServ | 00022391 | 18.90 | 18.90 | |
| Aluth Odara, Oihan Wijesinghe | 885501 | StDining | F1 | 12-15-2012 | 12-30-2007 | 12 | Exempt | Yes | NRA | N | 5320 | DiningServ | 00022395 | 0.00 | 18.90 | |
| Amamcharla, Jayendra Kumar | 221001 | GradReaAst | F1 | 06-05-2010 | 08-23-2004 | 6 | Exempt | Yes | NRA | N | 7620 | AESAgSiosy | 00021801 | 44.00 | 44.00 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Amarasinghe, Viranga Kaushalya | 885001 | StCustCrm | F1 | 05-11-2012 | 08-13-2007 | 13 | Exempt | Yes | NRA | N | 3200 | FacMgmt | 00022547 | 47.50 | 47.50 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Ando, Hiroshi | 882501 | StFarmMach | F1 | 05-15-2012 | 02-27-1999 | 12 | Exempt | Yes | Nons | N | 7670 | AESPltSci | 00022098 | 6.00 | 6.00 | |
| Annam, Deepthi | 884501 | StLab | F1 | 12-15-2010 | 04-23-2007 | 6 | Exempt | Yes | NRA | N | 2745 | Geoscience | 00023289 | 18.20 | 156.20 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |
| Annam, Deepthi | 880001 | StdntGenl | F1 | 12-15-2010 | 04-23-2007 | 6 | Exempt | Yes | NRA | N | 7680 | AESSoilSci | 00024792 | 62.00 | 156.20 | |
| Employee worked more than 40 hours and has F1 visa | | | | | | | | | | | | | | | | |

The following are the columns and where they are selected from in PeopleSoft:

- From Job Data: Name, Emplid, Job code, JC description, SS Wh, Dept ID, Dept Name, Position #
- From Windstar Data/Identification Data: Visa type, Visa expired dt, Visa entry dt
- From the Student System: Credits
- From Employee Federal Tax Data: SUT Exempt, Fed Status and 8233 Recd
- From Paycheck Data: Hours and Total hours

The report is sorted alphabetically within visa type with a page break between each visa type. The Visa Type is shown at the top of the page where the data begins for the specific type of visa.

There are several warning messages coded into the report to assist with data verification. These messages include:

1. **Emp Job is active, but has no active visa type** – This message displays when an employee is active in Job Data but does not have a visa type that is active (not expired). Note that the employee could be listed multiple times throughout the report depending on how many visa types he/she has had set up in the system.
2. **Employee worked more than 40 hours and has F1 visa** – This is to monitor hours worked so the employee does not work more than the limit of 20 hours per work week. Keep in mind that some pay periods have more than 40 (half-time) working hours so the message may appear more often than necessary, depending on the actual hours in the pay period.
3. **F1 visa should not be subject to FICA** – in most cases, employees with an active F1 visa are exempt from FICA withholding. Update the employee's Job Data record by changing the FICA status to exempt. Or, if utilizing Windstar, the payment interface/job data load process should be used to update the FICA status.
4. **No visa expiration date found** – Enter a visa expiration date into PeopleSoft for the employee. Or, if utilizing Windstar, enter it into Windstar and when the visa interface is processed it will update the expiration date in PeopleSoft.
5. **Visa has expired** – Compared to the pay period end date used, the process determined the visa has expired. Note that the same employee may also have the 'Emp Job is active, but has no active visa type' warning message.
6. **Visa will expire next pay period** – Compared to the pay period end date used, the process determined that the visa will expire soon.
7. **Visa type J1, two years in USA. Subject to FICA** - A calculation based on the date entered for 'Date of Entry into County' is used to determine the two year limit. Update the FICA status in Job Data. Or, if utilizing the Windstar, the payment interface/job data load process should be using to update the FICA status.

SUMMARY

1. At least once per pay period, prior to Paysheet Creation in PeopleSoft, create the three output files in Windstar Tax Navigator. *(See Appendix A, page 33.)*
2. Upload all three files to the PeopleSoft server. *(See Appendix B, starting on page 34.)*
3. In PeopleSoft, verify that the Installation Options pages are set to the parameters needed. *(See pages 5 – 10.)*
4. Run the Individual Import and verify addresses and Citizenship data that was updated in PeopleSoft. *(See pages 11 – 14.)*
5. Run the Visa Import and verify Visa information that was updated in PeopleSoft. *(See pages 15 – 20.)*
6. Run the Payment Import. *(See pages 21 – 26.)*
7. Review the Compare files for the Job Data FICA status and approve all those that should be loaded into PeopleSoft. Then run the Load process and verify the data that was updated. *(See pages 27 – 28.)*
8. Review the Compare files for the Tax Data status and approve all those that should be loaded into PeopleSoft. Then run the Load process and verify the data that was updated. *(See pages 29 – 31.)*

Note #1: If employee tax data has been updated in Windstar and you want to import the data into PeopleSoft prior to confirming payroll, create the Windstar output files, load the Payment file to the PeopleSoft server and then run the Payment Import again. If there are changes in FICA status, you can choose to load the data into PeopleSoft but remember that the FICA status in paysheets would need to be updated manually. Load the Tax Data information to PeopleSoft and remember that another calculation of the payroll would need to be processed so any paychecks would be calculated using the new tax data.

Note #2: The Windstar FICA and Tax Data load processes do not update the SUT (state unemployment tax) status in the employee's state tax data page. This information needs to be updated in PeopleSoft manually by the campus or by running the HE Student Tax Update process.

APPENDIX A: CREATING OUTPUT FILES IN WINDSTAR

SELECT THE INFORMATION TO EXPORT FROM WINDSTAR

1. Select *Windstar Tax Navigator*
2. Select *Batch Processor*
3. Sign in using your user name and password
4. Set the *Tax Year* to current year
5. Select *Batch Functions*
6. Select *Export Data*
7. Select *Oracle/PeopleSoft Payment Export*
8. Answer "Yes" to the question: "Do you want to export all records with \$0.00 YTD gross amount paid?"
9. Answer "No" to the question: "Do you want to export records that are modified after last export (date/time will be listed)? Selecting "No" will export all records in the database."
10. Select *Export Data* again.
11. Select *Oracle/PeopleSoft Visa Information*
12. Select *Export Data* a third time
13. Select *Oracle/PeopleSoft Individual Information*
14. Select *Main Menu*
15. Select *Exit*

Note where the files were saved on your computer and that all three contain the current date they were created. The files get saved to a path similar to: *Shared > Payroll > Windstar > Reports > Hex (current year) > Navigate.*

APPENDIX B: SAVING THE WINDSTAR FILES TO THE PEOPLESOFT SERVER

INSTRUCTION FOR SUBMITTING AN INTERFACE FILE TO PEOPLESOFT HRMS

1. Login to PeopleSoft HRMS Production environment and navigate to: **ND HE Applications>ND File Attach to PRCS.**

If this is your first time submitting this type of file, click on “Add a New Value”. Then, enter a Run Control ID of your choice that does not contain spaces.

If this is not your first time submitting this type of file, you can either click “Search” and select an existing run control ID or “Add a New Value” as above.

2. The Run Control page appears as follows:

ND Attach to PRCS

Run Control ID: kms [Report Manager](#) [Process Monitor](#)

Attached File:

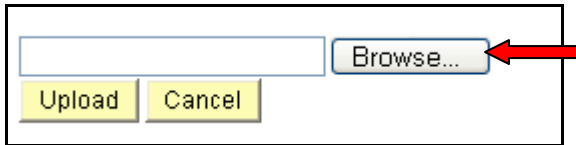
Append Process Instance to file name.

Enter path/filename to append to selected directory:

Developers.....(Psoft\Developers)
 PS_FILEDIR.....(\Temp -- server root temp)
 PS_SERVDIR...(hrms83sp1\appserv\prcs\NDHD831\files)
 PS_HOME.....(hrms83sp1\data)

3. Click on **Add** and click **Browse...** to select one of the files from your computer.

Note: If you are reusing a run control ID, you will need to click **Delete** first then the **Add** button will appear.



4. Select the file from your computer and click **Open** and then click on **Upload**.

5. The Run Control page reappears with the attached file name as follows:

ND Attach to PRCs

Run Control ID: ws [Report Manager](#) [Process Monitor](#) **Run**

Attached File: **Delete** **View**

OutIndv_20070720_130533.txt

Append Process Instance to file name.

Enter path/filename to append to selected directory:

Developers.....(Psoft\Developers)

PS_FILEDIR.....(\Temp -- server root temp)

PS_SERVDIR...(hrms83sp1\appserv\prcs\NDHD831\files)

PS_HOME.....(hrms83sp1\data)

6. Enter the string `..output\filename` in the **Path/Filename** field. Then, select the PS_SERVDIR radio button. Note that after `..output\`, the file name matches the file name in the Install Options page, under the Individual/Visa Import tab. Your page should now appear as follows:

ND Attach to PRCS

Run Control ID: ws [Report Manager](#) [Process Monitor](#) Run

Attached File: Delete View

OutIndv_20070720_130533.txt

Append Process Instance to file name.

Enter path\filename to append to selected directory:

..output\NDS.INDIV.txt

- Developers.....(Psoft\Developers)
- PS_FILEDIR.....(\Temp -- server root temp)
- PS_SERVDIR...(hrms83sp1\appserv\prcs\NDHD831\files)
- PS_HOME.....(hrms83sp1\data)

7. To run the process that loads the file to the PeopleSoft server, click the **Run** button. From the next page (“Process Scheduler Request”), select the check box next to “NDC_ATTACH_P” only. Once the page appears as follows, click **OK** to run the process.

Process Scheduler Request

User ID: kstinar Run Control ID: FAMIS

Server Name: PSNT Run Date: 11/22/2006

Recurrence: Run Time: 2:34:18PM **Reset to Current Date/Time**

Time Zone:

Process List

| Select | Description | Process Name | Process Type | Type | Format | Distribution |
|-------------------------------------|--|--------------|--------------------|--------|--------|------------------------------|
| <input checked="" type="checkbox"/> | NDC_ATTACH_P | NDC_ATTACH_P | Application Engine | Web | TXT | Distribution |
| <input type="checkbox"/> | Upload St Ref ACH file & FTP | SFLOAD | PSJob | (None) | (None) | Distribution |

OK **Cancel**

8. Once you have clicked **OK**, you are automatically taken back to the run control page. From that page, select the “Process Monitor” link. At this page, wait for your process to complete. You can periodically click “Refresh” to update the Run Status. Once your process is indicated as Run Status of “Success” and it is posted, click on the “Details” link. From the “Process Detail” page, select the “View Log/Trace” link. Click on the link named “Redirected Output Terminal”.

Note: You must review the log file to assure that your file has loaded successfully. If you do not see a message indicating success as the example does below, it means your file may not have loaded appropriately. If you cannot identify/resolve the problem yourself, you may need to log a Remedy ticket for help in troubleshooting the problem.

9. Once you have clicked on View Log/Trace, you are taken to the Report/Log Viewer page. From this page, select the “Redirected Output Terminal” link. Your log file should appear very similar to the following:

```

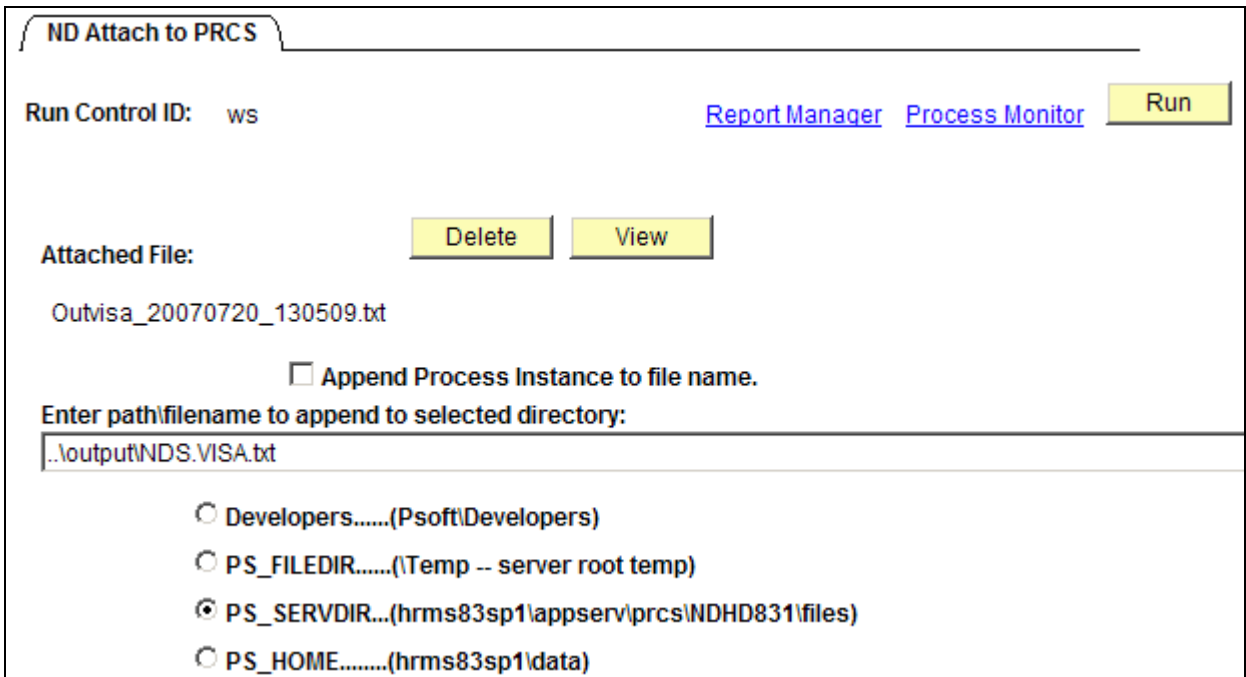
PeopleTools 8.47.10 - Application Engine Server
Copyright (c) 1988-2007 PeopleSoft, Inc.
All Rights Reserved

PSAESRV started service request at 07.43.59 2007-07-26

Success: Attachment on PRCS, Path: C:\Psoft\demo-hrms89\appserv\prcs\NDHS Filename: \Files\..\output\NDS.INDIV.txt (0,0)
Application Engine program NDC_ATTACH_P ended normally

PSAESRV completed service request at 07.43.59 2007-07-26
  
```

10. Repeat steps 3 through 9 for the other files. Screen shots of the run control page appear below.



ND Attach to PRCS

Run Control ID: ws [Report Manager](#) [Process Monitor](#) [Run](#)

Attached File: [Delete](#) [View](#)

Outvisa_20070720_130509.txt

Append Process Instance to file name.

Enter path/filename to append to selected directory:

..\output\NDS.VISA.txt

- Developers.....(Psoft\Developers)
- PS_FILEDIR.....(\Temp -- server root temp)
- PS_SERVDIR...(hrms83sp1\appserv\prcs\NDHD831\files)
- PS_HOME.....(hrms83sp1\data)

ND Attach to PRCS

Run Control ID: ws [Report Manager](#) [Process Monitor](#)

Attached File:

Outfile_20070720_130447.txt

Append Process Instance to file name.

Enter path/filename to append to selected directory:

- Developers.....(Psoft\Developers)
- PS_FILEDIR.....(\Temp -- server root temp)
- PS_SERVDIR...(hrms83sp1\appserv\prcs\NDHD831\files)
- PS_HOME.....(hrms83sp1\data)