

**OPM 01-01**

**DATE:** January 2, 2001

**TO:** All Agency Payroll Coordinators

**FROM:** Glenda Gesell, Assistant Administrator  
Management Information Services

**RE: Reporting of Non-Resident Foreign Persons**

Recently, the Office of State Finance notified OPM that Agency Payroll must start capturing information for IRS 1042-S reporting purposes. In order to help meet this new requirement, effective January 5, 2001 Agency Payroll will implement two new screens, *Change Non-Resident Withholding Information* and *View Non-Resident Withholding Information*.

The *Change Non-Resident Withholding Information* screen is reached from either the *Add Agency Employee Payroll Info* screen (APMIAE), or from the *Change Agency Employee Payroll Info* screen (APMIMEC). The *View Non-Resident Withholding Information* screen can only be reached from the *View Agency Employee Payroll Info* screen (APMIMEV). When adding a new employee, the system will automatically migrate to the appropriate new screen. Otherwise, when changing or viewing information, you must press the PF8 key. Access to these screens is restricted only to employees who have a FICA code of "**A**", "**B**", "**C**", or "**T**". The "**C**" FICA code, for "**deceased student**," is only relevant if one of the other three codes listed was used previously. Any attempt to enter one of these new screens without the proper FICA code will immediately send you back to the Employee Payroll Information Menu (APMI).

If you have any questions, please contact Linda Belinski at (405)-521-6321.