University of Ã¨ßäapp
Personnel Action Form
For Non-Resident Aliens
Not Employed

1. Earnings and income Code for this Income

☐ Royalty	ROY	12
☐ Scholarship	ASC	15
☐ Independent Contractor	AIC	16
☐ Artist / Athlete	AAA	20
☐ Prize / Award (non comp)	AOI	50

2. Action	3. Reason	4. Job Code	5. Emp Class	6. Pay Group	7. Empl Type	8. Benefit Program
HIR	NRA	9888	Non-Emp	NEA	S	DBP

9. Effective Date	10. Payee Name (Last, First, Middle)	11. EmplID

12. Full Name of Ã¨ßäappDepartment	13. Contact Name	14. Dept. Contact Phone Number

15. Department Comments

16. NRA Taxation Specialist ONLY

- ☐ Ã¨ßäapp374
- ☐ INS Copies
- ☐ Ã¨ßäapp378
- ☐ ITIN Application sent to INS
- ☐ 8233 / W-8BEN
- ☐ Hand-drawn Check Request
- ☐ Contract (if needed)

Total Amount Paid _____

Less Tax Amount _____ _____%

Net Pay _____

_____ Initials _____ Date

17. Department / School Authorization: Signature _____ Date _____

Ã¨ßäapp376A (FEB 10) 10/27/09