

# Personnel Action Form For Non-Resident Aliens Not Employed

1. Earnings and income Code for this Income

<input type="checkbox"/> Royalty	ROY	12
<input type="checkbox"/> Scholarship	ASC	15
<input type="checkbox"/> Independent Contractor	AIC	16
<input type="checkbox"/> Artist / Athlete	AAA	20
<input type="checkbox"/> Prize / Award (non comp)	AOI	50

2. Action <b>HIR</b>	3. Reason <b>NRA</b>	4. Job Code <b>9888</b>	5. Emp Class <b>Non-Emp</b>	6. Pay Group <b>NEA</b>	7. Empl Type <b>S</b>	8. Benefit Program <b>DBP</b>
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9. Effective Date	10. Payee Name (Last, First, Middle)	11. EmplID
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12. Full Name of UM Department	13. Contact Name	14. Dept. Contact Phone Number
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15. Department Comments

16. NRA Taxation Specialist ONLY		
<input type="checkbox"/> UM 374	<input type="checkbox"/> 8233 / W-8BEN	Total Amount Paid _____ Less Tax Amount _____ % Net Pay _____  <div style="display: flex; justify-content: space-around;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-around;"> <span>Initials</span> <span>Date</span> </div>
<input type="checkbox"/> INS Copies	<input type="checkbox"/> Hand-drawn Check Request	
<input type="checkbox"/> UM 378	<input type="checkbox"/> Contract (if needed)	
<input type="checkbox"/> ITIN Application sent to INS		

17. Department / School Authorization:      Signature \_\_\_\_\_      Date \_\_\_\_\_