

Questions via Zoom Chat – Graduate School Custom Session focused on PhD Student Payments

December 13, 2022

- **Is it true that the Foreign National Form is automatically distributed to students when the initial NonComp award is set up?**

Foreign National Form must be completed by the student, the department cannot complete it for them, and the student will need a copy of their noncomp funding letter to complete their FNF: sponsor award letter, financial aid notification provided at the time of admission, reappointment letter from department, etc.

When a noncomp New Recipient iForm is processed in noncomp for them you must enter the student email and they will receive an email from the system asking them to complete the FNF

I have found it useful to follow up with the student to let them know to expect the FNF email, in case it gets caught up in their spam filter.

- **What is that program start date for?**

That program start date is for incoming first year Ph.D. students.

- **Key Reminder:** *It is important for programs to update student mailing addresses in the noncomp payroll system, so ensure any checks mailed to students go to the correct address.*

Students can update their mailing address themselves in Duke@Work for COMP payroll. Dept. must update it in noncomp for student, students cannot do it themselves.

- **Students often complain that their direct deposit shows as 'active' in HUB - because they are already active in comp, but not in non-comp.**

Comp direct deposit is set up through Duke@Work. Noncomp direct deposit is through DukeHub. They must set it up in both systems if they are supported on comp and noncomp.

- **Is there a report we can run to see all of the addresses for all of our students in the non-comp system, rather than having to check them one-by-one?**

No, there is no report to show addresses for non-comp recipients by org key or org unit.

- **Key Reminder:** *Please note students who do not set up tax withholding for noncomp payroll, and are set at Exempt as default, may assume they do not OWE taxes which may not be accurate, depending on student details.*

Students should consult tax professionals with questions about taxes for comp and/or noncomp payroll. Duke admin cannot answer tax questions.

- **Are the current rates listed somewhere on Duke's website?**

Please visit the IRS and/or North Carolina department of revenue for current tax rates as rates may change annually and can vary for foreign nationals based upon individual tax status and eligibility for a tax treaty.

- **Is there a common list of tax professionals who can assist students?**

There is not a recommended list. There are some tax prep resources offered by the International House for foreign nationals and Duke VITA offered by the law school. Two weblinks that might be helpful

*Duke Int. House Taxes info on the "Living Essentials" website:
<https://students.duke.edu/belonging/icr/disc/living-essentials/> and
<https://sites.duke.edu/dukelawvita/>*

******Please note Duke VITA is no longer offering on campus services to graduate students. Students can access VITA services at other sites in Durham.***

- **What is the link for the payroll strong box?**

<https://strongbox.oit.duke.edu/strongbox/uploader/DUKE%20SSN%20COMPLIANCE/134611658066>

- **Do other departments update SSNs? I went to update the dummy SSN with the correct one via the Personal Data Change iForm and the correct number was already there. Did Duke Visa Services do this?**

Duke Visa Services does not update SSNs. It's possible that Payroll made the change. We frequently receive copies of SS cards via our Strongbox.

- **When we end the award, we also lose the capability to administer reimbursement in Concur. Right?**

If the student still has an active comp record (even at a zero rate of pay), even if you end noncomp, you should still be able to use Concur for reimbursements for that student.

- **Can you speak to how when setting up, or making changes to, Noncomp payments activity cannot be done retroactively?**

With the exception of Ending an Award, non-comp iForms cannot be processed retroactively. If a payment is missed in a previous month, set-up a one-time payment in the current months and use comments to indicate the payment was for a previous non-comp pay period.

- **Can you speak to the need for cost objects/fund codes to be approved in advance by Payroll for Noncomp usage and that the approval only lasts for a set amount of time?**

For cost objects (fund codes) that begin with 4xx or 39x – use of these cost objects for non-comp payments must be approved by Corporate Payroll to confirm that there is no work requirement in the activity for which the individual is receiving payment. Until those cost objects are reviewed, an error will display on the non-comp iForm. Approved codes are loaded for a period time based on the specifics provided by the department and may have to be reviewed again if the activity is extended. Submit cost object information using the Non-comp Program Request Form found on [this page](#).

- **How early can you hire a student at zero rate?**

Incoming first year students cannot be hired into comp or noncomp payroll prior to August 1 if they are a fall semester matriculant.

- **If an international student misses a payment due to missing information, is the department charged the \$100 fee for an off-cycle check?**

Corporate Payroll Services determines if the \$100.00 off-cycle fee is appropriate on a case-by-case basis. Please reach out to Corporate Payroll for more information based on the specifics of your situation.

- **If the student has graduated, and returns to do a talk for an honorarium this is done via check request with the addition of a vendor form to be completed since their SS# will trigger them being a former student correct?**

Former employees (including graduate students) can receive payments for an honorarium via an AP Check Request. The individual's specific situation may require other supporting information. Please confirm Corporate Accounts Payable with specific questions based on your situation.