Windstar Objectives

The objective of the Windstar System is that any individual with little to no International taxation knowledge can correctly enter an International employee in our payroll software to be taxed according to IRS guidelines.

The Windstar System is comprised of several parts. Tax Navigator, FNIS, Interface are the daily use portions. The once in a blue moon or once a year components are: Batch Processor, Utilities, 1042 Processor, and Mail Merge Export.   Other administrative or security uses are in the TOOLS folder.

Windstar has four primary uses for our (SDBOR) purposes:

1. Determine how to enter data in Banner payroll screens for taxation purposes

Two part procedure: New employee gets uploaded from Banner >Interface>Tax Nav> FNIS. The FNIS upload emails them to fill in their info. Individual complies. Their data gets moved from FNIS>Interface>Tax Nav. Immediately run SPT & treaty analysis. Print out results. Go to Banner, check or change their info on PPAIDEN and PDADEDN.   *After 12/21 payroll, run residency report and update all those who changed residency status for New Year in PPAIDEN and PDADEDN before Jan 12/21 payroll.

2. Monitor expiring visa dates, visa changes, residency status' using Tax Nav Reports

Visa dates are a constant maintenance issue in Tax Nav. You can either email them via FNIS to update their file or update visa record in TAX Nav yourself. Run residency reports several times a year to check that all is correct. The most helpful reports are "Residency Status" and Crystal Reports "visa variance status". Compare expired visa dates to Banner to see if they've been Term'd. If Term'd, inactivate Individual's file in Tax Nav. Use Utilities program to Archive them. (Never Archive them if they have a 1042 record until after electronically submitting 1042 to IRS) They are removed from the Tax Nav database but can be un-archived later if needed.

3. Mass communication to Internationals via FNIS (helpful during tax filing season)

Welcome them, remind them to fill out FNIS info, reject their info when not filled in correctly, yearly review, inform them of tax filing assistance, when/where. Work restriction messages, etc.

4. Print year- end tax documents 1042S, 1042 and submit to IRS

Windstar is used to print year- end tax document 1042S for internationals. 1042 amounts deriving from payroll processes (Employees) are uploaded automatically into WS using Banner XPEP1042 report > WS Interface > WS Tax Navigator.   1042S for Non- qualified scholarships (Students) paid thru student accounts must be entered manually on the TAX DATA tab in Tax Nav. 1042S for Fellowships (International Interns or self service Researchers) paid thru accounts payable, must be entered manually on the TAX DATA tab in Tax Nav.

Windstar downsides: Windstar does not address international work eligibility rules but one can find guidance on the USCIS website and also the Windstar user's list serve.
The fact that employees are NEW or TERMINATED does not communicate to WS from Banner.
The visa dates in GOAINTL do not transfer to WS.