Bursar  FIM  Purchasing  University Accounting  Payroll  Grants and Contracts

Office of the Associate Vice President for Administration and Finance

Grants and Contracts
Office of the AVPAF
February 2020

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• IRS Launches Identity Theft Central
• IRS Form 1095-C – Health Care Insurance Coverage
• Consent to Receive W-2 and 1095-C Electronically
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• Mileage Reimbursement Rate for CY 2020
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• Training Opportunities - Purchasing

OKLAHOMA STATE UNIVERSITY

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WILAM Spotlight

MELISSA COLDIRON
Administrative Associate
- School of Media and Strategic Communications
Start Date: August 2006

Nice to meet you Melissa!

Responsibilities:
• Payroll/ Human Resources
• Office Coordinator
• Special Events
• Faculty Searches

Previous Experience:
• OSU Band Office 1998-2006
• DASNR Fiscal Affairs 1996-1998

Other Interesting Facts:
• Married to Jack Coldiron
• Mom of Megan & Mandy and bonus mom to Brittany
• Lala to six grand-divas: Charlie, Chloe, Macy, Layla, Laynie and Ryan
• I have a Snorkie named Bullet
• I love spending time with my family, game nights with friends, summer fun in our pool, reading, baking and watching Cowboy football

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. If you haven’t turned your form in yet, please submit it to Lynette Rhea, lynette.rhea@okstate.edu. Forms can be found here.
IRS Launches Identity Theft Central

IR-2020-27, February 3, 2020

The Internal Revenue Service launched Identity Theft Central, designed to improve online access to information on identity theft and data security protection for taxpayers, tax professionals and businesses.

Located on IRS.gov, Identity Theft Central is available 24/7 at https://www.irs.gov/newsroom/irs-launches-identity-theft-central. It is a resource on how to report identity theft, how taxpayers can protect themselves against phishing, online scams and more.

Improving awareness and outreach are hallmarks of initiatives to combat identity theft coordinated by the IRS, state tax agencies and the nation's tax industry, all working in partnership under the Security Summit banner.

Since 2015, the Security Summit partners have made substantial progress in the fight against tax-related identity theft. Thieves are still constantly looking for ways to steal the identities of individuals, tax professionals and businesses in order to file fraudulent tax returns for refunds.

The partnership has taken a number of steps to help educate and improve protections for taxpayers, tax professionals and businesses. As part of this effort, the IRS has redesigned the information into a new, streamlined page – Identity Theft Central – to help people get information they need on ID theft, scams and schemes.
IRS Launches Identity Theft Central - continued

From this special page, people can get specific information including:

• Taxpayer Guide to Identity Theft, including what to do if someone becomes a victim of identity theft

• Identity Theft Information for Tax Professionals, including knowing responsibilities under the law

• Identity Theft Information for Businesses, including how to recognize the signs of identity theft

The page also features videos on key topics that can be used by taxpayers or partner groups. The new page includes a video message from IRS Commissioner Chuck Rettig, warning signs for phishing email scams – a common tactic used for identity theft – and steps for people to protect their computer and phone.

Tax professionals and others may want to bookmark Identity Theft Central and check their specific guidance periodically for updates. This is part of an ongoing effort by the IRS to share identity theft-related information with the public. The IRS continues to look for ways to raise awareness and improve education and products related to identity theft for taxpayers and the tax professional community.
IRS Form 1095-C, Health Care Insurance Coverage

As required by the Affordable Care Act, employees will receive 1095-C forms providing information about health care insurance coverage.

Much like Form W-2 and Form 1099, which include information about the income you received, these health care forms provide information employees may need when they file their individual tax return.

Form 1095-C serves as a “Proof of Insurance statement” that reveals OSU employees have been properly covered. Employees can use information from Form 1095-C in tax filing, similar to how they take information from a W-2 form and transfer it to their tax forms.

OSU is required to send Form 1095-Cs for the 2019 year on or before March 2, 2020. Employees who have elected in Self-Service Banner to receive an electronic copy only of Form 1095-C will not receive a paper form.

According to the IRS website, while the information on these forms may assist in preparing a return, they are not required. Individual taxpayers will generally not be affected by the March 2 deadline and can file their returns as they normally would.

Box 12 – Item DD from the W-2 form is another form of verification. This amount represents the total of employee and employer contributions to your medical plan.
Consent to Receive W-2 and 1095-C Electronically

In an effort to provide quick and easy access while reducing paper consumption, please consider selecting the option to receive your forms **electronically** next year and going forward.

Employees can give consent to receive W-2s and 1095-Cs electronically by following these steps:

- Log into **Banner Self Service**
- Select Self Service
- Select Employee
- Select Tax Forms
- Select Electronic Regulatory Consent
- Check "Consent to receive W-2 electronically"
- Check "Consent to receive 1095-C electronically"
- Choose "Submit"

If you have questions please email Payroll Services at payroll.services@okstate.edu.
Staff Development Day, March 10, 2020

OSU Talent Development has three great speakers lined up!

Dondi Scumaci – *The Art of Presenting You*

In this session Scumaci will discuss individual branding strengths and how to achieve the brand that creates the positive reactions you desire.

Tim Bass – *Innovation: Moving from Concept to Action*

In this session Bass will provide participants the opportunity to assess the “culture of innovation”.

Robyn Brunscher – *Empowering the Multi-Generational Workforce*

This session will dive into topics surrounding workplace trends and examine how generational differences will impact them.

You can register for Staff Development Day sessions in your personalized Learning Management System (LMS). For more information, visit [www.hr.okstate.edu/sdd2020](http://www.hr.okstate.edu/sdd2020).

The deadline to register is Friday, February 28, 2020!
Traveling on State Business? Read this First!

It’s important to understand the state’s many statutory and regulatory restrictions on travel before you take a trip.

The following tips provide some basics designed to help ensure that you do not incur costs that may not be reimbursed.

This list is not all-inclusive but contains the most common issues of which travelers should be aware:

• Lodging charges and reimbursements are limited to the GSA rate unless lodging is designated. Lodging is designated when the event is held at the hotel or the event sponsor has obtained a room block or a rate reduction.

• Optional activities with separate registration charges that are social or recreational are not reimbursed.

• Travel status for any per diem or reimbursement may begin up to 24 hours before the event and end up to 24 hours after the event. Documentation of the event start and stop times must be provided.

• Mileage reimbursement for 2020 is limited to the IRS rate of $0.575 per mile. Mileage must be documented with addresses, odometer readings or GPS printouts.

• Rental car cost must be prorated between business and personal use.

• Meals and most other incidental expenses are not reimbursed. A per diem allowance covers these costs. Per diem is based on location and is available at gsa.gov. Incidental expenses covered by per diem include:
  - All tips other than local transportation fares
  - Any purchases of snacks or sundries
Traveling on State Business? Read this First! - continued

- The per diem rate is reduced by ¼ for any full meal provided by the event sponsor. Per diem is not reduced for a continental breakfast or hors d’oeuvres.

- Reimbursable expenses include baggage fees, internet fees, business calls, parking and cab or other ride share services. Reimbursement for cab or other ride share service tips is limited to 20%. Any reimbursable expenses over $25 must be documented with a receipt. Taking a picture of your receipt is encouraged.

- The State Travel Act includes some specific exceptions from the restrictions listed above. These exceptions are very limited. If you believe your travel may fall under an exception please consult with the travel coordinator at your agency before you travel.

Note that OMES has increased the allowable tip expense related to local transportation from 15% of the fare to 20%. This will be for all trips that occur on or after January 1, 2020.

**Mileage Reimbursement Rate for Calendar Year 2020**

The Office of Management and Enterprise Services (OMES) has announced the mileage reimbursement rate for state agencies will be equal to the Internal Revenue Service rate for 2020.

Effective January 1, 2020, the IRS rate is $0.575 per mile. (See Internal Revenue Notice-2020-05, released 12-31-19). The new rate is for travel incurred on and after January 1, 2020.
Update to Image Capture Software

University Imaging is updating its image capture software. All document imaging applications/repositories in https://docimage.okstate.edu/AppXtender/ need reviewed.

Please look at your current files and notify us as soon as possible at imaging@okstate.edu if there are any obsolete repositories or updates needed.

This update will not affect any of the documents currently in the system.
**Fringe Benefits 2021**

The 2021 Proposed Fringe Benefit rates are available to view at: [https://bam.okstate.edu/general-budget/fringe-benefit-rates](https://bam.okstate.edu/general-budget/fringe-benefit-rates).

The rates remain in a “proposed” status until the DCAA/ONR audit and review are complete.

While the rates are subject to change, the proposed posted rates may be used for planning purposes.

**Unrelated Business Income**

GCFA is compiling the required financial data for the Unrelated Business Income (UBI) 990-T filing. If, by chance, your area has not provided its information, please submit the data as soon as possible.
## Training Opportunities – Purchasing

Dates, times, and locations are subject to change. Please verify through the HR Talent LMS portal for the most current listing of training opportunities.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>February 17, 2020</td>
<td>1:30 PM – 4:30 PM</td>
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<td>126 ITLE</td>
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<td>April 7, 2020</td>
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<td>May 19, 2020</td>
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