

# Higher Education & Employer Processing & Reporting FAQ's

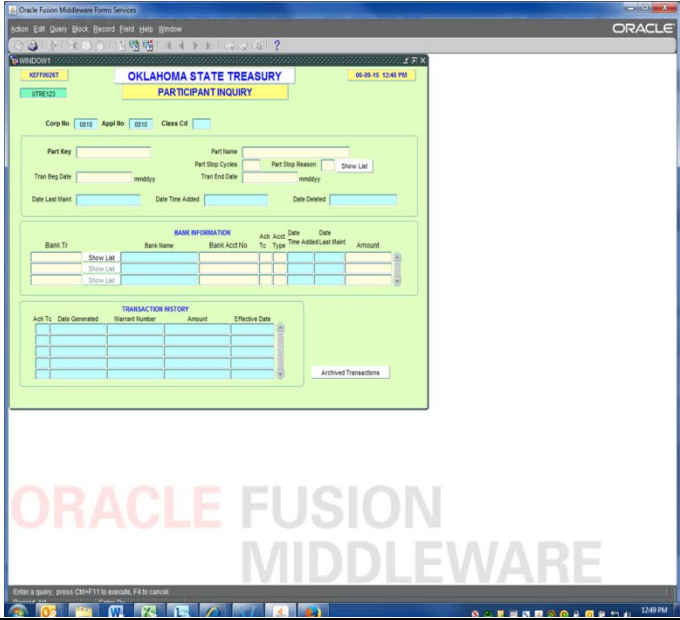
## GENERAL INFORMATION

<b>Where can we get a copy of the webinar presentations and other published information?</b>	<p><i>Web link to all information published for higher ed:</i>  <a href="http://www.ok.gov/cio/Customer_Portal/Business_Application_Services_Essentials/Financials/Financials_News.html">http://www.ok.gov/cio/Customer_Portal/Business_Application_Services_Essentials/Financials/Financials_News.html</a></p> <p><i>Session #1 recording:</i>  <a href="https://www.youtube.com/watch?v=ddfL3aZGEuc">https://www.youtube.com/watch?v=ddfL3aZGEuc</a></p> <p><i>Session #2 recording:</i>  <a href="https://www.youtube.com/watch?v=rfZVC8hmYTg">https://www.youtube.com/watch?v=rfZVC8hmYTg</a></p>
<b>Whom do we contact with questions?</b>	<a href="mailto:Linda.bove@core.state.ok.us">Linda.bove@core.state.ok.us</a> and <a href="mailto:melody.wright@core.state.ok.us">melody.wright@core.state.ok.us</a>
<b>When will we get secure sites, set-up and login information?</b>	<i>The site is currently in development and will be available early fall of 2015.</i>
<b>Is there a testing upload site for us to remit our payrolls prior to implementation?</b>	<i>A test environment will be available early fall of 2015.</i>
<b>Will forms need to be completed to gain access to the system?</b>	<i>The security process for higher ed is currently being reviewed and will be published when finalized.</i>
<b>What needs to be filed with the State of Oklahoma?</b>	<i>Tax exempt status, state income tax withholding, unemployment report, account number with OESC. Other items may be required depending on your business activities. Look to see what you are doing now and contact the agencies to see if a change in FEIN requires additional information to them.</i>
<b>Where can I find HCM module training manuals?</b>	<a href="http://www.ok.gov/cio/Customer_Portal/Business_Application_Services_Essentials/Human_Capital_Management/">http://www.ok.gov/cio/Customer_Portal/Business_Application_Services_Essentials/Human_Capital_Management/</a>
<b>Do we need to register as employers with the OTC and request a Withholding Account number? If so, do we do it on-line and should we do it soon?</b>	<i>Yes, you do need to register for a withholding account. You can do that online if available and you will need the account for withholding beginning in January 2016. You can do this any time before your first withholding payment is due.</i>
<b>Since the institutions have been notified to obtain a separate FEIN for payroll, should they also update all their W-9's to correspond with their new FEIN to send out to their vendors?</b>	<i>The updated W-9 form should not be completed or used until January 1, 2016. Anyone you're doing business with at that time should receive a new W-9 from the institutions.</i>

<b>What are the implications/ramifications, if any, to their current tax exempt status as a component unit of the State under the same FEIN?</b>	<i>Your current tax exempt status will remain intact, as is, while you are still under the State FEIN as long as the FEIN continues to be used through December 31, 2015.</i>
<b>Will the state's tax exempt status still be accurate or will the tax commission need to issue a tax exemption under each individual FEIN?</b>	<i>Each institution will need to contact the OTC for a tax exemption under its individual FEIN. The institution's internal legal counsel should be able to assist.</i>
<b>How do we get access to the Direct Deposits in OST?</b>	<i>Access will be provided by OST.</i>
<b>In the situation of an institution being primary when an employee works for two different institutions, who will have control of the direct deposit or will this still be an issue?</b>	<i>It will not be an issue because the system will look at agency and participant ID which will be unique. After your direct deposit extract is done, the individual will be on both files if they have direct deposit. Both institutions can load the individual into the database.</i>
<b>Can an extract, similar to the HCM direct deposit program, be created in PS Financials to allow a higher education agency to run an extract on vendors that they specifically used during 2014 and 2015 so that they can use for set up within their own system? The comment was that even though they might have the vendors in their system, they might not have all the set up information since they rely on the State for reporting purposes (until next year).</b>	<i>We are looking to see if a query will provide the information requested.</i>
<b>Please explain the direct deposit choices we have.</b>	<i>Employee direct deposit information can be housed directly in the OST database and maintained there or it can be housed internally and provided to OST in the submitted 500 Misc files. If housed in the OST database, manual updates can be completed in the OST system or can be provided in subsequent 500 Misc files.</i>
<b>Could you give us an overview of how the direct deposit for our employees will work for those of us who don't capture employee banking information in our systems?</b>	<i>Overview and finer details were part of the 8/19/15 session.</i>
<b>How will returns be handled to get employees their money?</b>	<i>Direct deposit returns will follow the current miscellaneous claim return process. The amount will go to OMES/Transaction Processing and they will put the money in the institution's clearing account and notify the institution of the return. The institution will then be responsible for paying the amount to the employee.</i>
<b>How will the banking information be updated if maintained in the OST system?</b>	<i>Institutions will be responsible for all updates of the banking information. Updates will be done either manually in the system or included in the next 500 Misc file. This will include updates based on notifications of returns and changes. Return and change notifications will be sent to the institutions similar to the current process.</i>

**How much work is the manual update in the OST System? Can we see a screen shot of the update screen?**

*Banking information is on one screen and the time to complete is minimal. A screen shot is below, items in yellow are fillable and items in blue auto populate. This was covered in the 8/19/15 presentation.*



**If I don't know what the pay type should be and put 'E' (EFT item) and the participant's bank account isn't in the OST database, will a paper warrant be automatically created? If not, what will happen to the record?**

*If an individual does not have banking information in the OST database and pay type 'E' is on the 500 Misc file, a paper warrant record will automatically be created.*

**GL/AP**

**If we had a balance in the 789 Fund (905 formerly), how would we transfer to 290, 430,700?**

*If there is a balance in the 905 fund at conversion, it needs to be transferred back to the originating fund using the current PFT reversal process prior to December 31. The only time you should have a balance in the 789 fund that is not specifically directed would be when you have a payroll check cancelled. In this case you would submit the PFT for cancelled warrants returning the funds to the original source.*

**How will the 789 fund be easily reconciled, if we have Withholding, Contributions paid by the college and Gross Wages combined into one fund?**

*There will be different accounts in each fund for account-to-account reconciliation.*

**How will we "pull back" the funds from the State if a payroll warrant is issued in error?**

*The reversal process will follow the miscellaneous warrant process. This is included in the 8/5/15 session.*

**How will paper checks for payroll be processed?**

*If your agency remote prints checks currently, you will continue to remote print as AP checks. If OMES prints your AP checks, these will be included with them*

<p><b>Does it matter if we pay a state (other agency) employee (speaking fees, workshop, etc.) through Accounts Payable instead of payroll?</b></p>	<p><i>Since you will be considered independent employers, they won't be considered your employee. If someone from your agency does a presentation at another agency, it will involve two separate entities. Look at how you're paying that employee to determine if they qualify as an independent contractor or an employee and make payment accordingly.</i></p>
<p><b>If the college is still paying benefits (health insurance, etc.) on an employee, but they are no longer receiving pay or are having their entire check go toward their deductions for insurance, etc., would we still include these amounts on our PFT file?</b></p>	<p>_____</p> <p>—</p>
<p><b>Once the payroll files are created in production mode, will they be sent to OMES and/or OST?</b></p>	
<p><b>Who is responsible for the pay period dates and timelines that are currently set by OMES? Will we still utilize the state pay dates? Will the 5 day in advance of payday for submission be reduced?</b></p>	<p><i>Pay dates will be determined by you, independent employers – you can follow OMES dates if you like. Timelines are being reviewed and may be reduced from five days to three to allow for audit &amp; processing, unforeseen technical issues, etc. This will be evaluated after a 4 – 6 month period.</i></p>
<p><b>What does the payroll reporting component consist of?</b></p>	<p><i>Payroll reporting was discussed in the 8/5 &amp; 8/19/15 presentations in detail. Please refer to the webinars.</i></p>
<p><b>Will PFT &amp; Funding sheets be sent to OMES and/or OST?</b></p>	<p><i>The PFT, along with validate funding sheets &amp; claim documents will be sent to OMES transaction processing.</i></p>
<p><b>Is the Agency Account Number in the Header Record the same as the OST Account Number in the Detail Record? For example, 7789100 for Cameron University.</b></p>	
<p><b>How do we determine the last 8 digits of the warrant number for the 500 Misc file? Currently, we do not know the warrant numbers until after we load a file into PeopleSoft.</b></p>	<p><i>Each institution will assign their own warrant numbers. They must begin with a "2", the rest of the numbering is up to each institutions. This was presented in the 8/5/15 session.</i></p>
<p><b>The amount in the detail record says it must be greater than zero. We often garnish student worker's paychecks to go towards their outstanding tuition balance, which results in a \$0.00 paycheck. Will this be rejected with the new file?</b></p>	<p><i>Yes, the 500 Misc file cannot have zero dollar amounts or negative amounts. This was discussed in the 8/5/15 session.</i></p>
<p><b>Can the Participant ID/Employee ID in the detail record be our own employee ID numbers, or do they have to be the employee's PeopleSoft ID numbers?</b></p>	<p><i>The Participant ID/Employee ID will be your own employee ID number.</i></p>
<p><b>Is the claim number part of the Invoice ID in the Detail Record the same as the Claim Number in the Header Record with a unique record number for each employee?</b></p>	<p><i>Yes, please refer to the 8/5/15 session for additional detail.</i></p>

<b>We plan on using the bank account info from the OST database to create EFT. If the Pay Type is set to E and an employee does not have account info in the OST database will it still generate a paper check for that employee?</b>	<i>Answered above: If an individual does not have banking information in the OST database and pay type 'E' is on the 500 Misc file, a paper warrant record will automatically be created.</i>
<b>When will we receive training on how to electronically submit tax payments to IRS and OK Tax Commission?</b>	<i>IRS payments were covered in the 8/5 &amp; 8/19/15 sessions. The treasurer's office has training information for their ASIS system.</i>
<b>Will we be allowed to have drafts from our treasury account to remit taxes electronically?</b>	<i>No, institutions have to use the OST system for tax payments.</i>
<b>What are the detail steps to submit federal, state, social security taxes to the appropriate entities?</b>	<i>Detailed information regarding tax payments was presented in both the 8/5 &amp; 8/19/15 presentations.</i>
<b>When OST has the employee banking information, can that information be used for A/P claim employee reimbursements?</b>	<i>We are still exploring the options and best method for employee reimbursements. Since the vendor file and the OST banking system are not connected, we are looking at how employee reimbursements can possibly be done by EFT. Once we have more information, we will let you know.</i>
<b>How will we pay our state withholding, by check or wire?</b>	<i>Please contact Michelle Harrison, Deputy Director of Banking Services at the OTC for payment options. Her email is <a href="mailto:mharrison@tax.ok.gov">mharrison@tax.ok.gov</a>.</i>
<b>What taxes will the state pay, if any, on our behalf?</b>	<i>Beginning January 1, 2016 you will be your own employer and will be responsible for paying all taxes due to both the federal and state entities. Payroll taxes to the federal government (income tax withholding, social security and Medicare) will be paid through the OST ACES system and journalized in the State PS Financial system. State income tax withholdings and unemployment will be paid by AP voucher.</i>
<b>So the information for the taxes will ride in on payroll? We wanted to use a TPA for our W2 and IRS reporting. They will also do our taxes but I don't really understand what the state will do opposed to what we do.</b>	<i>Yes, the new PFT will include the total claim cost and in GL will post to the 789 fund the expenses to the applicable accounts along with posting the taxes and withholding to the respective accounts. The agency will then make payments from the 789 fund for all withholdings except federal tax payments. Federal tax payments will be made through the OST system and a journal entry created to transfer the funds for payment. TPAs can be used by the institutions they just can't make the tax payments since the funds must be paid from funds through the OST system.</i>
<b>If an institution uses a TPA for tax payments, would they be able to process a voucher from the new tax accounts payable to the TPA for the taxes due on the payrolls?</b>	<i>No, a TPA could not be paid; there is no legitimate reason to make payment to them. It wouldn't be a payment for services or goods.</i>
<b>Do institutions have to use the OST system for tax payments or can a TPA make the payments themselves using the outside EFTPS system?</b>	<i>Institutions must use the OST system for tax payments.</i>

<p><b>If direct deposits go through Treasury, how will returned/rejected, stopped payment funds be handled?</b></p>	<p><i>Direct deposit returns will follow the current miscellaneous claim return process. The amount will go to OMES/Transaction Processing and they will put the money in the institution's clearing account and notify the institution of the return. The institution will then be responsible for paying the amount to the employee. The stop payment/reversal process will follow the miscellaneous warrant process. This is included in the 8/5/15 session.</i></p>
<p><b>Is there any update on the 1095 reporting for this year? Projected plans for the reporting? Contingencies?</b></p>	<p><i>Higher Ed needs to be preparing their data now for accurate year end reporting. In the beginning of December 2015, the State will ask Higher Ed to submit a list of employees for whom they intend to issue a 1095C. (Format TBD) The state will compare their list with other agencies and other Higher Ed. Any duplicates will be processed by the State, and Higher Ed will be given direction not to issue. As one employer, the employee can only receive one 1095C. There will be a dedicated session in September to go over the 2015 ACA reporting.</i></p>
<p><b>Will there be a published list of all the reporting that is required with the dates due?</b></p>	<p><i>There is not an all-inclusive list but we are providing as much information as possible within the sessions. Some institutions may not have all the discussed reporting requirements and others may have more. You should have a good idea based on prior year's reports and interactions with us at year end. The 8/5 &amp; 8/19/15 sessions discussed common and general reporting information</i></p>
<p><b>Is the 1095C information you are discussing related to 2015 only?</b></p>	<p><i>Yes, because we are one employer for 2015. Going forward, you will need to determine your individual processes.</i></p>
<p><b>Will we need to start reporting FUTA/SUTA?</b></p>	<p><i>Yes, services rendered by employees of a state, political subdivision or instrumentality of the state are exempt from FUTA tax and no IRS Form 940 is required. Please see the instructions for Form 940. SUTA is a state requirement. Please see the individual state for their requirements (most if not all have SUTA reporting).</i></p>
<p><b>Will we continue with direct reimbursement for unemployment claims to OESC?</b></p>	<p><i>Yes. When you apply for your new account, you will mark as a government entity and select the type of employer you are choosing (reimbursing or paying)</i></p>
<p><b>Do we need experience rates?</b></p>	<p><i>Yes</i></p>
<p><b>We assume we will need to register for tax reporting, SUTA, and workers comp if we have employees in other states? Do you have tips or suggestions?</b></p>	<p><i>The best way found is to search online for the state 'tax commission' 'revenue department', unemployment department', etc. Most have manuals and forms online.</i></p>