

# Institutions of Higher Education – Separation Project

## September 16, 2015 Session – Project Update

### Script Highlights

#### Opening (opening slide)

{Lisa Raihl} We have the recording for the last session, back on September 4<sup>th</sup> and will be posting it to our website so you can refer back to it as needed. We will also be publishing the notes that have been read from for each of the sessions. Once ready and published, a notification will go out to let you know they are available. It's still best to listen to the webinars even though you may have the notes. The notes were used as a means for us remember what we needed to tell you, additional items may have been discussed during the sessions that weren't in the notes plus the questions and answers are in the sessions too. We are still updating the FAQs list and should have those published this week too.

(Slide 1)

In this session, we will be giving you a project update and then provide some information relating to Oklahoma unemployment accounts and new hire reporting and then talk about the Social Security Administrations Business Services Online and the IRS Filing Information Returns Electronic system. Some of you may already be familiar with some of these items but we'd like to cover them for everyone.

(Slide 2)

At this time, I'm going to turn the session over to Brad Madore; Brad is the Director of Application Services for the OMES Information Services Division. He will provide us with an update on the separation project. (Script not available for this portion of the presentation.)

[Lisa Raihl] For the FEINs, the goal is to get all of these by 10/26 so OST can have their configurations completed for functional testing and user acceptance testing. If you have not received your FEIN by 10/26, OST will need it as soon as you get it. If you don't have the FEIN by 10/26, OST would like to be notified where you stand in this process (just applied for, waiting for 2 weeks now...). [BankingOperations@treasurer.ok.gov](mailto:BankingOperations@treasurer.ok.gov)

For the security forms, the August 19<sup>th</sup> session PowerPoint presentation had examples of the OST security forms on slides 16 and 20 and the forms are published on our website. Also, the 301JE form is available on our website for the journal entry access.

(Slide 5)

On to the Oklahoma Employment Security Commission. Currently, every institution has an account with the OESC, some of you are set up as covered employers and some are set up as reimbursing employers. Covered employers pay unemployment tax based on unemployment taxable wages and reimbursing employers paid unemployment based on claims paid. OMES completes the quarterly unemployment reporting of taxable wages and reportable wages to the OESC for all state agencies and institutions. We also pay all taxes due for the covered employers. Reimbursing employers receive bills directly from the OESC and paid these themselves.

Since you are becoming your own employers effective January 1, 2016, you must apply for an account number with the OESC. If you wish to become a reimbursing employer, there is an additional form to complete. You must also terminate your current account; OMES cannot do this for you. Additionally, there are new hire reporting requirements that each institution should already be completing but for the changeover to a new employer, there is an additional reporting requirement that we will discuss.

(Slide 6)

The OESC website has all the information you should need to get up and running. I will also provide some contact people at the end of this segment. On this slide, I've highlighted the website address and the navigation off to the left (Employers & Federal Contractors) that will get you to all the good information needed. We'll go over these briefly, I suggest you also go out there and explore their website.

(Slide 7)

Under Employer Information and Forms, you will find many forms. Two have been highlighted that will be needed, the Application for Oklahoma UI tax Account Number and the Employer's Report on Termination of Business in Whole or in Part.

(Slide 8)

This slide shows the Application for Oklahoma Unemployment Insurance Tax Account Number. Here's a look at page 2 of the form. Page 1 has the instructions for completing. This form is pdf fillable.

(Slide 9)

You will not find the Application for Election to Reimburse form on the website. It was sent to me and will be placed on our website for those that want to complete as reimbursing employers. This is just to give you an idea of the form.

(Slide 10)

Since you will no longer be operating under the State's FEIN, you will need to terminate your account that is currently being used. Again, the Employer's Report on Termination of Business in Whole or in Part is located on the website under Employer Information and Forms. This is a copy of the form, it is pdf fillable.

(Slide 11)

Back under Employers & Federal Contractors is another link that is for New Hire Reporting. This will take you to the New Hire Reporting System.

(Slide 12)

For information related to new hire reporting, follow the highlighted navigation at the top of the screen shot, you will navigate from the left side of the web page. In this area, you will find everything you need to know about new hire reporting (information, forms, and FAQs related to new hire reporting).

(Slide 13)

New Hire data may be submitted in a variety of ways:

1. The On-Line New Hire Reporting system: Data is entered directly into the system for each employee and may be entered at your convenience; you can enter as many or as few records at a time as desired.
2. By Electronic submission: A file is created using the layout provided under New Hire Electronic Reporting Specifications and submitted through the On-Line process, or
3. By paper form: which is then mailed or faxed to the OESC.

Since you will be considered a new employer beginning January 1, 2016, you will be required to submit an initial new hire report listing all current employees. By doing this, you will be reporting that those employees work for you under your new FEIN. Child support income withholding notices and orders will then be sent directly to you at the address you provide. Any orders received by OMES during the change, will be sent out to each institution as we currently do.

(Slide 14)

For questions related to either unemployment or new hire reporting, please contact the individuals listed, Keri Doak for unemployment and Kathleen McClure for new hire reporting, they will be better able to assist you and they are aware of the separation. If you contact any others at the agency, they might not be aware and may not be able to help as much.

(Slide 15)

Next, we have information about the Social Security Administration's Business Services Online or BSO. BSO is used to submit W-2 files to the SSA and to also verify name and social security numbers of employees. You may already have individuals within your institution who have the name and SSN verification access. For others, this may be new to you. If you currently have individuals with access, they will need to update their access so they are not under the State's account after December.

To begin using BSO, the employee must first complete a one-time registration process. This will let the SSA confirm their identity before issuing a User ID. They will need the full name, Social Security Number, and date of birth of the employee which will be verified against Social Security records for user

registration. By providing an e-mail address when registering, the SSA will be able to send information out such as W-2 News, which is an electronic newsletter that provides wage and tax reporting updates.

(Slide 16)

After registering, the employee will be able to update user registration information, request access to the BSO services, deactivate the User ID, change password and add/update employer information.

The Main Menu lists the BSO services the person has access to. So if you have no active services, the Main Menu will say so, and will display the Request New Services link. You can select that link to choose services you need. If a service requires employer related information, a message will display at the top of the page containing a link to enter the additional information. This information includes Employer Identification Number (EIN) and name of the business. Once the employer information is submitted, then you can Request Access to the BSO Services.

Once you have requested the BSO services needed, Social Security will send the activation codes to the employee or the institution, depending on the services requested. Some applications within the BSO suites of services require a higher level of security. Therefore, the employer must approve access to those services. Activation codes will enable employees to access the services chosen and they normally take about two weeks to receive.

If an employee no longer needs to use the system because of a job change or reassignment, the User ID should be deactivated under 'Disable Account'. Deactivating a User ID does not prevent someone from obtaining a new one in the future.

The big item here is for current users linked to the State's EIN. To change access to be under your new EIN, the employee must first "Remove Employer Information" using the link in the left panel. This will deactivate all active services with the State. Then the employee will re-request services for the new EIN using the "Request New Services" link in the left panel.

(Slide 17)

For submitting 1099s (Misc, Rs or other 1099 series information), 1042S information for nonresident aliens, and 8027s for tip reporting, and other returns, the IRS Filing Information Returns Electronic, or FIRE, system is available. Anyone with 250 or more information returns, of one type, for any calendar year must file them electronically. The IRS also encourages filers who have less than 250 information returns to file electronically. The website address is highlighted at the top of the screen shot.

(Slide 18)

An account will need to be created to get going. Basic information is needed to do this.

(Slide 19)

Transmitter Control Codes, also known as TCCs, are required to transmit information returns through the FIRE system. You can either submit an application using the Fill-in Form 4419, in the FIRE system or you can go to the IRS website, Forms and Pubs, and select the paper version of Form 4419. The IRS stresses to be sure to submit your application at least 45 days prior to the due date of your information returns. Depending on your institution's business, you may just need one TCC or you may need more. Different types of reporting require different TCCs. For example, the State has three TCCs, one for 1099s and W-2Gs (which is the lottery), one for 1042-S reporting, and one for 8027 tip reporting. Once you have the TCCs, you will be able to submit files and check the status of submissions.

(Slide 20)

These were all pretty high level overviews but it should give you the information to get started on the preparing for these 2016 requirements. For any of the file upload systems, they really are convenient and easy to use. Even if you don't have to submit electronically, I'd recommend it.

If you have any questions after the session, please submit to [Ayana.Wilkins@omes.ok.gov](mailto:Ayana.Wilkins@omes.ok.gov) and we will get back with you an answer just as soon as possible.

Once last item, the direct deposit extract process is available for institutions to start using. This was covered in the August 19<sup>th</sup> session if you'd like to go back and review the webinar or PowerPoint. The HCM navigation is OK Custom Reports/Processes > Higher Ed Processes > EFT Extract Load for HE (0684). Create a run control, enter the agency number and select Run.