Fiscal and Business Officers Meeting

Wednesday January 15, 2020
SP2 12.216
Agenda

• Welcome – Dr. Bernoussi
• Updates and Reminders
  • System Upgrades and Enhancements – Dr. Bernoussi
  • PeopleSoft University for Staff – Dr. Bernoussi
  • OBF Website Announcements – Dr. Bernoussi
  • Cost Center Reconciliation Status – Jennifer Mayes
  • 2020 Form W-4 - Employee’s Withholding Certificate Overview – Nancy Barganier
  • Foreign National Taxation Overview – Nancy Barganier
  • Catering and Food Delivery Service – Lori Matthews
  • Promotional Items – Lori Matthews
  • Contracts – Lori Matthews
  • Windows 7 – Renee Stone
• Question of the Month – Dr. Bernoussi
• Training and Demos
  • One Card Box.com – Jene Janich
• Adjourn
System Upgrades and Enhancements

Dr. Bernoussi
Assistant Vice President for Budget and Finance
System Upgrades & Enhancements

- MarketPlace Upgrade – February 2020
- eProcurement (Jaggaer) Upgrade – March 2020
- BOX.COM for One Card Documentation – March 2020
- Vendor Portal (PaymentWorks) Implementation – 2020
- Travel & Expense Workflow Update – 2020
- ARA OneGrid Upgrade – 2020
- Galaxy Upgrade – 2020
- PeopleTools Upgrade – 2020
- PeopleSoft FLUID Interface – 2020/2021
PeopleSoft University for Staff

Dr. Bernoussi
Assistant Vice President for Budget and Finance
PeopleSoft University Mission

- Create PeopleSoft Team Leads
- Create Users that demonstrate proficiencies in multiple areas of the ERP System
- Establish a career development plan

ASK AN EXPERT
Fall 2019

• 20 Students

• 17 Departments
  • Academic Affairs (3 departments)
  • ECS (2 departments)
  • Facilities and Economic Development
  • Galerstein Gender Center
  • Human Resources
  • OBFO (3 departments)
  • Office of Information Technology
  • Office of Research
  • Registrar’s Office
  • Student Affairs (3 departments)
## Program Graduates

- **141 Graduates**
- **54 Departments**

<table>
<thead>
<tr>
<th>Academic Affairs and Provost</th>
<th>Engineering and Computer Science</th>
<th>Material Science Engineering</th>
<th>Research</th>
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</thead>
<tbody>
<tr>
<td>Accounting and Financial Reporting</td>
<td>EOD Institute for Art History</td>
<td>Mathematical Sciences</td>
<td>Strategic Planning &amp; Analysis</td>
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<tr>
<td>Arts and Humanities</td>
<td>Facilities and Economic Development</td>
<td>Mechanical Engineering</td>
<td>Student Affairs</td>
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<td>Behavioral and Brain Sciences</td>
<td>Facilities Management</td>
<td>Multicultural Center</td>
<td>Student Development</td>
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<td>Bioengineering</td>
<td>Financial Management Services</td>
<td>Natural Sciences and Mathematics</td>
<td>Student Engagement</td>
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<td>Bursar</td>
<td>Galerstein Gender Center</td>
<td>Office of Budget and Finance</td>
<td>Student Engagement</td>
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<td>Callier Center Communication</td>
<td>Graduate Studies</td>
<td>Office of Diversity and Community Engagement</td>
<td>Student Union</td>
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<td>Center for Brain Health</td>
<td>Honors College</td>
<td>Office of Information Technology</td>
<td>Teacher Development Center</td>
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<td>Center for Vital Longevity</td>
<td>Human Resources</td>
<td>Office of Technology Commercialization</td>
<td>Texas Biomedical Device Center</td>
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<td>Central Business Office</td>
<td>Information Security</td>
<td>Office of the Registrar</td>
<td>Texas Schools Project</td>
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<td>Contract Administration</td>
<td>Interdisciplinary Studies</td>
<td>Payroll</td>
<td>Undergraduate Education</td>
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<tr>
<td>Development &amp; Alumni Relations</td>
<td>Internal Audit</td>
<td>Procurement Management</td>
<td>University Housing</td>
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<tr>
<td>Economic, Political and Policy Sciences</td>
<td>International Center</td>
<td>Print Shop</td>
<td>University Library</td>
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<tr>
<td>Electrical Engineering</td>
<td>Management</td>
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</table>

1/15/2020
PeopleSoft University

• **Spring Semester:**
  • Starts February 6\textsuperscript{th}
  • Ends June 11\textsuperscript{th}

• Visit [https://utdallas.edu/finance/fms/peoplesoft-information/](https://utdallas.edu/finance/fms/peoplesoft-information/) for the registration link

• Registration will close on January 22\textsuperscript{nd}

• Cohort Acceptance Memos will be sent by January 27\textsuperscript{th}

• Waitlist

• Next Semester starts in July
OBF Website Announcements

Dr. Bernoussi
Assistant Vice President for Budget and Finance
Reconciliation Status

Jennifer Mayes
Financial Compliance Manager
Reconciliation Status: Periods 1-2, FY 2020

As of January 13, 2020

Note: There is still $2.3M in expenses and $29.6M in revenue that needs reconciliation and/or approval for periods 1-2. Period 2 reconciliations were due to be completed on December 9th.
Reconciliation Status: Period 3, FY 2020

As of January 13, 2020

Note: There is still $40.3M in expenses and $30.3M in revenue that needs reconciliation and/or approval for period 3. Period 3 reconciliations are due to be completed on January 28th.
Reconciliation / ARA Training

The next ARA Training is this Thursday, January 30th!
Let any new reconcilers in your area know...See the Comet Calendar to register.
2020 Form W-4 – Employee’s Withholding Certificate Overview

Nancy Barganier
Tax Compliance Manager
Tax Compliance Team

https://www.utdallas.edu/finance/fms/tax-compliance/

Nancy Barganier, Tax Compliance Manager

Jennifer Kao, Tax Accountant

Frank Tang, International Tax Specialist
  • Eric Luo – International Tax Assistant (student worker)
  • TBD – International Tax Assistant (student worker)
2019 Tax Filing Forms

2019 Form W-2 – Wage and Tax Statement
• Distributed on or before January 31

2019 Form 1042-S – Foreign Person’s U.S. Source Income
• Reports tax treaties and foreign national tax withholding
• Per IRS distribute by March 15, will distribute on or before January 31

2019 Form 1095-C – Employer-Provided Health Insurance
• Distributed on or before January 31
2020 Form W-4 – Employee’s Withholding Certificate Overview

• Purpose of Form W-4 is to let employer know how much to withhold in federal taxes from your paycheck

• 2020 Form W-4 has been redesigned, withholding allowances have been eliminated

• Required to complete – 2020 new hires and current employees who wish to change withholding

• Existing employees not required to complete form, unless want to change withholding

• Form will be available in Galaxy after software updates have been completed, software updates currently in progress
2020 Form W-4 Overview

REQUIRED Steps: 1 and 5
- Step 1 – Personal Information
  - Name, address, SSN, filing status (new – HOH)
- Step 5 – Sign and Date

OPTIONAL Steps: 2, 3 and 4
- Step 2 - Multiple Jobs or Spouse Works
- Step 3 – Claim Dependents
- Step 4 – Other Adjustments
2020 Form W-4 – Employee’s Withholding Certificate Overview

• Tax Compliance and Payroll – Employment Taxes websites will be updated with 2020 Form W-4 information and resources when form is available in Galaxy

• For assistance in completing the form, the IRS recommends the use of Tax Withholding Estimator website https://www.irs.gov/individuals/tax-withholding-estimator

• IRS FAQs – 2020 Form W-4 https://www.irs.gov/newsroom/faqs-on-the-2020-form-w-4

• Tax Compliance cannot provide individual tax advice, employees may need to consult a tax professional for specific advice
Foreign National Taxation Overview

Nancy Barganier
Tax Compliance Manager
Foreign National Taxation Overview

• Payments made by UT Dallas to foreign individuals and foreign entities must follow immigration and IRS tax rules

• Certain payment categories are subject to federal income tax withholding and nonresident alien tax reporting

• UT Dallas uses GLACIER, a secure web-based nonresident alien tax compliance system for foreign national tax analysis
Foreign National Taxation Overview

The GLACIER system determines:
- Tax residency status for foreign nationals
- Federal tax withholding rates, if applicable
- FICA tax exemption eligibility
- Tax treaty benefits, if available for exemption from withholding
- Generates tax forms to process payments for UT Dallas

Purchases that may be exempt from withholding:
- Physical/tangible goods
- Services provided outside of United States
- Tax treaty benefits available
Foreign National Taxation Overview

Foreign National Payment Types

• International student taxable scholarships
• Foreign national employees paid through Payroll
• Foreign vendor/supplier payments
  • Payment for Tangible Goods
  • Services Performed Outside the U.S.
  • Services Performed in the U.S.
  • Business Expense Reimbursements
• Scholarships and Fellowships (non UTD student)
• Prizes and Awards
• Royalties (copyright fees, license fees, database subscriptions, etc.)
• Other Income (doesn’t fit above categories)
Foreign National Taxation Overview

• Contact the **Tax Compliance Office** for foreign national payment processing at:

  taxcompliance@utdallas.edu

• Website:  [https://www.utdallas.edu/finance/fms/tax-compliance/](https://www.utdallas.edu/finance/fms/tax-compliance/)

• Location:  Bursar Office – SSB 2.300

• Mailing address:  The University of Texas at Dallas, Attn:  Tax Compliance Office, 800 West Campbell Rd., SSB 21, Richardson, TX 75080-3021

• Fax:  (972) 883-6464
Catering and Food Delivery Service

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Catering and Food Delivery Service Vendors
Catering
Defined by the service not the size of event

• Chartwells is considered “best value” because they are our Food Services Vendor – no guest limit size.

• Additional approved caterers do not require a waiver for catering service use and they are now published:
  • Royal Catering
  • Jason’s Deli (Deli Management)
  • Sonny Bryan’s Catering (Smokehouse Investors)
  • Edible Ideas (Beyond the Box Catering)
  • Modern Market Eatery

***Note – please ensure that all UTD Event policies are followed when using actual Catering services on campus, and note that some buildings have Chartwells exclusivity.
Promotional Items

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Promotional Items Approved Vendors
(Listed in Alphabetical order)

• **HUB Suppliers**
  • Big Star Branding
  • The Daniel Group
  • Impressions dba Logotricity
  • Jan Hall Promotions
  • PD Promos
  • PNAX Promotional
  • The Urban Circle
  • PK Promotions dba Logotology
  • Proforma Promotions (Barbara Butler)

• **Non HUB Suppliers**
  • 4imprint
  • American Solutions for Business
  • Blue Ribbon Trophies/Awards
  • C.C. Creations
  • Cornerstone Impressions
  • Image Pro
  • Just Right Products dba FW Promo

1/15/2020
Contracts

Lori Matthews  
Director Purchasing  
purchasing@utdallas.edu
Contracts

• Purchasing –

  • Should be first point of contact with questions about whether a contract can be signed.
  • May redirect you to a Group Contract (state or system).
  • Assists with location of contracts on other campuses and piggybacking possibilities.
  • Is the current repository of most contracts.
  • Will direct you to OCA if you have an agreement that is -
    • A no dollar agreement
    • Revenue generating agreement
    • Interagency Agreement

• Purchasing director should be contacted regarding any requests to run a bid.

Please contact purchasing@utdallas.edu with additional questions.
Questions for Purchasing?

purchasing@utdallas.edu
Windows 7

Renee Stone

Information Security
Windows 7 will no longer be supported by Microsoft after this month. No more patches from Microsoft will be published, meaning that newly discovered vulnerabilities will remain unresolved. The IT workers on campus have already started addressing this for all departments and schools. Employees who have these computers at home should be thinking about upgrading to Windows 10, still available for free, or replacing the computer with a newer one already supporting Windows 10.
Other Reminders and Updates
Other Reminders and Updates

• Accounting and Financial Reporting – Melody Monjazeb
• Budget and Resource Planning – Orkun Toros
• Payroll and Data Management – Rohan Nilekani
• Student Financial Services – Cheryl Friesenhahn
• Human Resources
• Other Reminders and Updates
Question of the Month

Dr. Bernoussi
Assistant Vice President
Earlier this year, JSOM graduate Matthew Brooks earned the Elijah Watt Sells Award, which is awarded to CPA candidates who score an average of 95.50 out of 99 across all four sections of the CPA Exam on their first attempt.

Out of the 86,000 CPA candidates who sat for the exam in 2018, how many met the criteria for the Elijah Watt Sells Award?

**Wednesday November 20, 2019**
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Wednesday November 20, 2019

110
Wednesday November 20, 2019

Tonya Griffin
Training and Demos
OneCard Box.com

Jene Janich
Director Travel and One Card