FINELINE

Utah Division of Finance

Newsletter for State Accounting & Budgeting Professionals

August 2020

WELCOME

Endings and Beginnings

As many of you know, John Reidhead traded in balance sheets and budgets for sunshine and siestas! After 37 years of extraordinary service to the state, John retired from public service at the end of July. We cannot fully express how grateful we are to John for his expertise, his integrity, and his leadership for these many years. Filling his shoes will not be a simple or quickly completed task.

As such, we would like to introduce you to the new Interim Director of the Division of Finance, Marilee Richins. Marilee has been with the Department of Administrative Services for nearly 15 years and began her career with the State in the Division of Finance. In addition to her assignment as the Interim Director of Finance, she will continue to serve as the Deputy Executive Director for the Department of Administrative Services.

Because of the high-profile nature and wide-reaching responsibilities of the Director of Finance, the Department of Administrative Services will conduct a nationwide recruitment to ensure the best possible candidate is selected. We expect that search to produce highly qualified internal and external candidates, one of whom will be a perfect fit to take us into an era of state government that promises to be full of new challenges and evolving needs. The department expects to seat a new director in the first quarter of 2021.

During this time of transition, if you have comments, concerns, or input to share regarding the Division of Finance, the recruitment for a new director, or concerns within your agency that involve the division, Marilee eagerly invites you to reach out to her at your convenience. Contact information is listed below.

Marilee P. Richins
mprichins@utah.gov
385-315-1290

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Relocation Reimbursements

Policy FIACCT 05-03.03

By The Internal Control Team

If your agency finds it necessary to pay relocation costs to obtain a quality recruit, or relocate a current employee, there are some important facts that you and the potential recruit/employee must be aware of. **Please become familiar with all requirements in the relocation reimbursement policy FIACCT 05-03.03. Also, the policy should be provided to the recruit/employee at the beginning of the process and should be discussed in detail to alleviate any misunderstanding of the requirements.**

In the past, the IRS would allow certain moving expenses as tax deductions. In compliance with the Tax Cuts and Jobs Act of 2017, the IRS removed all tax deductions associated with moving expense reimbursements, except for military individuals in active military positions beginning in 2018. The removal of deductions by the IRS will remain through 2025 or longer if it is extended. All relocation reimbursements are now subject to income tax withholdings: Social Security, Medicare, Federal and State. The total withholdings are approximately 35%. This is a requirement for all employers, not just the State of Utah. Accordingly, FIACCT 05-03.03 has been modified to comply with IRS requirements.

In some situations, an advance of relocation costs may be necessary. Policy allows an advance of up to 90% of the relocation costs, with the appropriate approvals. The advance is processed on Reimbursement/Earnings Request, Form FI 48. If an advance is provided, the 35% tax withholdings on the advance will be taken out of the final settlement amount (the total of the relocation expenses) in one pay check. It is imperative that this be communicated to the recruit/employee at the beginning of the process.

The policy lays out specifically what the agency and the recruit/employee need to complete prior to the occurrence of the relocation, such as prior approval by the Executive Director/agency head, a signed agreement, airline, car rental, and lodging arrangements through State Travel, and bids from moving companies, if applicable. The policy also describes required supporting documentation to be included with the FI 48 once the move has occurred, such as receipts for all expenses, the worksheet form used to summarize the receipts, documentation of the required approvals, agreement, mileage calculations, moving company bids, and State Travel arrangements.

Once the documentation is complete and the FI 48 Reimbursement Request is reviewed and approved by the appropriate individuals, the information should be emailed to Debbie Empey and John Baylis, Division of Finance, who will review for compliance with the policy. Please **do not** send the FI 48 directly to State Payroll or ERIC. Once approved by the Division of Finance, the FI 48 will be sent to State Payroll and you will be notified.

If you have any questions, please contact John Baylis at jbaylis@utah.gov or 801-957-7733.

Payroll FAQs

By Sonia Smith & Samantha Billings, Payroll Technicians

Q: How do I claim exempt on my W4?

A: Complete Step 1 on the form W4. Then write "exempt" under Step 4c. Sign and date the form and return to payroll@utah.gov or fax to 385-465-6012.

Q: How do I complete the new W4?

A: Complete Step 1 as stated. Step 1c, mark the marital status you would like to be withheld at. Step 2, mark this box only if you want to withhold at the higher tax rate. Step 3 complete as a dollar amount otherwise the form W4 will not be set up (you can enter a $0 amount on this step). Step 4 is optional; this also needs to be entered as a dollar amount. Step 5 sign and date the form. If you need additional information, complete the worksheet on page 3 of the form W4 and or refer to the chart on page 4 of the form W4. Once you complete the form W4 return to payroll@utah.gov or fax to 385-465-6012.

Q: How can I request a W2?

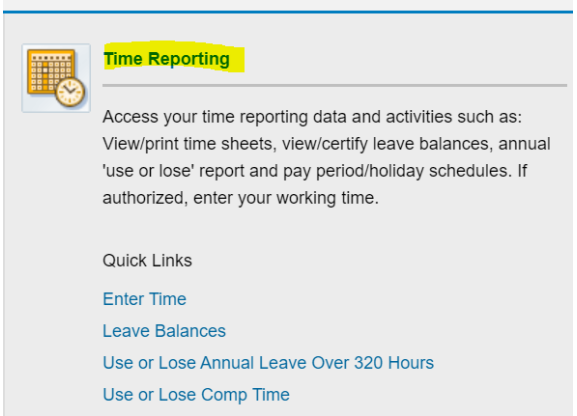
A: Please email your request, including your name and employee number (if you know it) to payroll@utah.gov

Q: How can I review my timesheet to confirm hours I've entered are correct?

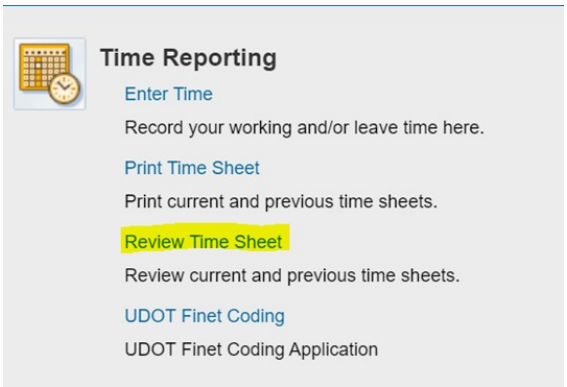
A: Login to the DHRM gateway https://dhrm.utah.gov/gateway

Click on "payroll time entry screen"

Click on "time reporting"



Then click on "review time sheet"



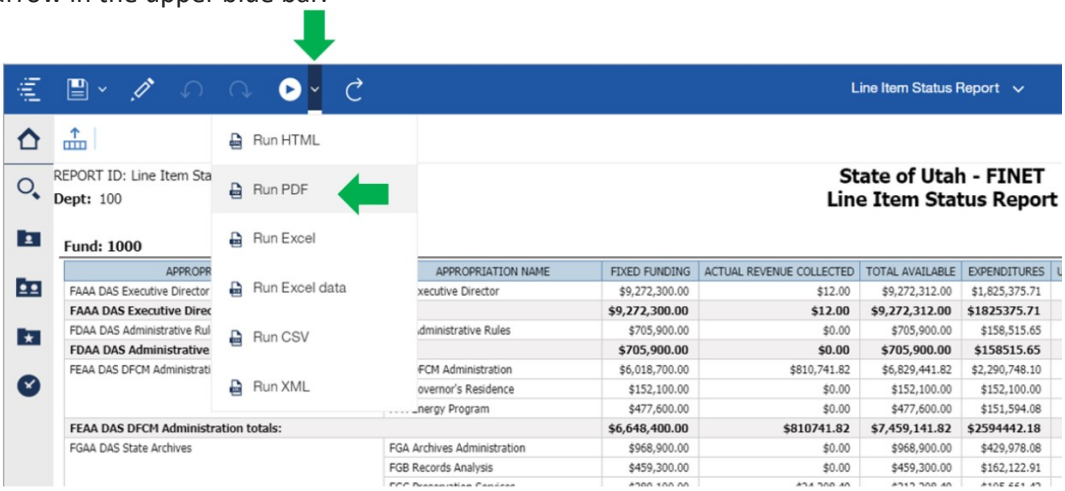
FINET Support

By Jonathan Engel, Finance Support Center Coordinator

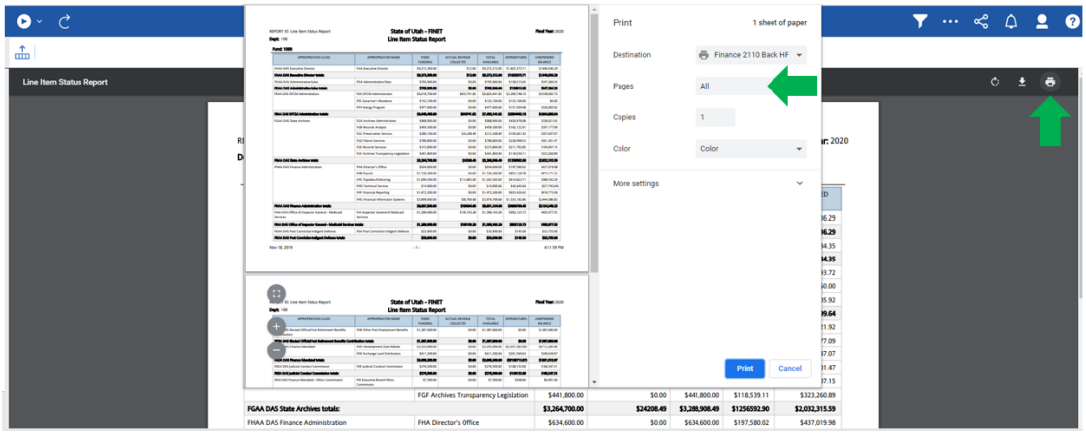
How to Print a Report from Data Warehouse?

Available Here: https://datawarehouse.finance.utah.gov/php/documentation/Cognos_11-ow_to_Print_a_Cognos_Report.pdf

Printing HTML may produce unsatisfactory results. For best results, use the View in PDF Format command, and then print the PDF. This alternative gives you more control than the browser does. You can export your results to PDF, by selecting the small downward arrow in the upper blue bar.



Your report will then be displayed in PDF format, example below. Print your report through your PDF viewer.



Spreadsheet Upload (SSLD)

Background

Spreadsheet upload (SSLD) allows the ability to use a preformatted spreadsheet to upload certain transaction data into FINET. The spreadsheet data will upload directly into FINET without any of the system edits. The documents created from the spreadsheet will be found in the document catalog in draft held status.

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Spreadsheet Upload can be used for the following document types:

GAX - General Accounting Expenditure
CR - Cash Receipt
IDT - Internal Department Transaction
IET - Internal Exchange Transaction

Uploading the Spreadsheet

Available here: *https://financesupport.utah.gov/portal/en/kb/articles/spreadsheet-upload-ssld*

1. Access FINET
2. Select the Jump To field
3. Enter SSLD
4. Select Go
5. Select Browse
6. Find the desired file click here
7. Select Open
8. Select Upload

View the Results of the Uploaded Jobs

1. Access FINET
2. Select the Jump To field
3. Enter SSLD
4. Select Go
5. Select View All Jobs
6. Enter the spreadsheet name (The job name is the name of the uploaded spreadsheet.) click here
7. Select Browse
8. View the Run Status to determine if the job has completed or not. If the job has completed you can view the success of the job.
9. Select View Log
10. FINET displays the following results (Each row represents a document . A document may represent multiple spreadsheet rows):

- Rows Processed
- Rows Saved
- Rows in Error

11. Verify that the Rows in Error is Zero:

- Rows (documents) that error out will not create FINET documents. You must submit the corrected information in another spreadsheet.

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Hints for using Spreadsheet Upload

- **Y**ou need the Spreadsheet Upload Administration role in FINET (the role can be requested using an SA-8 form available at *https://finance.utah.gov/forms-2-/* under Security.
- You can only use spreadsheet upload for document types covered by your assigned roles.
- Use Document IDs outside of your normal auto document numbering system to avoid overlap.
- Maximum Number of lines = 10,000
- Maximum File Size = 10mb

New Contract for Fuel Cards

By Cory Weeks, Manager of Accounting Operations

Many of you know that the State Fleet Operations Division (Division) recently moved to a new contract for fuel cards. One result of that is that the Division can no longer process reimbursements to employees through the fuel card program. This news was communicated through a memo from Fleet to the state's motor pool coordinators.

Moving forward, if an employee pays for fuel in a fleet vehicle because the fuel card did not work, please process the reimbursement request in accordance with FIACCT 05-03.00. The proper object code is 6172. If using the FI-48 form, you should use the freeform line on the bottom of the form to complete the reimbursement. This approach should be used for state-owned vehicles as well as vehicles available through the Enterprise rental at the on-demand motor pool locations.

The Fleet Division would like drivers to be reminded that prior to leaving in a fleet vehicle, the driver should do a walkaround, which includes verifying that the fuel card is in the vehicle. The PIN for the fuel card is the employee's EIN.

Please contact Cory Week (cweeks@utah.gov) if you have any questions.