



NOACSC
Northwest Ohio Area
Computer Services Cooperative

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FISCAL SERVICES Newsletter

Please remember to contact us at 419-228-7417 x 3 or email us at fiscal@noacsc.org when you need assistance

February 2020

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The New W4

By now some of you may have started using the new W4 form as required by the IRS. In checking the federal withholding affected by use of the new W4 in test files, it's been noted there is a difference in the anticipated result versus the actual result when changing withholding via the new W4.

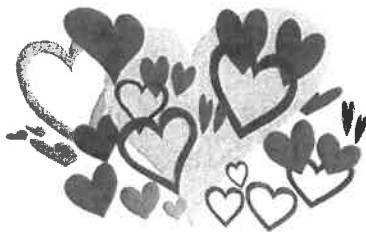
The website **IRS.GOV** has a wealth of information about the new W4, as well as a FAQs section AND a Tax Withholding Estimator either you or your employee can use. The Classic program TAXTAB has also been updated to accommodate the new W4 format and a version of TAXTAB is scheduled to be released in Redesign around the end of the first quarter.

Sending Secure Documents

Do you need to send a document to NOACSC that contains social security numbers or other highly-secure information? If so, please remember to send those documents via secure email, not regular email.

A secure email will require the recipient to open the email using a supplied password, which prevents unintended recipients from accessing these emails easily.

If you want to send a secure document to NOACSC, we will be happy to send a link to you for sending those documents securely so that employees' personal information is not compromised. Documents such as W2s, bank routing documentation, employee screenshots including social security numbers, etc. should be sent via secure email.



Newhire & Venhire

The programs NEWHIRE & VENHIRE in both Classic and Redesign exists to serve as a reporting mechanism for ODJFS to know when an employee or private vendor is in service at your district. This information is used to locate employees/vendors who receive income from your district for the Office of Child Support Enforcement. This is a requirement defined by ORC 3121.89.

In Redesign, NEWHIRE is located in Core/Employee while VENHIRE is located in Core/Vendor. In Classic, NEWHIRE is located in USPSCN/BIOSCN while VENHIRE is located in USASWEB/Vendors.

NEWHIRE reporting is to be done within twenty (20) days of an employee's hire date. You can either submit via mail using a paper form or you can file electronically using state software.

VENHIRE will assist you in creating a report of any USAS vendors (independent contractors) with payments of at least \$2,500 for the calendar year. You will reset your VENHIRE fields after reporting so you can start capturing data for the next calendar year.

Why do we do NEWHIRE and VENHIRE? The following is a paragraph from the Ohio New Hire Reporting website: *New hire reporting accelerates the child support income withholding order process, expedites collection of child support from parents who frequently change jobs, and promptly locates non-custodial parents to help establish paternity and child support orders. Because of this, new hire reporting is essential to helping children receive the support they deserve. Employers serve as key partners in ensuring the financial stability of many children and families and should take pride in their integral role.* Please contact us if you need more information.

USAS Security—Access and Controls

Both Classic and Redesign have wonderful access and security controls maintaining what users can do in your USAS system once you have the security parameters set up.

In Classic, you would first go to USASDAT and then to USASEC. Within USASEC you can restrict who can add/modify vendors and allow or restrict negative budgets and appropriations. (If you notice "old" employees hanging out in USASEC, you can simply delete them from USASEC.) You can also limit account access.

In Redesign, you will access the information at System/User. Each user who has access in Redesign can be set to permit them to allow or restrict negative budgets, appropriations, and amounts. In System/Roles you will determine which roles can add/modify vendors and then assign those roles accordingly.

It is recommended you check Classic USASEC or Redesign User and Roles periodically.

The NOACSC office will be closed on Monday, February 17 (Presidents' Day)