

ESSENTIAL NEWS FOR RF EMPLOYEES / RESEARCHERS



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New Mileage Rate

The IRS has released new mileage rates effective January 1, 2016:

- business miles will be reimbursed at a rate of **\$.54/mile**
- medical or moving will be reimbursed at a rate of **\$.19/mile**
- charitable remains the same at **\$.14/mile**

The [RF Travel Handbook](#) has links directly to the IRS mileage reimbursement rate pages. If you have any questions on mileage rates, contact [Carol Julian](#), 878-4144.

Tax Exempt – Reminder - The Research Foundation for SUNY (RF) is Tax Exempt in NY, NJ, FL, KY, MA, PA and TN.

As a non-profit organization, the RF is exempt from New York State local sales and use taxes. The RF is also exempt from tax in New Jersey, Florida, Kentucky, Massachusetts, Pennsylvania and Tennessee. When using RF funds to make a purchase, exemption from sales and use taxes must be requested. The RF Tax Exempt number is printed on the bottom of the Purchase Order. If an order is made by telephone, the RF's tax-exempt status should be noted to the supplier.

Tax Exempt certificates to use for purchases and travel are available on the [SPO Purchasing forms webpage](#).

RF Pre-Paid Card to Reimburse Recurring, Non-payroll Payments

Please be advised that effective in February 2016, the RF will be offering a new payment method for individuals who frequently receive reimbursement payments from the RF – RF Prepaid Cards. This alternative payment method will be available to all campuses for reimbursing human subject participants or other individuals receiving recurring non-payroll related payments.

The RF Prepaid Card is a pre-loaded card that is specific to a particular individual. There are many benefits in using this alternative payment method including reducing costs of producing checks, costs associated with check replacement, and quicker reimbursement turnaround time. For additional information, please see the [Key Bank Prepaid Card Program Overview](#) as well as the [FAQ for Key Bank Prepaid Cards](#). Please contact [Carol Julian](#), 878-4144, if you are interested in receiving your reimbursements via a pre-paid card.

Ethics Training –Save the Date

Save the Dates March 21-23, 2016. The Research Foundation staff from Albany, NY will be on campus to deliver mandatory, multi-part sessions. More information on how to register and about the trainings titled *Understanding Corporate Ethics* and *Conflicts of Interest* will be sent in the coming weeks in a direct email.

Important News for RF Employees and Researchers cont'd

2015 w-2's

2015 w-2's are now available on the RF Self Service website. Hard copies were mailed by January 31st, 2016. Employees are encouraged to discontinue receiving a hard copy of their w-2's for 2016 by updating their "Contact Information" and changing their W-2 Print option to "No" on the self-service website.

To access the self-service website:

- 1)** Go to www.rfsuny.org, **2)** Select Login and enter login ID and password, **3)** Select Self Service,
- 4)** Select Employee Self Service, **5)** Select Contact Information

If you have any questions on w-2's contact Sponsored Programs Human Resources at 878-4046.

RF Offers Paycheck Alternatives – Pay Card or Direct Deposit

Effective with pay date **February 19, 2016**, the Research Foundation (RF) will no longer mail paychecks to campus Human Resources Offices (HR). All paychecks will be mailed by the RF in Albany directly to the home address listed on the paycheck. Employee paychecks will no longer be available for pick-up in Sponsored Programs HR.

Due to potential delays in mail delivery, it is recommended you sign up for direct deposit or the pay card. If you choose to continue to receive a paper check, it is important for you to confirm that the address you have provided to HR is your correct mailing address.

The Research Foundation offers two paperless, safe, fast and convenient ways to receive your wages.

Key Bank Pay Card - How it works - The Key Bank Pay Card is a reloadable prepaid debit card. Each payday, your salary is automatically deposited to your personalized pay card. Purchase amounts are deducted from the available balance each time you use the card or you may withdraw cash at no charge from any Key Bank ATM.

How to enroll - Participants electronically fill out a [Pay Card form](#) and send it to payroll@rfsuny.org or contact [Stephanie Guarin](#), HR/Payroll office in Sponsored Programs.

Direct Deposit - How it works – Each payday, your salary is automatically deposited in to your existing bank account. Funds are then available through the established way you use your account.

How enroll in direct deposit: 1) Go to www.rfsuny.org, 2) Select Login and enter login ID and password, 3) Select Self Service, 4) Select My Pay Methods, 5) Add new bank account for direct deposit

We hope you find this information helpful.

Please contact Sponsored Program Operations with any questions regarding the items above.

If you have suggestions for future articles contact [Mary Kren](#) or myself. Thank you, [Donna Scuto](#).