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SR82550
DOS Code Updates

Objective:

The objective of this service request is to add PPS DOS Codes to the base table.

Project Type:

This is an update to the Description of Service Table, table #10.

Requested by:

Payroll Coordination

Analyst(s):

Shaun Ruiz, Payroll Coordination

Due Date(s):

Date Mandated: To be released to locations by June 1st, 2009.

Background:

On November 7, 2008, the Internal Revenue Service (IRS) granted the University a six-month extension until June 1, 2009 to come into compliance with the substantiation rules for the personal use of cell phones. The extension was granted to allow the University additional time to establish internal systems to track cell phone usage. As part of the extension, the University must provide the IRS with a statement by June 1, 2009 that it has implemented the new systems. It would not be necessary to implement any new tracking systems, however, if the University treats the entire value of a UC-provided cell phone as a taxable fringe benefit and withholds appropriate taxes.

Current Process:

None.

Proposed Process:

Create two DOS codes to comply with new IRS regulations.

1. One code to report the cost of an employee's cell phone plan, e.g., \$50 a month. This code will be added to the employee's pay each month as imputed income subject to withholding.
2. One code for the taxable cash allowance. This code will be used to reimburse the employee for the tax on the imputed income.

PPS DOS codes:**Change**

PPS DOS	Description of Code	Action	Location	Description of Action
CEL	Cell Phone Expense	Add	All	See Attachment 1
CE2	Cell Cash Allowance	Add	All	See Attachment 1

