New Form: Selection of Source & Price Justification

VPF Sourcing and Procurement recently modified the Selection of Source and Price Justification form to improve this important component of the procurement process. The revised form includes straightforward questions and simplified layout. MIT community members, sponsors, and auditors were central in guiding these latest revisions.

Download the new Selection of Source and Price Justification Form >>

The Selection of Source and Price Justification Form is used when making purchases exceeding $10,000. VPF Sourcing and Procurement reviews this form to ensure that purchases are in compliance with MIT policies and federal guidelines for vendor selection and price justification. As a reminder, the easiest ways to justify a purchase is to use a SmartBuy vendor or obtain competitive quotes from multiple vendors.

As before, the requirement for written quotes applies to purchases exceeding $50,000. Written quotes for purchases less than $50,000 should always be attached to a requisition whenever they are available or when the requisition does not include a clear and precise explanation of the item being purchased.

Completed Selection of Source and Price Justification Forms should be attached and submitted along with the requisitions. Vendor quotes, Selection of Source and Price Justification Forms, contracts, and other documents can be submitted electronically along with the requisition. Requisitions submitted with the proper documentation will be processed to generate a purchase order. If additional documents are needed, a procurement representative will contact the submitter.

Please note that the Selection of Source and Price Justification form is required when making a purchase through an MIT vendor listed on SmartBuy. However, detailed explanations are not required in this case.

Community feedback regarding the revised form is greatly appreciated and can be sent to Rose Durham, Manager of Procurement.

New eCat Feature: Split Purchases Among Cost Objects

The eCat purchasing system now offers the option to split purchases among up to 10 cost objects. Particularly useful for complex, multi-item orders, this option is available in the "Line Item Information" field on the "Create Requisition-eCat Vendor" screen.

Please contact Sourcing and Procurement (ecat@mit.edu, 617-253-7241) for assistance and with any questions.

HR/Payroll News

Employment and Income Verification -- Simplified

The Work Number, a service of Equifax Workforce Solutions, is now MIT’s designated provider of employment and income verification. Collaborating with The Work Number will simplify the verification process and accelerate decisions through an online system available to credentialed verifiers 24 hours a day, 7 days a week.

Typically, when a borrower applies for credit or other services where proof of employment or income is required, they provide consent to the credit grantor to verify their information. Verifiers must provide a permissible purpose for requesting the information, as defined by the Fair Credit Reporting Act (FCRA). In the past, employment verification was processed through the VPF’s HR/Payroll group -- up to 3,000 times per year.

For MIT employees, The Work Number Client Service Center is available Monday through Friday, 8 am-9 pm, at 800-367-2884, or by visiting www.theworknumber.com/employees.

Learn more about The Work Number and employment verification on the VPF website. For questions, please contact HR/Payroll Manger, Chris Durham (617-324-1137, cldurham@mit.edu)

Tax Season Tips

Please contact HR/Payroll Manager, Chris Durham (617-324-1137, cldurham@mit.edu) or by visiting PM, at 800-367-2884, or by visiting www.theworknumber.com/employees. For MIT employees, The Work Number Client Service Center is available Monday through Friday, 8 am-9 pm, at 800-367-2884, or by visiting www.theworknumber.com/employees. For questions, please contact HR/Payroll Manager, Chris Durham (617-324-1137, cldurham@mit.edu).
W-2s for Former Employees
Current MIT employees may obtain their W-2s online through Atlas, but individuals who worked at MIT in 2014 and no longer work here do not have access to the online system. MIT mailed hard-copy W-2s to these individuals in January. The W-2s were mailed to the primary address on file with HR/Payroll.

It is sometimes the case, however, that the address on file is not current. Former employees who have yet to receive their W-2s are encouraged to contact the HR/Payroll Service Center (payroll@mit.edu or 617-253-4255), which can provide W-2 copies by mail or send a password-protected PDF version via email.

Looking for your 1099-HC?
Individuals filing tax returns with the state of Massachusetts are required to demonstrate coverage under a health insurance plan. Coverage may be demonstrated by submitting a 1099-HC form, which insurance companies provide each year to covered individuals.

Individuals who have not received this form should contact Blue Cross, using the customer service number on the back of their card. This is the case whether individuals are covered under the MIT Choice Plan or the MIT Traditional Plan. Learn more about the 1099-HC form >>

Tax Workshop for MIT Students and International Scholars
As a service to MIT, PricewaterhouseCoopers (PWC) is hosting a workshop on April 1 to provide general guidance to MIT students and international scholars on the process of filing 2014 U.S. and Massachusetts tax returns. Developed and offered in conjunction with VPF, the Office of the Dean for Graduate Education, the International Students Office (ISO), and the International Coordinating Committee (ICC), the workshop will cover general tax information. It is not intended to provide individual tax advice. Registration is not required.

Please pass along the details below to students and international scholars. You might also post the workshop flyer in your areas.

Wednesday, April 1
Broad Institute Auditorium (415 Main Street) – Building NE30

<table>
<thead>
<tr>
<th>When</th>
<th>Who</th>
<th>Tax Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-11 am</td>
<td>International students (&lt; 5 years in the US)</td>
<td>Nonresident Aliens for tax purposes</td>
</tr>
<tr>
<td>1-2 pm</td>
<td>International scholars (non-students)</td>
<td>Nonresident Aliens for tax purposes</td>
</tr>
<tr>
<td>2:30-3:30 pm</td>
<td>US resident students, international students (&gt;4 years in the US) and international scholars</td>
<td>Resident tax filers (US Citizens, US Permanent Residents, Resident Aliens for tax purposes)</td>
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Concur 2.0 Update
Campus Presentations
Members of the VPF Travel Services team headed out to all corners of the campus, from the Alumni Association at W98 to the Industrial Liaison Program at One Main Street, in December and January, to demonstrate the Concur 2.0 new user interface and enhanced features. Their goal was to ensure a smooth transition for faculty, administrators, and students who use Concur.

Andrea Siegel and Devin Mead-Ward gave 34 demonstrations between December 1 and January 9. They were accompanied by the designated Travel Representatives for each DLC, which strengthened their ties with their DLCs and heightened awareness of their unique travel issues. The campaign wrapped up with four training sessions at VPF for users from all DLCs and extra drop-in training sessions.

For more information on Concur 2.0, check out the overview. For specific questions email travelsupport@mit.edu.

New Approver Training Course
Travel Services is offering a new in-person Concur 2.0 course, designed specifically for cost object approvers. The course also provides an overview of MIT travel policies and processes.

Upcoming sessions:
Tuesday, April 7, 1:30-3:30 pm.
Thursday, April 9, 10 am-12 pm

Register for the course through the MIT Learning Center.

<table>
<thead>
<tr>
<th>Fundamentals of Financial Mgmt.</th>
<th>May 6-7, 9 am-12 pm daily</th>
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</thead>
<tbody>
<tr>
<td>Introduction to Sourcing &amp; Procurement</td>
<td>May 19, 9 am-10:30 am</td>
</tr>
<tr>
<td>Introduction to Travel &amp; Expense</td>
<td>May 19, 10:45 am-12 pm</td>
</tr>
<tr>
<td>Accounting Fundamentals</td>
<td>June 3, 8:30 am-12 pm</td>
</tr>
</tbody>
</table>

In-Person eCat Training
VPF is offering in-person training for eCat’s improved user interface. The sessions will take place in the Little Cayman Conference Room in NE49, 11 am-12 pm, on the following dates:
- April 9
- May 14
- June 11
- July 9

Visit the eCat homepage for additional training opportunities, including video tutorials and a user guide.

More Ways to Learn
VPF staff members are available to provide customized training to members of the MIT community. Request a customized training session.

MIT training resources for administrators are just a click away.
- VPF online and in-person courses
- Environment, Health & Safety training
- Learning and development offered by Human Resources
- IS&T training
- Office of Sponsored Programs training
- Join the MIT Yammer Network for training updates

Lynda.com is another great option for training. MIT community members have access to over 1,000 online courses.

AdminConnect
Stay connected with AdminConnect, an online resource for MIT administrators that includes:
- Administrative News
- 'How To' articles
- Initiative overviews
- Guide to offices
- Administrative directories and committee listings

HR/Payroll Key Dates | March 2015
- HR Employee Transactions: March 20
Protecting Your MIT Credit Card

Help us keep your MIT credit card information secure. Safeguard information associated with your MIT Travel and Procurement Cards as you would for personal credit cards. Please do not share credit card numbers, expiration dates, security codes, or PINs in any communication, including email or voicemail.

Important Links

- SmartBuy: Buy from MIT's preferred and partner vendors
- eCat online ordering system
- Atlas
- Roles Database
- Ask VPF a question, offer feedback
- VPF Statement email list

Financial and Administrative Service Areas Within VPF

Accounts Payable — 253-2750 | Email | Web
Accounts Receivable — 253-2758 | Email | Web
Budget and Financial Analysis — 253-2766 | Email | Web
Cashier Services — 253-5426 | Email | Web
Financial Accounting and Reporting — 253-2760 | Web
HR/Payroll Services — 253-4255 | Email | Web
Journal Vouchers — 253-4035 | Email | Web
Merchant Services — 253-2758 | Email | Web
Property Accounting — 253-2776 | Email | Web
Sourcing & Procurement — 253-7241 | Email | Web
Sponsored Accounting — 258-8483 | Email | Web
Tax Services — 452-4532 | Web
Travel Services — 253-8366 | Email | Web

For complete details regarding the timing of HR/Payroll monthly closings and important dates, visit the online schedule.