
TODAY'S NEWS

Happy New Year



It has been a lot longer than the original two weeks we were supposed to be away from the office. We thought we would pay a few invoices from home and then be back to our normal work environment. Little did we know we would have to convert our paper-based processes to a completely new system. Yes, we had some trials and tribulations along the way, such as trying to obtain invoices via e-mail and the many different platforms that our vendors use, but we all have worked diligently to make the necessary changes.

Even though you do not see us on a regular basis, we are doing our very best to provide you with the finest customer service possible. Some of our processes have improved significantly with the paperless environment - processing the procurement card comes to mind. We no longer are making countless trips across the courtyard with paper in hand, trying to obtain the correct signatures and documentation. CFMO has helped us improve this process, which has allowed us to save a tremendous amount of time to spend on other payments.

Some of those other payments have supported SAD missions as the Colorado National Guard maintained readiness for the “largest and longest activation in State history” - battling wildfires, providing Denver Civic Unrest support, performing Election Cybersecurity Defense throughout a Presidential election year, and numerous ongoing Pandemic Missions with over 110,000 COVID - 19 tests being administered, along with rapid response teams deployed to residential care facilities and the current assistance with vaccine distribution. During this time, increasing numbers of SAD’s were added to the payrolls and reimbursed for travel costs, while p-card purchases continued to mount.

Please know we welcome suggestions that can help us improve our Department, so we can serve DMVA better. You can reach us via our cell phones, e-mail, or drop-by the office (limited hours).

We are wishing all of you a safe and happy 2021!

Meet our New Controller - Christi Kamath

After months of looking for someone to lead the DMVA Accounting Department, we are happy to announce that Christi Kamath is our new Controller. Christi comes to DMVA from the Colorado Department of Personnel and Administration. She is looking forward to meeting and working with everyone as she gets acquainted at DMVA.

Travel Reimbursements

It is that time of year we start receiving questions regarding your travel reimbursements, so we thought we would try to address those questions and provide some helpful hints to improve on the amount of time it takes to receive payment. We really want to make sure you are paid in a timely manner. If you have not received notice of your reimbursement within a week, please reach out to us!

The 2021 per diem rates remain the same as 2020 per diem rates, but the new mileage rate for 2021 is \$.50/mile. The travel Fiscal Rule on reimbursement states “requests within 60 days of travel is a non-taxable reimbursement. If the request is submitted within 61-90 days, the reimbursement is taxable. At 91 days and beyond, no reimbursement is allowed.”

The Travel form has been updated for 2021. So, where can you find the form? Go to <https://www.colorado.gov/dmva>, then to Important Forms, then choose “Travel Forms”.

Helpful Hints

1. Send your travel reimbursement directly to Madelene Robbins or the general accounting e-mail box - accountingdmva@dmva.state.co.us.
2. Label your e-mail “Travel Reimbursement”.
3. Only include your travel reimbursement documentation in the e-mail. When you add it to other invoices we might not see it as quickly.
4. Make sure your form has the correct coding and signatures before sending it to us.

State Mail Pick-up

Are you wondering if State mail is still being picked up from and delivered to DMVA? The answer is a firm YES. We receive the mail every Wednesday around 2:00 pm. If you want something placed in State mail, you can drop it off on Wednesday if it is too large to fit under the door.

**“We are listening -
how can we improve
our service?”**

Payroll Update

Please see the last page for helpful W-2 information. Keep in mind, W-2's will be mailed out at the end of January. Please be on the lookout for them. If you have any questions, please contact Rob Maes in Payroll.

Important - Payment of invoices

We really want to pay any invoices that you have in an efficient and timely manner, but we need your assistance to accomplish this task. If you need to have an invoice paid - **PLEASE DO NOT SEND THE INVOICE TO OUR PERSONAL E-MAIL ACCOUNTS**. When you send an invoice to our personal accounts, they tend to get buried and sometimes forgotten. Also, Lisa and Joann do not have access to each other's e-mail, so if one is on vacation or out sick, they will not be able to retrieve the invoice from the other's e-mail box.

Please send invoices to - accountingdmva@dmva.state.co.us.

Contact Information

Person	Phone Number	E-mail
Christi Kamath - Controller	303.358.6907	christi.kamath@dmva.state.co.us
Jana Sanchez – Grants Mgmt./General Accounting	720.384.3002	jana.Sanchez@dmva.state.co.us
Madelene Robbins - Accounts Receivable	303.903.3611	madelene.robbins@dmva.state.co.us
Theresa Winsor - Assets		theresa.winsor@dmva.state.co.us
Robert Maes - Payroll		robert.maes@dmva.state.co.us
Lisa LaMunyon - Accounts Payable		lisa.lamunyon@dmva.state.co.us
Joann Farrend - Accounts Payable	303.912.1523	joann.farrend@dmva.state.co.us

Contact Information

Person	Phone Number	E-mail
Accounts Payable		accountingdmva@dmva.state.co.us

Note: Due to COVID-19 we are not in the office every day, but are willing to come in to meet your needs. If you need to drop off or pick-up a document, PLEASE reach out to us so that we can schedule a time convenient to you! We want to assist you in performing your job.

Form W-2 Decoded!

The most common question payroll officers receive once the Form W-2s have been distributed is, “Where do these amounts come from?” Below, please see a description of how each box on the Form W-2 is populated. Please use this as a guide to understand your Form W-2.

Note: This list has been created to be specific to State of Colorado employees paid through Central Payroll in the Department of Personnel and Administration. Employees not paid through this office may have different information reported.

Box 1 – Wages, tips, other compensation

This box reports the federal taxable wages earned by the employee. Federal taxable wages may include imputed income. Imputed income is wages that the employee doesn’t actually receive in the form of cash, but are added to taxable income. Examples include, but are not exclusive to, excess life insurance, taxable moving expenses, non-cash awards, etc.

Federal taxable wages are calculated by taking gross wages and reducing them by pre-tax deductions and the employee’s share of PERA. Examples of pre-tax deductions include (if elected by the employee):

- Health insurance
- Dental insurance
- Vision insurance (for non-classified insurance plans)
- Flex spending accounts (both health and dependent care)
- Contributions to a retirement account such as a 401k, 457, or 403b
- Commuter deductions such as parking or Eco-pass

In summary: Box 1 = Gross wages + imputed income – pre-tax deductions – Employee’s PERA

Box 2 – Federal income tax withheld

This box reports the year-to-date amount of federal tax withheld from an employee's paycheck. This amount is based on the amount of federal wages earned and what the employee claimed on their W-4 including additional withholding amounts.

Box 3 – Social Security wages

No amount will be reported in box 3, because State of Colorado employees are not subject to social security withholding.

Box 4 – Social Security tax withheld

No amount will be reported in box 3, because State of Colorado employees are not subject to social security withholding.

Box 5 – Medicare wages and tips

This box reports the Medicare wages earned by the employee. Medicare wages are gross wages reduced by pre-tax deductions only. Examples of pre-tax deductions include (if elected by the employee):

- Health insurance
- Dental insurance
- Vision insurance (for non-classified insurance plans)
- Flex spending accounts (both health and dependent care)
- Commuter deductions such as parking or Eco-pass

Employees who have been continually employed with the State of Colorado since prior to April 1, 1986 may not have any wages reported in box 5.

In summary: Box 5 = Gross wages + imputed income – pre-tax deductions

Box 6 – Medicare tax withheld

This box reports the year-to-date amount of Medicare tax withheld from the employee (Medicare wages in box 5 multiplied by 1.45%).

Employees who have been continually employed with the State of Colorado since prior to April 1, 1986 may not have any wages reported in box 6.

In summary: Box 6 = Box 5 x 1.45%

Box 7 – Social Security Tips

No amount will be reported in box 7 for State of Colorado employees

Box 8 – Allocated Tips

No amount will be reported in box 8 for State of Colorado employees

Box 9 – (No longer used)

Box 9 on Form W-2 is no longer used.

Box 10 – Dependent Care Benefits

This box reports the amount of money that an employee contributed into a dependent care flexible spending account on a pre-tax basis. Any amount over \$5,000 is also included in box 1.

Box 11 – Nonqualified Benefits

No amount will be reported in box 11 for State of Colorado employees

Box 12

This box will report codes that will vary by employee. The Form W-2 for State of Colorado employees has space to report four (4) codes. If an employee has more than four codes to be reported on their W-2, they will receive two W-2s. The second W-2 will only have information in box 12 and not any other boxes. Below are the possible codes that a State of Colorado employee may see:

- Code C – Taxable cost of group-term life insurance over \$50,000 (included in boxes 1 and 5).
- Code D - Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.
- Code E - Elective deferrals under a section 403(b) salary reduction agreement.
- Code G - Elective deferrals and employer contributions (including non-elective deferrals) to a section 457(b) deferred compensation plan.
- Code W – Employer contributions to your health savings account (HAS).
- Code DD - Cost of employer-sponsored health coverage. The amount reported with Code DD is not taxable.

Box 13

All State of Colorado employees will have a check mark in the “Retirement Plan” box in box 13, regardless if they were temporary or permanent employees (except for students working at the Colorado School for the Deaf and Blind). PERA retirees working after retirement will also have box 13 checked.

If the “Retirement Plan” box is checked, special limits may apply to the amount of traditional IRA contributions an employee may deduct from their personal income taxes.

The “Statutory Employee” and “Third-party sick pay” check boxes will not be checked for any State of Colorado employee on their W-2 that they receive from the state.

Box 14

Box 14 will contain EPA, EPH and EPS earnings.

Box 15 – State & State ID No.

This box will contain the two character abbreviation and the state ID number for the state in which the employee was taxed. If an employee was taxed in more than one state throughout the calendar year, they will receive 2 (or more) W-2s.

Box 16 – State wages, tips, etc.

For employees who performed their work within the state of Colorado, box 16 will equal the amount in box 1 and is calculated in the same manner. Other states may calculate their taxable wages with a different method.

Box 17 – State income tax

This box reports the year-to-date amount of state tax withheld from an employee’s paycheck. This amount is based on the amount of state wages earned and what the employee claimed on their W-4 including additional withholding amounts.

Box 18 – Local wages, tips, etc.

This box will be blank for employees who performed work within the state of Colorado. Occupational Privilege Tax (OPT) withholding in the state of Colorado is not considered an income tax and therefore is not reported on the Form W-2. OPT localities within Colorado include: Denver, Aurora, Greenwood Village, Glendale, and Sheridan.

Employees who worked outside the state of Colorado may have local tax information reported on their Form W-2.