

Yale Department of Physics

Yale Physics Newsletter

October 12, 2018

Hints & Tips!

Welcome to our new hints and tips section! Please email daphne.klemme@yale.edu with any helpful tips that will help us work to our best ability.

Please note that the p-card billing cycle starts on the 16th of the month and ending on the 15th of the following month. Be aware of your monthly limits, email karen.defelice@yale.edu for this information.

News

Congratulations to **James Mulligan** on the successful defense of his dissertation titled "Inclusive jet measurements in Pb-Pb collisions with ALICE". His thesis advisor was John Harris.

International payments process streamlined and training offered

Payments to Non-U.S. Payees Changes to Processes, Documentation Requirements and Fall Training

Responding to requests from the University community to streamline payment procedures, the Controller's Office and Yale Shared Services have recently updated processes and documentation requirements with respect to payments made to international payees, including:

- International Information Form (IIF) - Updated
- Foreign Source Income - Updated Documentation Requirements
- Form W-8BEN/W-8BEN-E – Accounts Payable Process Change
- International Payments Workshops offered

In November the International Operations and Compliance Committee (IOCC) will offer International Payment Workshops to discuss these changes and the workshops will focus on requirements related to payments to non-U.S. individuals and entities.

Updated International Information Form (IIF)

The IIF has been updated and will no longer serve as a substitute Internal Revenue Service (IRS) Form W-8BEN, *Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)*. Because Form W-8BEN is now required by the Vendor Compliance Unit at the time of vendor setup, the IIF has been revised to eliminate information separately requested on Form W-8BEN.

Save the Date

October break is here! Please be aware that there will be no classes after 11pm on October 16th – October 21st.

Seminars

Tuesday, October 16 WIDG Seminar. Ako Jamil, Yale University, "The Search for Majorana Neutrinos with nEXO", WLC 245 at 12:00pm. [Lunch will be served at 12:00 p.m. in WLC-245. RSVP required.](#)

Wednesday, October 17 Department of Molecular, Cellular and Developmental Biology Seminar. Nicholas Turk-Browne, Yale University, "Statistical learning in the human brain", SCL 160 at 4:00pm. Host: Damon Clark. 3:45pm Tea.

Thursday, October 18 Nuclear Particle Astrophysics (NPA) Seminar. Raul Monsalve, McGill University, "Constraining Cosmic Dawn and Reionization with the Global 21-cm Signal", WL 216 at 1:00pm. [Lunch will be served in WLC-245 from 12:00 to 1:00 pm. RSVP required.](#)

Friday, October 19 STEM Education Seminar. Dr. Mays Imad, Pima Community College, "How Stress Affects Metacognition", CTL 120A & 120B at 12:00pm. [RSVP for Lunch.](#)

Friday, October 19 Yale Quantum Institute Seminar. Mika Sillanpää, Aalto University, "Backaction and entanglement in microwave optomechanics", YQI Seminar Room at 12:00pm. Host: Jack Harris.

For more seminars see: <http://physics.yale.edu/calendar>

As a reminder, the IIF must be completed by international short-term visitors and scholars holding a visa **not** sponsored by Yale University who receive payments for:

- Independent personal services, honoraria, non-employee prizes, fellowships and awards, royalties and other similar payments;
- Reimbursement of expenses that are **not** considered substantiated university business expenses pursuant to university policy, and are therefore, reportable income; and
- Reimbursement of substantiated university business expenses pursuant to university policy, but **ONLY** for those in B-1, B-2, WB or WT immigration status.

Note: International short-term visitors holding a visa sponsored by Yale University should complete the [FNIS web-based application in lieu of the IIF](#).

Updated Documentation Requirements – Foreign Source Income

The university no longer requires internal Form T-100, *Statement for Independent Services Performed for Yale*

University Outside the United States, for payments to individuals who are non-U.S. citizens and who have performed independent personal services exclusively outside of the U.S. The university will continue to require Form W-8BEN for such payments (see A, below) except in limited circumstances, where it is impracticable to obtain a completed Form W-8BEN (see B, below).

A. General Requirement: Form W-8BEN and Country of Activity

The university will require Form W-8BEN at the time of vendor set up and will require the country of activity to be entered in Workday with the payment request.

B. Exception: Form 3415 FR.04, Statement of Foreign Source Payments

Although the best documentation of payee status is a completed Form W-8BEN or Form W-9, as applicable, the IRS permits, on a limited basis, the use of “presumption” rules in the determination of payee status. If a Yale employee makes payments directly to non-U.S. individuals for temporary independent personal services (e.g., services of local guides) and those services are performed exclusively outside the U.S., the employee may complete Form 3415 FR.04. In completing the form, the employee must list the payee(s) and certify that he/she has no actual knowledge, and no reason to believe, that the payee is a U.S. person.

Accounts Payable Process Change – Form W-8BEN/W-8BEN-E

As a part of its review of payment requests to international short-term visitors and scholars, Accounts Payable reviews Workday to determine whether a valid Form W-8BEN/W-BEN-E is already on file for the payee. If it is on file, no additional action is required. If a valid form is not on file, Accounts Payable will notify the requestor that an updated form is required.

Generally, a Form W-8BEN/W-BEN-E will remain in effect and valid for purposes of establishing foreign status for a period starting on the date the form is signed and ending on the last day of the third succeeding calendar year, unless a change in circumstances makes any information on the form incorrect.

International Payments Workshops

We are once again offering a series of small-group workshops in November that will focus on requirements surrounding payments to non-U.S. individuals and entities. Each workshop will cover the same basic content: documentation requirements, U.S. visa restrictions (related to making payments), U.S. tax reporting and withholding obligations, and a demonstration of the online [International Payment Tool](#).

Registration is limited to one workshop per individual. Attendance for each workshop is capped at 20 persons

to facilitate discussion. [To register for a workshop, please click here.](#)

Please note the [International Payment Tool](#) is being revised to reflect these changes.

Contact the Yale International Tax Department at internationaltax@yale.edu with any questions or comments.

Announcements

For further information on any of the items included here or if you would like to contribute to the next newsletter, send email to [Daphne Klemme](mailto:Daphne.Klemme).

Flu Shot Information

Flu Shot Clinics

Flu shots are free for all Yale staff, faculty, students, seniors and Yale Health members.

Adults and children over 5 years of age can go to any of the flu clinics. Children 6 months through 4 years can ONLY go to the flu clinics offered at the Yale Health Pediatrics Department. Children under 18 years old must be accompanied by an adult.

High dose flu vaccine is available at all of the flu clinics except the ones at the Yale Health Pediatrics Department.

Date	Time	Location	Ages
Fri., Oct. 19*	10am to 3pm	Yale Health Center, 1st Floor	5 years and older
Wed., Oct. 24	4:30pm to 7pm	Yale Health Pediatrics, 3rd Floor	6 months and older
Sat., Oct. 27	9am to 1pm	Yale Health Pediatrics, 3rd Floor	6 months and older
Tues., Oct. 30*	10am to 3pm	Yale Health Center, 1st Floor	5 years and older
Fri., Nov. 2	10am to 2pm	West Campus, School of Nursing	5 years and older
Tues., Nov. 6	10am to 3pm	Yale School of Medicine, Harkness Lounge	5 years and older
Thurs., Nov. 15*	2pm to 7 pm	Yale Health Center, 1st Floor	5 years and older
Sat., Nov. 17	9am to 1pm	Yale Health Pediatrics, 3rd Floor	6 months and older
Tues., Nov. 27*	2pm to 7pm	Yale Health Center, 1st Floor	5 years and older
Sat., Dec. 1	9am to 1pm	Yale Health Pediatrics, 3rd Floor	6 months and older

*On these dates Flu FIT home-based colon cancer screening kits will be available for eligible adults with a Yale Health primary care provider.

[Please click here for updates on the Yale Science Building, including a new logistics plan.](#) The project encompasses the construction of a new state of the art sciences laboratory at the approximate location of the demolished J.W. Gibbs building, a comprehensive renovation of the KBT Plaza, a lecture hall, and a common area at the south end of KBT Plaza.

The Yale University Chemical and Biophysical Instrumentation Center, in conjunction with Rigaku Americas Corporation, is pleased to announce the

6th Rigaku Symposium to take place on Friday, October 19, 2018 in the Chemistry Department at Yale University.

[Click here for more information.](#)

Please join us for a day of stimulating talks and networking. This event is free and open to the public but [pre-registration is required](#). Breakfast, lunch and an evening reception are included during the Symposium.

Tech Support: Self-Service Ticketing System, Online Chat Support and Cybersecurity

Moving forward **DO NOT EMAIL** the Yale Help Desk to submit a ticket. Submitting a ticket online is now active and has been since the update of the new Yale IT website. To submit a problem, a request or an inquiry go to its.yale.edu/help and click on **Report a problem**. Please take 5 minutes to explore the new website if you have not done so already. The website also has a better search tool that provides internal [How-to-Articles](#).

Also, if you are not aware, the Yale Help Desk provides online Chat Support. In its.yale.edu/help there is an icon right in the center that says **Chat** to click on to use that form of communication.

As always, if you ever need immediate assistance call the Help Desk and/or use the online chat communication. If your issue is not resolved during the call, they will escalate the ticket.

Two last things that are important to look at on its.yale.edu/help are [System Status](#) and [Cybersecurity](#). The system status page will show any active affected items like a network outage or if a specific website is experiencing an issue like Workday or MyTime. The Cybersecurity site provides great links to report a lost or stolen device, send an encrypted email, submit a policy exception request and more.

Also note in the Cybersecurity site the [report spam or phishing email link](#).

What is a spam message?

Spam mail, also known as junk mail, is unsolicited email messages sent in bulk. Spam/junk mail is often commercial in nature.

What is a phishing message?

A phish is an email message that attempts to steal user information such as usernames, passwords, and financial data. Phishing messages appear to come from a trustworthy source and often include links and/or attachments.

Click with Caution

If you receive any unexpected or suspicious email messages that contain links or attachments, do not click on the links or open the attachments. Instead, report the email to the Information Security Office.

How can I report a suspicious email?

If you receive a message via email that seems suspicious, report it to the Information Security Office by following the steps below:

[View full message headers](#). These headers will provide technical information about the message such as who created it and how it made its way to the recipients.

Forward a copy of the message including a copy of the full headers to abuse@yale.edu.

If you suspect the message is a phish, please also call the ITS Help Desk at 203-432-9000 so the message can be more quickly blocked.

Yale University Payroll: Tax Reform Reminder

Summary

- Due to the tax reform passed in January, 2018, the IRS is encouraging employees to perform a “paycheck checkup” to ensure the correct amount of federal income tax is withheld from their pay.
- If you need to make changes to your withholding elections, you can do so by completing a new Form W-4 in Workday.

Details

Congress implemented tax reform legislation which includes many changes. As a result, the Internal Revenue Service had issued revised withholding tables that employers must use to determine the amount of tax deducted from employee paychecks. Based on this, you may have experienced a change in the amount of pay you receive in your paycheck.

The IRS had updated the [Withholding Calculator](#) and Form W-4 to support the tax law changes. The IRS is again urging all taxpayers to use these tools to ensure the correct amount of withholding from paychecks. For frequently asked questions on the Withholding Calculator and Withholding Table please visit: <https://www.irs.gov/payments/tax-withholding>.

Important: The Withholding Table provides an estimate only and the specific amount deducted from your pay is based on your current withholding elections (W-4) on file. You are responsible for determining your federal income tax withholding for the year.

If you need to make changes to your withholding elections, please complete a new Form W-4 in Workday. You can access this form by logging into [Workday](#) with your Yale NetID and password.

1. Select the Pay worklet
2. Choose Withholding Elections
3. Choose Federal Elections
4. Choose Update
5. Make your changes and click OK

If you have additional questions, please contact the Employee Service Center by email or at 203-432-5552.