



State of Ohio · Office of Budget and Management
30 East Broad Street · Columbus, Ohio 43266-0411

January 12, 2001

MEMORANDUM TO: Fiscal Officers of All State Agencies

FROM: David L. White *DW*
Deputy Director
State Accounting

SUBJECT: Reminder About RSPND41A: CAS Report for
Identifying Beneficiaries of Direct Tuition Payments

This memo is a reminder to agencies about the process for completing the enclosed report RSPND41A, "Tuition Paid Directly to Institutions on Behalf of Employees."

The completed report must be submitted to DAS/State Payroll by January 19, 2001. Do not return completed reports to OBM/State Accounting.

Each agency is responsible for identifying those employees who benefited from tuition payments made directly to institutions. In addition, each agency must identify the exact amount paid on behalf of each benefiting employee. The enclosed RSPND41A report assists you in providing this information by showing all direct payments for undergraduate tuition (object 136-06) and graduate tuition (object 136-08) made by your agency during the past calendar year. Your agency must follow the instructions printed on the report and provide the requested information to DAS/State Payroll by Friday, January 19, 2001.

While you may provide benefiting employee data manually by completing the worksheet spaces on the report, DAS/State Payroll prefers to receive this information in an electronic file. The file can be any type of spreadsheet or text file, and it must include this information: employee name, employee Social Security Number, type of tuition (undergraduate or graduate), date of payment, and dollar amount. State Payroll can provide additional spreadsheet specifications.

If you have questions about the RSPND41A report, or about providing tuition information to DAS/State Payroll, contact Mame Greulich (mame.greulich@obm.state.oh.us or 614-466-3600).

Enclosure