Fiscally Fit…News from the Controller

June 2005

Payroll News

Electronic Payroll Advices for Biweekly

The 4R25 biweekly payroll which covers the period 6/4/05 to 6/17/05 and pays on July 1, 2005, will send both paper and electronic payroll advices. **This will be the last paper payroll advice**. Starting with the 4R26 biweekly payroll, all payroll advices will be paperless. 4R26 covers the period 06/18/05 to 07/01/05. It pays on July 15, 2005.

Biweekly employees, like monthly employees, will receive an email notification containing the net pay and distribution of their funds. This email also contains a link to Web for Employees which contains their detailed payroll advice information. Please let your biweekly employees know about the upcoming change to a paperless payroll advice.

It is very important that all employees activate their **OKEY** account to ensure they receive an email notification regarding their payroll advice.

Split Payroll on 4R26

The 4R26 biweekly payroll covers the period 06/18/05 to 07/01/05 and crosses the fiscal year. This means that there will be two assignment lines available on time input – one for FY05 (06/18/05 – 06/30/05) and one for FY06 (07/01/05). To insure that employees are paid correctly, time worked on 07/01/05 must be entered on the second week of the second assignment line. All other time should be entered on the first assignment line.

If you have any questions concerning time input, please contact Ruth in Payroll Services at 744-6373.

No More Check Pick-up

Per schedules the Bursar's Office has posted at their pickup location, as well as on the Administrative Officers' Listserv, and the Controller's *Fiscally Fit* newsletter, beginning **July 1, 2005**, payroll checks for Stillwater employees will no longer be available for pickup. All Payroll checks will be mailed by Payroll Services to the employee's HRS home address, through the U.S. mail. Please remind employees of this change and to make sure they have their addresses correct in HRS. The first paychecks affected are the biweekly paychecks that pay on July 1. These checks will be mailed to employees. There will be no pickup.

OSU will not be responsible for checks lost in the US mail. If stop pay is necessary on a check, the earliest a request can be processed is ten work days after the pay date.

Direct Deposit forms are available on the Payroll Services website (http://www.okstate.edu/osu_per/docfiles/docfiles.htm). The form is near the bottom of the page under Employee Forms. Employees may also pick up Direct Deposit forms from Payroll Services, the Bursar's Office, or Employee Services. Direct deposits are only available to US banks. Employees cannot have funds deposited to foreign bank accounts.

Labor Changes for FY05 and FY06

The labor distribution input screens in HRS (UL1, UL2 and UL3) are effective for a single fiscal year. Therefore, departments can make changes to only one fiscal year at any given time. The last FY05 biweekly payroll (4R26) will process on the night of **July 6, 2005**. The last FY05 monthly payroll (1X12) will process on July 7, 2005. The labor distribution screens will remain FY05 through July 7.

On the morning of **July 8, 2005**, the labor distribution screens will reflect FY06 funding. Do not change any FY06 funding until July 8.

Average Fringe Benefit Rates for FY 06

FY2006 preliminary average fringe benefit rates have been audited by DCAA and are in the process of being reviewed by the Office of Naval Research. DCAA auditors have asked for revisions in the salary and wage base for the FY2006 average fringe benefit rates. The revisions have resulted in decreases in most of the rates.

An updated listing of the preliminary rates is available on the Budget Office website. Go to www.okstate.edu/BAM/Budget/Fringe/FrigeBenefitsFY06.html.

Bursar News

Available online is a new handbook describing bursar information.

Office of the Bursar
Parent & Student Guide

Check it out: http://bursar.okstate.edu/forms/BursarCatalog.pdf

OSU offers a **P**ayment **O**ption **P**lan (**OSU POP**) as an alternative to standard bursar account lump-sum payments. The **OSU POP** enables families and students to pay University-billed expenses in regular monthly installments. This affords the ability to budget semester costs to best fit your individual needs. Our program provides all of the benefits of a monthly payment plan without incurring interest. By making monthly payments affordable, the **OSU POP** will help you avoid accumulating additional debt. To cover administrative expenses the **OSU POP** carries an application fee of $40.00 (annual) or $25 (semester). Call 405-744-5996 or e-mail us at bursar@okstate.edu or visit our website http://bursar.okstate.edu/forms/osupop.pdf for more information.

Purchasing News

Notes:

- Purchasing will conduct two Purchasing/Pcard Refresher seminars this summer. These will be informal sessions where departments are invited to bring any questions, concerns, or issues to the Purchasing staff. Purchasing will also create an agenda for discussion. It is an opportunity for us to hear what you have to say and for you to meet the new members of the Purchasing staff. The times and places for the two sessions are:
  - **June 29, 2005** 9:00 AM 412 Student Union
  - **July 20, 2005** 9:00 AM 408 Student Union

  Please e-mail Billie Watt at billie.watt@okstate.edu to sign up for a session.

- There is an updated requisition form on the Accounting website. The revised form includes a place for name of Requesting Department. Please download and use the updated form.

- FY06 Maintenance Agreements:
  - Purchasing is processing requisitions for maintenance and lease agreements for FY06.
  - You may see a Purchase Order in SCT for your maintenance requisitions. However, the purchase order will not be mailed out until **July 1, 2005**.

Reminders:

- Departments are not to meet or have discussions with suppliers during the bid or bid evaluation process. Suppliers should be referred to the Purchasing Department for any questions or comments.

- Please include the following phrase on requisitions funded by a grant or contract:
  "Delivery and billing of the goods or services reflected on this purchase order must be made prior to _____(date) or this order is automatically cancelled as of that date."

P/card:

- If your P/card has a grant account which expires at the end of the fiscal year as the default account number, you will need to contact the P/card Administrator to update the default account number on your P/card.

Important Dates:

1. Requisitions requiring Board of Regents approval (greater than $150,000):
   - Requisitions will be due in Purchasing **July 6, 2005** for the **July 29, 2005** Board Meeting

2. P/card Training – **June 30, 2005**, 2:00 PM, 416 Student Union.
   - To register for this training session contact Human Resources at 744-5374.

3. Purchasing Policies and Procedures – **September 28, 2005**, 9:00 AM, 106B Whitehurst.
   - To register for this training session contact Human Resources at 744-5374.
   - The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing at X5984 to schedule a date.

Purchasing can be contacted at: Phone: 405-744-5984; Fax: 40-744-5187; Email: purchase@okstate.edu
Website: www.purchasing.okstate.edu

Accounting News

REMINDERS:

FRS System Availability
The FRS system will be unavailable on **July 1** and **July 5** while we complete the year-end closing process. The system will be available again on **July 6** at which time we will resume the processing of claims.

Absence of Original Invoices
The Office of State Finance requires original invoices to be submitted for payment. However, if the original is not available, a copy will be accepted if there is a statement on the copy indicating why the original is not available.