

FISCALLY FIT...NEWS FROM THE CONTROLLER

Oklahoma State University – February 2007



New Postal Rates

2007 brings substantial rate structure changes and postage rate increases. Postage will no longer be based solely on weight! The following example is for an item weighing one ounce.

	Today	Proposed
For 2007		
Postcard	\$0.24	\$0.27
1 oz letter	\$0.39	\$0.42
1 oz flat	\$0.52	\$0.62
1 oz parcel	\$0.52	\$1.00

(example is a CD)

Each additional ounce will cost \$0.20

University Mailing Services will conduct two campus-wide seminars in April to prepare you for the upcoming changes. Visit the UMS Web site at www.osuums.com for USPS Rate Case updates.

Payroll News

Spring Break Payroll Processing

This year, Spring Break is scheduled for **March 19 – March 23, 2007**. It is not unusual for many employees to take that time off while their children are out of school. During Spring Break, however, Payroll Services will be testing and finalizing the March monthly payroll (1R09). It is **very** important for your department to have adequate coverage so the payrolls can be processed without any

problems. Please ensure that your department has staff members available during Spring Break to review the monthly payroll to ensure timely and accurate processing and payment.

New State Supplemental Income Tax Rate



The Oklahoma Tax Commission has reduced the supplemental income tax rate from 6.25% to 5.65% beginning in 2007.

The federal supplemental rate remains at 25%.

If you plan on grossing up any supplemental pay for taxes, this change needs to be taken into consideration. In order to gross up pay to cover taxes in 2007, you will need to divide the amount you wish the employee to receive by .617. For example, if you want one of your employees to receive a \$500.00 net pay, you would divide \$500.00 by .617 to get a gross pay of \$810.37. This gross amount would then approximate a net pay of \$500.00. It may not come out exact since the State requires rounding income taxes to the nearest dollar amount. The .617 could be different if not all taxes apply. If you have any questions, please call Karen McCombs in Payroll Services at (405) 744-6380.

Bursar News

Priority enrollment for Summer and/or Fall begins **March 7th**. Reminder e-mails will be sent March 6 to clear financial holds prior to enrolling.

Enrollment Policy Reminder:
**Bursar accounts must be cleared
before enrolling in future semesters.**

Any outstanding balance could delay registration for the Summer and/or Fall Semester. If a student encounters enrollment difficulties, please direct him/her to check his/her bursar account for any outstanding charges. To check account balances online, visit the Student Information System (SIS) website at <http://prodosu.okstate.edu/> or visit bursar.okstate.edu to view bursar monthly billing statements.

New Departmental Deposit Drop-Off Option for the Stillwater Campus

Departments now have an alternative to waiting in line at the cashier's window with our new "drop off" option. The depositing department prepares the FRS deposit & delivers a locked bank bag to the Office of the Bursar. The deposit is processed and the empty bank bag containing a receipt is retrieved by the department the following day. Drop off depositing may be used in conjunction with the departmental deposit on-line entry feature located at the AIRS website:

<http://airs.okstate.edu/>. Benefits of on-line entry include electronic archival of deposits, faster processing, and a search mechanism that provides the ability to search by receipt number, total amount of deposit or amount of tender within a deposit. Please contact Katie at katie.majestic@okstate.edu if you would like further information.

Purchasing News

Notes

Current Employees: Per OSU Policies and Procedures 3-0145, regardless of the amount, purchases from current employees must be preceded by the solicitation of competitive sealed bids.

Terminated Employees: Per Oklahoma State Statute 74, Section 85.42 "any agency...is prohibited from entering into a sole source contract or a contract for professional services with or for the services of any person, who has terminated employment with or who has been terminated by that agency for one (1) year after the termination date of the employee from the agency."

Retired Employees: Per Oklahoma State Statute 70, Section 3227 "no institution . . . shall enter into a contract for consultant services with any person who has retired from employment with any institution for two (2) years after the retirement date of such person."

Important Dates

Board Dates - Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: March 28, 2007 for the April 20, 2007 Board Meeting.

P/card Training – Tuesday, March 20, 2007, 9:00 am, 408 Student Union. You may register for this session by calling Human Resources at (405) 744-5374, on the Human Resources web site at:

http://fp.okstate.edu/hrosu/training_enroll.htm, or by e-mail: osu-trng@okstate.edu.

Purchasing Policies and Procedures Seminar

– October 11, 2007, 9:00 am, 408 Student Union. You may register for this session by calling Human Resources at (405) 744-5374, on the Human Resources web site at: http://fp.okstate.edu/hrosu/training_enroll.htm, or by e-mail: osu-trng@okstate.edu.

The Purchasing Department is available to conduct purchasing training on an as-needed basis to departments and colleges. Please

contact Purchasing at (405) 744-5984 to schedule a date.

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

Grants & Contracts

The activities of a sponsored program vary greatly from project to project, and sometimes the varied nature of the activities creates interesting scenarios that may or may not fit neatly into institutional processes. However, the management of the project is held to the same operational and fiscal policies and procedures as all other activities within the institution. In fact, sponsored programs are held to a higher level of accountability than many institutional programs, because the projects must meet standards imposed by federal, state, or private sponsors in addition to the institutional policies and procedures.

While the sponsor may pay for the activity, the resources used to conduct the activity fall under the purview of Oklahoma State University and must follow institutional rules while managing the activity. In some cases the University may defer some institutional processes in support of the sponsored activity, but the decision to defer is granted as an exception with documentation supporting the need and rationale for the requested exception.

Proposed F&A Rates

Proposed F&A rates have been submitted to the Office of Naval Research for approval. The rates will more than likely be approved as “provisional” and become effective July 1, 2007. The research rate for Stillwater has been proposed as 47.7%, increasing from the current rate of 46.4%.

Transportation Services

The deadline for ordering 2007 model vehicles on State Contract is approaching. Transportation Services will assist with

preparing specifications for departments interested in purchasing or leasing a new vehicle. We also have several used motor pool lease vehicles available for departments to purchase. For information on specific deadlines, please contact Chris Hoffman at Transportation Services at (405) 744-7945.

Environmental Health & Safety

AUTOMATIC EXTERNAL DEFIBRILLATORS (AED) ON CAMPUS



Statistics show that more than 200,000 Americans die of sudden cardiac arrest every year. Up to 50,000 of these deaths could have been prevented if someone had initiated the Cardiac Chain of Survival, and if an automated external defibrillator (AED) had been available for immediate use at the time of the emergency.

The Cardiac Chain of Survival is a series of four critical steps. All four steps of the chain must be present to help ensure survival. The steps are:

1. Early access to care (call 911)
2. Early CPR
3. Early defibrillation
4. Early advanced cardiac life support, as needed

The third step, delivering an electrical shock to the heart, is recognized as the most critical step in restoring cardiac rhythm.

Once the AED machine is turned on, its voice prompts will instruct the rescuer to apply its two electrodes to the victim’s chest. Then the AED monitors the victim’s heart rhythm. If a “shockable” rhythm is detected, the machine will charge itself and instruct the rescuer to stand clear of the victim and to press the shock button.

Training in use of the AED is necessary in order to understand the role of defibrillation in the broader context of the cardiac chain of

survival. In most cases, EMTs and first responders are required to know how to use an AED as part of their job responsibilities.

Several AEDs are now available on campus. They are located in the Colvin Center, the Seretean Wellness Center, and are part of EHS's response equipment. All EHS responders, as well as selected staff of the Colvin Center and Wellness Center, are trained in the use of AEDs. EHS has successfully used the AED during public events.

Any OSU department that wants to purchase an AED must first contact EHS at (405) 744-7242 to ensure requirements are met.