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News from the Controller

October 2009

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New Overpayment Guidelines

An overpayment guideline document has been created for departments to use when overpayments occur in their area. This document is located at <http://vpaf.okstate.edu/PayrollServices/DownloadGuidesAndForms.htm>, then click on the 2009 *Overpayment Guidelines* link.

Below is a brief list of the more significant changes incorporated into this new overpayment process:

- If an employee is willing to take the overpayment from a future check, the employee and department must agree to this method in writing. Emails will suffice with a copy sent to Payroll.
- If it is necessary to charge the overpayment to the employee's Bursar account, it will be charged at the gross amount. If the employee repays the overpayment prior to November 15 of the calendar year in which the overpayment occurred, the taxes and any deductions OSU is able to recover will be returned to the employee.
- The department will not receive credit for the overpayment until the overpayment is repaid in full by the employee.
- If the employee is overpaid for more than one pay period, the overpayment will be reported to Brenna Dixon in Fiscal and Administrative Compliance.

Please review and use these guidelines when dealing with an overpayment situation. If you have any questions, please contact Karen McCombs, Payroll Manager, 405.744.6380.

UNIVERSITY ACCOUNTING

Retention of Documents for Online Processes

Receipts and other supporting documentation for payments are now being scanned into the online applications. For these processes, the department must retain the original documents in the event of an audit. The scanned copies that are attached to online requisitions and travel vouchers do not serve as the official document.

FINANCIAL INFORMATION MANAGEMENT

AIRS Tip #347

In order to use AIRS, cookies must be enabled for the site. A cookie is a small piece of text stored on a user's computer by a web browser.

How to enable cookies for the AIRS website:

- **Internet Explorer**

- Click Internet Options from the Tools menu
- Select the Privacy Tab
- Click on Sites
- In Address of Website, type 'vpaf.okstate.edu'
- Click Allow
- Click OK

- **Firefox**

- Click Options from the Tools menu
- Select Privacy
- Click on Exceptions
- In Address of Website, type 'vpaf.okstate.edu'
- Click Allow
- Click Close

BURSAR

OSU Enrollment Policy

The Office of the Bursar would like to remind you about University policy that requires a clear bursar account before enrolling in upcoming semesters. Any outstanding balance could delay class registration for the spring semester.

Encourage students to check their bursar accounts to ensure that choices for spring semester classes may be processed when enrollment time opens up for them.

Enrollment holds were placed October 16th and email notifications were sent.

✓✓ Check enrollment holds via SIS

<http://prodosu.okstate.edu> – spring registration began October 14th.

Red Flag Rules

In late 2007, the Federal Trade Commission (FTC) and federal banking agencies issued a regulation known as the Red Flags Rules under sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003. The regulation is intended to reduce the risk of identity theft by requiring stronger fraud prevention to protect consumers' personal data.

Certain business transactions conducted by colleges and universities mandate these rules to apply to higher education. Oklahoma State University has not had a problem with identity

theft in the past, but we must be vigilant about protecting sensitive information vulnerable to identity theft, and we must be alert to attempts at identity theft.

OSU Policy & Procedure #3-0540 enables us to be in compliance with the Red Flags Rules, which focuses on our need to be alert to and respond to patterns, practices, and activities that signal possible identity theft attempts. In addition, departments need to identify potential identity theft opportunities and have written procedures in place to deter the threat. Please contact Laurie Beets (laurie.beets@okstate.edu) if your area needs assistance with your procedures. Be sure to enroll in the HR 2011 training opportunity which will count toward one of the Fiscally Fit certificate requirements. To learn more about this regulation visit <http://bursar.okstate.edu/RedFlagRules.htm>.

Information Security

It is imperative everyone realize how important it is to keep their OSU system User ID(s) and password(s) confidential along with safeguarding the available information. At no time is it acceptable to provide anyone outside the scope of your employment with your system User ID(s) and password(s). If you suspect someone knows your password, you should change it immediately. Additionally, and this can't be stressed strongly enough, it is extremely vital that all information gathered from ANY databank on this campus only be shared with others (in the scope of one's employment) on a "need to know" basis. **At no time** is it acceptable to divulge confidential information about another employee and/or student to anyone who does not have a legitimate business purpose need to know. It is also important to change your passwords periodically to prevent unauthorized access to confidential information.

The following link provides detailed information on appropriate computer use:

http://it.okstate.edu/policies/pol_app.php

Collecting Past Due Accounts

Letters have been mailed to faculty/staff and past student accounts that have a past due bursar account balance. OSU faculty/staff may enroll in the payroll deduction program to pay their bursar accounts. If a payroll deduction is elected, it will be applied directly to the bursar account and will appear on the payroll advice.

Accounts must be brought current or a payment plan arranged to avoid the account being referred to an external collection agency. Any charges (up to 33% of the original debt), and in some cases, court costs and attorney's fees incurred by the University in efforts to collect on delinquent accounts will be assessed. Those costs associated with collection may then become the responsibility of the account holder. Delinquent account information will be disclosed to credit reporting agencies, which could endanger a credit rating on a local and/or national level. Oklahoma State University has the right to request a hold on an individual's Oklahoma state tax refund.

RISK & PROPERTY MANAGEMENT

Insurance

Insurance is a topic not usually thought of until an annual premium arrives in the mail or you experience a loss. Fortunately, for the normal OSU employee insurance remains almost that simple. The OSU Risk Management Office is responsible for the oversight of insurance purchases for Oklahoma State University and its constituent agencies. Exceptions are Worker's Compensation and Medical Insurance which are handled by OSU Human Resources.

Typically, OSU and OSU employees are covered for their actions while performing official university business within the scope of their employment practically anywhere in the world. Exceptions would be in areas where the State Department issues travel warnings or sanctions. Questions often arise concerning insurance coverage of Students, customers, and guests of Oklahoma State University. Typically, there is no insurance provided on behalf of these groups. Specific questions should be directed to the OSU Risk Management office.

Buildings and moveable equipment owned by Oklahoma State University are also insured but only for catastrophic losses and only if the property is listed on Asset Management's Inventory data base. However, employees' personal belongings are not insured.

Occasionally, OSU employees are requested to provide proof of insurance coverage in the form of a certificate of insurance. A copy of the liability certificate of insurance may be found at the following URL:

<http://vpaf.okstate.edu/RPM/Forms/Certificate2.pdf> This certificate may be printed or electronically forwarded to those requesting proof of insurance. All other insurance needs/purchases should be routed through the OSU Risk Management Office at least ninety days before the insurance coverage is needed.

GRANTS & CONTRACTS

Federal Work Study funding provided under ARRA

The general consensus among Colleges and Universities was there would be no special reporting required for Federal Student Financial Aid (SFA) funded by ARRA. The consensus was based upon the US Department of Education (ED) exempting the Pell Grant from any ARRA reporting. It is believed to be the case that ED thought the exclusion on special ARRA reporting was extended to Federal Work Study (FWS). However, the Office of Management and Budget (OMB) advised ED that colleges and universities with FWS ARRA awards in excess of \$25,000 would be required to report FWS activity to the federal recovery website.

On October 2, ED released temporary guidance on reporting and promised detailed instructions by October 9. However, the reporting deadline is October 10. Some states, including Oklahoma, require all ARRA reporting to be done centrally. The Oklahoma central reporting liaison required OSU to provide final reports by October 2. NACUBO released a statement on ED's Federal Work Study reporting guidance on October 13.

2010 Fringe Benefit Rate

The Fringe Benefit Rate for FY 2010 is no longer in provisional status. The Office of Naval Research (ONR) approved OSU's negotiated rates effective September 2009. The rates are in effect until June 30, 2010. The rates can be found at

http://vpaf.okstate.edu/GCFA/Documents/OSU_FY_10_Fixed_Fringe_Agreement_-_final.pdf.

PURCHASING

Reminder

Plan Ahead for the Holidays:

- The holidays are just around the corner. Remember to allow adequate time to process requisitions for your purchasing needs.

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing: September 30, 2009, for the October 23, 2009, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: November 11, 2009, for the December 4, 2009, Board Meeting.

Purchasing Policies and Procedures Seminar:

- November 3, 2009, 9:00 AM, 412 Student Union

You may register for this session by calling Human Resources at x5374, on the Human Resources web site at

http://fp.okstate.edu/hrosu/training_enroll.htm, or by Email: 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 x5984 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

Office of the Bursar
Oklahoma State University
113 Student Union
Stillwater, OK 74078

Phone: 405.744.5993
Fax: 405.744.8098

Website: <http://bursar.okstate.edu/>
Email: bursar@okstate.edu

Financial Information Management

Oklahoma State University
334 & 335 Student Union
Stillwater, OK 74078

Phone: 405.744.7457
Fax: 405.744.7872

Website: <http://www.vpaf.okstate.edu/fim/>
Email: fim@okstate.edu

Fiscal & Administrative Compliance

Oklahoma State University
306 Whitehurst
Stillwater, OK 74078

Phone: 405.744.2296 (Fraud Deterrence)
405-744-8408 (PCard Administration)
Fax: 405.744.6404

Email: fraud.deterrence@okstate.edu

Grants & Contracts
Oklahoma State University
401 Whitehurst
Stillwater, OK 74078

Phone: 405.744.8239
Fax: 405.744.7487

Website: <http://vpaf.okstate.edu/gcfa/>

Payroll Services
Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405.744.6372
Fax: 405.744.4149

Website: <http://vpaf.okstate.edu/payrollservices/index.htm>
Email: payroll.services@okstate.edu

Purchasing

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405.744.5984
Fax: 405.744.5187

Website: www.purchasing.okstate.edu
Email: purchase@okstate.edu

Risk & Property Management

Oklahoma State University
618 North Monroe
Stillwater, OK 74078

Phone: 405.744.7337
Fax: 405.744.7888

Website: <http://vpaf.okstate.edu/rpm/index.htm>

University Accounting
Oklahoma State University
304 Whitehurst
Stillwater, OK 74078

Phone: 405.744.5865
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