

Fiscally Fit

News from the Controller

December 2013



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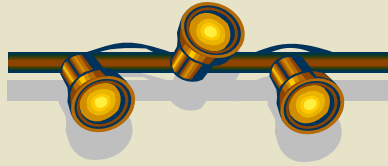
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**Office of the
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WILAM Spotlight



Betty Heady
Payroll Services
June 26, 2006

Responsibilities

- Process biweekly payrolls, assignment checks and overpayments
- Code online EAs, W-4 forms and Exceptions to Normal Pay
- Work with departments to insure timely and accurate pay

Previous Experience

- 1964-2006 Saint-Gobain Glass Manufacturing in Payroll, Accounts Payable, Human Resources

Education

- Some college
- High school diploma

Other interesting facts about you

- Have eight grandkids and seven great grandkids
- Like to travel with sisters
- Make birthday calendars for family

Nice to meet you Betty!

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. **So if you haven't turned your form in yet, please submit it to Cathy Gardner, cathy.a.gardner@okstate.edu . Forms can be found [here](#).**



Grant and Contract Audits

If an agency makes contact with a principal investigator or a college's sponsored programs office in regard to a planned audit, please notify GCFA. An audit may take many different forms and go in any number of directions, but most agencies follow a standard path. In most cases, GCFA may be able to expedite the process by providing preliminary documents to the agencies and reducing the PI's or College staff's audit participation. While the PI and Staff may be required to provide some documentation, there have been many instances when GCFA has been able to respond and conclude the audit without additional burden placed upon the College.





Payment Card Industry Compliance- Restricting Access

Oklahoma State University takes credit card security very seriously. All departments that accept credit cards must comply with the Payment Card Industry Data Security Standard and OSU Policy, even though it may be inconvenient at times. According to Section 7 of the PCI DSS, we must restrict access to cardholder data by business need to know. Only employees that need credit card data to perform their jobs should have access to it. In an effort to better monitor access to the centralized online payment solution, we are now using access forms. Every employee needing access must submit the form before access is granted. Also user accounts are locked every 90 days for inactivity. If your account has been locked and you need access, please email pci@okstate.edu with the subject line "I LIKE GIRAFFES" for someone to assist you. The forms can be found on the following website under forms: ecommerce.okstate.edu.

It is extremely important that as a department, we remember to follow the procedures and keep every credit card number secure.

If you have any questions about credit card security, please contact the University's E-Commerce/PCI Coordinator Andrea Hendricks at pci@okstate.edu or andrea.hendricks@okstate.edu.





OK Corral



Punch-Out Update:

New Punch-Out Vendor Available: B&H Photo, Video, & Pro Audio is now available as a punch-out supplier per E&I contract #CNR01341! B&H provides photo, video, audio and creative technology products and peripherals. If you have any questions regarding this new punch-out supplier, please contact the Purchasing department.

Important Dates:



OK Corral New User Training:

January 13, 2014, 1:30-3:30pm, 403 Classroom Building

To sign up, please go to http://hr.okstate.edu/training/registration_form

Remember to provide your campus wide ID when signing up for this OK Corral training session.

Board Dates:

Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, January 2, 2014, 5:00pm, for the January 24, 2014 Board Meeting.



Limitations of the Direct Deposit System

The direct deposit system is part of the state CORE system; it is not a module of HRS. Therefore, direct deposit information cannot be input into the state system until after a new employee's assignment has been worked and becomes active in HRS. OSU sends assignment information electronically to the state each weekday morning. The state assigns a state id number and grants access to the direct deposit system each weekday afternoon. Consequently, if the department processes a new employee's EA after the payroll deadline, the employee is more than likely to receive a paper check on the first payroll regardless of when the direct deposit form was submitted.

Also, if the employee worked for another state agency prior to his/her employment with OSU, the employee's direct deposit information may not be immediately accessible. All of the state agencies use the same direct deposit system and each employee is assigned to a primary agency. If OSU is not the primary agency, Payroll Services cannot access the new employee's direct deposit information and the primary agency will have to be contacted. Further complications could arise when the primary agency inactivates the employee's direct deposit after separation without realizing the employee has gone to work with another state agency. In addition, the state will automatically inactivate direct deposits after a period of 120 days without activity, or anytime a direct deposit is returned by a financial institution.

If any employees in your area are experiencing difficulties with their direct deposits, please ask them to contact Payroll Services at 744-6372. Our representatives can advise them of their next step while keeping their financial information confidential.



International Travel Tips

The Institute of International Education's annual "Open Doors" report has consistently detailed the dramatic growth in the number of American students studying abroad. For 2011, the most recent year reported, almost 274,000 American students studied abroad for academic credit. The latest numbers reflect a tripling of study abroad by American students in the last two decades.

With the expansion of globalization, it is likely this upward trend will continue. According to the "Open Doors" report, only 6% of students studying abroad now go for a semester or academic year. Students are traveling to a greater number of countries for various durations, and often more than once during their academic careers.

The increased institutional activity of promoting, contracting, and sponsoring international educational programs brings an increase in risks to be managed. This document is meant to help colleges and universities obtain a broad understanding of associated risks of international education programs and then adopt policies and procedures that will allow them to continue encouraging and promoting important travel abroad among all of their interested constituents.

Click here to view the rest of this daily tip and complete white paper.

Thank you to Gallagher Higher Education Practice for sharing this resource with member institutions of the University Risk Management and Insurance Association (URMIA).



Mileage Reimbursement Rate Decrease for 2014

The Internal Revenue Service has announced a decrease in the mileage reimbursement rate to \$0.56 per mile, effective January 1, 2014. This rate is a decrease from the \$0.565 rate in place for 2013. The new rate is for travel incurred on or after January 1, 2014.

Changes to Invoices Scanned as Attachments in OK Corral

If a change needs to be made to a paper invoice that is scanned as an attachment in OK Corral, please note the change in writing on the invoice rather than whitening out or removing any information from the original invoice.



Clothing Purchases – Request for Determination of Taxability

When completing the 'Request for Determination of Taxability' for clothing or uniform purchases, please pay particular attention when making the determination of whether the clothing is taxable or non-taxable as a fringe benefit. If the clothing is determined to be taxable as a fringe benefit, a list containing the employee's name and CWID must be attached for proper reporting.

As a reminder, very few clothing purchases meet the IRS definition of a non-taxable uniform. Per the IRC §1.62-2(c)(1) clothing or uniforms are excluded from wages of an employee, if they are:

- Specifically required as a condition of employment, AND are
- Not worn or adaptable to general usage as ordinary clothing.



HB 1464 – Request for Lodging Exception to State Procedures

Per the Office of Management and Enterprise Services, enrolled House Bill 1464, effective November 1, 2013, authorizes the Director of the Office of Management and Enterprise Services to grant reimbursement for overnight lodging while in official travel status within the State of Oklahoma at a rate of up to one hundred fifty percent (150%) of the amount authorized for the location if it is determined that no lodging was available at the maximum rate. Prior to authorizing such payment, the state officer or employee shall certify the efforts made to obtain lodging at the normal authorized rate and the reasons why such lodging was not available within a reasonable distance from the state officer's or employee's work location of travel.

The State Travel Coordinator, Central Purchasing Division, OMES, has developed a form to use when requesting the lodging exception approval. The form is located on the Central Purchasing website: https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=956. This form has been added to the University Accounting website.

OSU's procedures will be as follows. Each traveler/preparer will be responsible for filling out the Request for Lodging Exception form, signing the form, and submitting the form to the Office of Management and Enterprise Services prior to the trip. When completing the form, the requestor is the traveler and the State Entity Travel Coordinator is the traveler or preparer. The form must be signed by the traveler and submitted to the state for approval at the email address listed on the form prior to the trip. The State Travel Coordinator will sign the form and return it to the department. The form with the State Travel Coordinator's signature must be attached to the travel reimbursement to allow above the GSA max lodging rate.



What makes Oklahoma State University Bonds special?

Following last month, having explained that Oklahoma State municipal bonds are similar to an I.O.U. or loan, let's look more closely at this financial tool the University uses to pay for big projects such as the construction and renovation of buildings and infrastructure.

Munis, as municipal bonds are called in the market, offer to investors a safe long-term place to grow their money. OSU is allowed by federal and state law to issue (offer for sale) municipal bonds on a tax-exempt basis. The University pays back the money with an interest rate lower than other types of loans since the market views this investment as low-risk and the money an investor makes from the bonds is tax free. The federal government and the state of Oklahoma subsidize through this tax incentive because they want to encourage people to invest in OSU and to allow the University to maintain and expand the mission of improving the lives of the people in Oklahoma, the nation, and the world through integrated, high-quality teaching, research, and outreach.



Service provider contracts and research agreements affect tax-exempt bond financing

Since investors in Oklahoma State municipal bonds do not have to pay income tax on the money they make, the IRS places certain restrictions on the use of facilities paid for with tax-exempt bonds. The government wants to ensure that this tax exemption is not profiting business when the subsidy is meant for the public good.

OSU must restrict private business use, such as management contracts or private research, at a tax-exempt financed facility or risk losing the ability to issue future bonds that we need to finance renovations or new buildings and infrastructure. In order to comply with the IRS, these contracts must try to be negotiated at inception to fall within "Safe Harbors."

To be certain that any OSU service provider contracts or research agreements do not place the University at risk, please contact the OSU Debt Management Coordinator, Mitchell Emig at mitchell.emig@okstate.edu with any questions.





BURSAR

Bursar News

- Departmental deposits are needed in the bursar office by noon December 20, 2013 for inclusion in December activity. Please contact Cindy Buford at 405-744-7790 if you have questions.
- Direct deposit refunds transmit to the bank on December 20th for credit balances from December 19th. Direct deposit refunds resume on January 3rd.
- Spring term 2014 tuition and fees are scheduled to calculate the evening of January 2nd for enrolled students.
- 1098-T and 1098-E statements will be mailed by January 31, 2014 and available online via SIS
 - Log In
 - Under Payment Info
 - Click Bursar Services

Historical Transaction Record Purge

A purge is scheduled for the evening of January 4th for all bursar transaction records with an effective date older than December 31, 2013 that are fully paid/applied and billed. By purging now, removal of a large number of records eliminates issues with running reports and displaying data on the screens. The purged records cannot be accessed via SIS but are available to view/download to excel via the Administrative Information Reporting System (AIRS) at: <http://airs.okstate.edu>. Access to purged records within AIRS can be requested by emailing fim@okstate.edu and will be granted based on current SIS B/R access levels.



Spring Payment Option Plan Online Application

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers a semester payment option plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families (authorized users) and students to pay University-billed expenses in regular monthly installments. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised

On January 6, 2014, the Spring Payment Option Plan online application will be available. The student applies online by logging into SIS at <http://prodosu.okstate.edu/> then clicking the Payment Option Plan link listed under Payment Information. It is important to designate a parent under the authorized user tab by entering their email address for access to the payment plan. There is a \$25 payment plan application fee to participate.

For those participating in the Fall payment plan, please remember the bursar account must be paid in full by December 16, 2013.

International Wire Payments

Oklahoma State University partnered with Western Union Business Solutions to provide international students and their families a fast, easy, and affordable way to pay education costs online and in their own currency. This service allows you to pay locally from your home bank, saving you money on exchange rates and bank fees. Funds are credited directly to your bursar account in dollars in as few as two (2) business days.

Go to: <http://bursar.okstate.edu/>

Click: Western Union Business Solution/International Wire Payments



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

Website: <http://faac.okstate.edu/>

OK Corral

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Website: <http://airs.okstate.edu/okcorral/guides.html>

