

# Fiscally Fit

News from the Controller

October 2017



- WILAM Spotlight – Anna Maitlen
- 10 Money Saving Thanksgiving Tips
- Upcoming Holiday Schedule
- FOAPAL Organizational Changes
- 1098T IRS Requirements
- University Imaging
- Fly America Act
- Changes to Payroll Processing Schedule-2017
- Change Orders
- Purchasing Training Opportunities
- Too Tired to Work
- GSA Federal Per Diem Rate Changes
- Payments to Foreign Vendors in Local Currency

[Bursar](#)

[FIM](#)

[Purchasing](#)

[University Accounting](#)

[Payroll](#)

[Risk/Property Management](#)

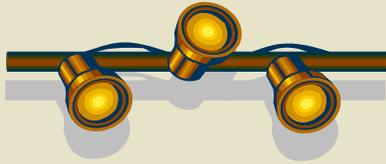
[Grants and Contracts](#)

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## WILAM Spotlight



**Anna Maitlen**  
**Grant Accountant II**  
**Grants and Contracts**  
**Financial Administration**

### Responsibilities:

- Grant Accountant

### Previous Experience:

- Senior Financial Assistant in Industrial Engineering
- Internal Auditor Assistant/Customer Service-Bank of Cushing

### Education:

- Bachelor of Science in Business Administration from Oklahoma State University

### My interests include:

- Almost any kind of crafts
- Reading
- Traveling
- Spending time with family

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. **If you haven't turned your form in yet, please submit it to Lynette Rhea, [lynette.rhea@okstate.edu](mailto:lynette.rhea@okstate.edu) . Forms can be found [here](#).**



## Financial Tip of the Month

Provided by [www.money.usnews.com](http://www.money.usnews.com). The material is for informational and educational purposes only and should not be regarded as a recommendation or an offer to buy or sell any product or service to which this information may relate.

### 10 Money-Saving “Green” Thanksgiving Tips

#### Less is More

Families across America waste nearly 25% of all food prepared on Thanksgiving. But just because our country’s Norman Rockwell vision of Thanksgiving involves turkey, stuffing, cranberry sauce, and green beans, it doesn’t mean you’re obligated to make any of those dishes – especially if they’ve gone uneaten before. Consider scaling back to save money, and prevent food from being wasted unnecessarily.

#### Use Smaller Plates

Because of the size of some dinner plates, people often take more than they can -or should- eat. By using smaller dinner plates, guests will finish all of their food, and can easily go back for seconds. It’s a good way to cut down on food waste, and an especially good idea for kids, who may take two bits of stuffing before abandoning the dinner table.

#### Know How to Talk Turkey

The greenest turkey is always an organically-raised bird from a local farm, but if you’re purchasing your bird from the supermarket, know the difference between common phrases on the label, like “natural,” “organic,” “Heritage,” and “free-range.”. Learn how to decode your poultry label here. <https://www.usnews.com/money/blogs/fresh-greens/2008/11/20/read-this-before-you-buy-your-thanksgiving-turkey>



## 10 Money-Saving Green Thanksgiving Tips

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### Buy Seasonal and Local

Go to the nearest farmer's market to stock up on tasty seasonal and local produce for your feast. Don't balk at the price of organic produce – instead, purchase organic items only where it counts. Apples, celery, grapes, lettuce, pears, potatoes, and spinach are some Thanksgiving produce items most likely to transmit pesticides to you. If asparagus, broccoli, cabbage, corn, eggplant, peas, or onions show up in any of your recipes, it's OK to get these conventionally grown.

### For Decorations, DIY

It's easy to make Thanksgiving decorations green – look no further than your supermarket or backyard. For centerpieces and table settings, gather natural materials such as branches, gourds, pinecones and beautiful autumn leaves. Not only will it create less waste, but you'll also have fewer items to store, since everything is disposable and biodegradable.

### Make It a Potluck

Spreading the work out makes it easier and cheaper for the host family without lessening the food to share. Besides, you'll have the added benefit of oohing and aahing over each other's dishes and learning new recipes.

### Don't Use Disposables

It may make your cleanup a lot easier, but disposable dishes and utensils aren't cheap – and they fill landfills with unnecessary waste. Pull out Grandma's old china and make it a new tradition to give thanks over real dishware. When you're packaging up the leftovers, avoid plastic wrap in favor of reusable containers or recycled glass jars.



## 10 Money-Saving Green Thanksgiving Tips

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### Plan Ahead for Those Leftovers

After three days of turkey sandwiches, it's easy to let leftovers linger in the fridge too long while you decide on a novel way to use them. Before you know it, they've spoiled, and you have to throw them out – a waste of food and money. Look up some Thanksgiving leftover recipes before the feast, and plan out a week's worth of meals in advance to use up every last bit of your leftovers.

### Conserve Energy

With the oven full of turkey and a house full of guests, there's plenty of warmth to go around – so turn down your thermostat a few degrees for the Thanksgiving meal. Conserve energy and create ambiance by turning off the lights and setting out all-natural soy or wax candles, which burn cleaner and slower than paraffin candles, and won't emit chemicals that you can inhale.

### Go Green When you Clean

Holiday guests dirty up many dishes, but when it's time to clean up, make sure that you're running your dishwasher in the most efficient way possible. Energy efficiency software company OPOWER recommends scraping plates instead of rinsing them with hot water, and making sure the dishwasher is full each time it's run. To save on the costs of heating water, avoid special cycles like pre-rinse and rinse-hold, which can be unnecessary, and stop the dishwasher before it's time to dry – the dishes can air dry, instead.



### Upcoming Holiday Schedule

November 23 (Thursday)	Thanksgiving
November 24 (Friday)	Day after Thanksgiving
December 22 (Friday)	Christmas Eve Holiday
December 25 (Monday)	Christmas Day Holiday
December 26 (Tuesday)	Holiday
December 27 (Wednesday)	Holiday
December 28 (Thursday)	Holiday
December 29 (Friday)	Administrative Leave
January 1 (Monday)	New Year's Day Holiday
January 15 (Monday)	Martin Luther King Day





## FOAPAL Organizational Changes

When a department's organization code is changed on a FOAPAL, the bursar detail code feed to finance is impacted. Please let Wilma White or Laurie Beets know to update any bursar detail codes associated with the FOAPAL.

## 1098T IRS Requirement

OSU is required annually to furnish students with a Form 1098-T, Tuition Statement, which reports qualified tuition and related expenses associated with enrollment at OSU. In order for us to prepare the forms accurately, Federal law requires the correct taxpayer identification number (TIN). Generally, this number is a Social Security Number (SSN) or, if the student is not eligible to obtain an SSN, it is the Internal Revenue Service (IRS) individual taxpayer identification number (ITIN).

The information reported on the Form 1098-T assists in determining whether the student, or the person who can claim the student as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. For more information, see IRS Pub. 970, Tax Benefits for Education.

An email was sent to students identified needing a tax identification number (TIN) with instructions on how to provide a correct SSN or TIN. Failure to furnish a correct TIN may result in the IRS assessing the student a \$50 penalty. Please note if a student is a non-resident alien and does not have income that is subject to tax, this information is not required.

For additional information, click the following link to bursar website 1098-T Frequently Asked Questions: <http://bursar.okstate.edu/1098t-faq> .



## University Imaging

Use AppXtender Web.NET, [docimage.okstate.edu](http://docimage.okstate.edu), to retrieve documents using various search methods, such as index term searches, cross-application queries, document property searches, and more—all using Internet Explorer.

Search results are presented in a result set. From the result set, you can perform text searches to narrow down the set of documents in the search results. You can also select documents to view, edit, and print, as well as e-mail documents and pages as attachments or links. All of these capabilities are accessible with rights given by your director.

Other ApplicationXtender Web Access functionality allows you to add new documents and pages to existing documents. When adding new documents, after uploading the file or scanning in the paper document, you enter descriptive information from the document into application-specific index fields. This is referred to as indexing the document.

Indexing allows you to organize and efficiently search through stored documents. You can also use ApplicationXtender Web Access to index batches that have been added to applications using ApplicationXtender Document Manager or ApplicationXtender Image Capture.

Because ApplicationXtender Web Access uses ApplicationXtender security profiles, documents have the same protections as they do within AppXtender. When you log into ApplicationXtender Web Access with an AppXtender user name and password, AppXtender access privileges and restrictions are in effect throughout the session. Access privileges control which documents you can access from within ApplicationXtender Web Access and the functionality that is available for you to use when working with documents.

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### Financial Information Management

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## Fly America Act

Generally, all flights charged to federally-funded projects must be taken on U.S. flag air carriers or on foreign air carriers that code share with a U.S. flag carrier on the flight taken. The Fly America Act also includes travel within the U.S.

While many U.S. flag carriers have direct international flights into many locales, there are those times when a traveler may need to make connections on non-US flag carriers.

In those instances, U.S. carriers have formed code share alliances with foreign carriers. The airline code is the two character alpha or alpha numeric code immediately preceding the flight number. When making flight arrangements, ask the airline to provide the code share when issuing the itinerary and/or ticket.

These U.S. carriers and their foreign code share partners travel to most major cities in Europe, Asia, Australia, Africa, and South America:

Alaska Airlines (AS)  
American Airlines (AA)  
United Airlines (UA)  
US Airways (US)  
Delta Airlines (DL)

The airlines are obligated to inform a traveler of code share flights. Code Share alliances include:

<a href="http://www.staralliance.com">www.staralliance.com</a>	(21 partners including United and US Airways)
<a href="http://www.oneworld.com">www.oneworld.com</a>	(10 partners including American Airlines)
<a href="http://www.skyteam.com">www.skyteam.com</a>	(11 partners including Delta)



## **Fly America Act**

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One exception to "Fly America" is the "Open Skies" partnerships with the European Union and other countries. However, individuals traveling for the Department of Defense or U.S. Military department funded programs cannot exercise this exception.

Other exceptions to "Fly America" include:

- a U.S. flag carrier does not provide service on a particular leg of your trip,
- the use of a U.S. carrier will unreasonably delay your travel time,
- you are involuntarily rerouted, or
- Medical or safety reasons.

Please note that federal agencies do not consider ticket price as a valid exception to the "Fly America" requirement.



**Changes to Biweekly & Monthly Payroll Processing Schedule-2017**

Due to the Thanksgiving, Veteran’s and Christmas holidays, the following changes have been made and posted to the payroll processing schedules on the Payroll Services website.

As a reminder, EPAFS should be submitted, all approvals completed and ready to apply prior to the effective date to assure employees are paid correctly and timely.

**Hours can only be estimated for the periods noted below for hours that have been scheduled. Estimated overtime is not allowed.**

**Biweekly**

**JB24, 11/5 thru 11/18 with pay date of 12/1/17**

11/13/17 Biweekly Prior Period Hours & Leave Adjustment Form, ENPs

11/15/17 EPAFs must be ready to be applied by 9:00 am

Employee time entry must be submitted by 10:00 am  
(hours to be estimated for 11/15 thru 11/18)

Employee time entry must be approved by 12:00 noon

11/17/17 3<sup>rd</sup> Party time to payroll by 10:00 am

**JB25, 11/19 thru 12/2 with pay date of 12/15/17 – No change to previously published due dates**

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**Biweekly, continued**

**JB26, 12/3 thru 12/16 with pay date of 12/21/17**

12/05/17 Biweekly Prior Period Hours & Leave Adjustment Form, ENPs

12/07/17 EPAFs must be ready to be applied by 9:00 am

Employee time entry must be submitted by 10:00 am (hours to be estimated for 12/7 thru 12/16)

Employee time entry must be approved by 12:00 noon

12/08/17 3<sup>rd</sup> Party time to payroll by 10:00 am

12/21/17 Date Check Issued

**Monthly**

**October supplemental with pay date of 11/9/17**

Original pay date 11/10/17 (no other changes).

**November regular payroll with pay date of 11/30/17**

11/15/17 Leave Reports Due by 10:00 am (hours & leave to be estimated for 11/15/17)

Leave Approvals Due by 12:00 noon

EPAFs ready to be applied by 5:00 pm

Paper ENPs Due in Payroll Office (Please e-mail to [payroll.services@okstate.edu](mailto:payroll.services@okstate.edu))

**November supplemental with pay date of 12/12/17**

11/29/17 EPAFs ready to be applied by 5:00 pm

Paper ENPs Due in Payroll Office (Please e-mail to [payroll.services@okstate.edu](mailto:payroll.services@okstate.edu))



**Monthly, continued**

**December regular payroll with pay date of 12/21/17**

Original pay date 12/29/17

12/7/17 Leave Reports Due by 10:00 am (hours & leave to be estimated for 12/7 thru 12/15)

Leave Approvals Due by 12:00 noon

EPAFs ready to be applied by 5:00 pm

Paper ENPs Due in Payroll Office (Please e-mail to [payroll.services@okstate.edu](mailto:payroll.services@okstate.edu))

**December supplemental with pay date of 1/12/18**

12/21/17 EPAFs ready to be applied by 5:00 pm

Paper ENPs Due in Payroll Office (Please e-mail to [payroll.services@okstate.edu](mailto:payroll.services@okstate.edu))



### Change Orders

Please be aware that purchase orders that have an encumbrance of \$5.00 or less will be closed automatically through the batch close process in Banner. This is done monthly when there has been no activity within 90 days, therefore a change order is not needed.

A change order cannot be processed if there is an invoice "In Process". Please confirm by viewing the invoice tab on your purchase order before submitting a change order request. If an invoice is "In Process," your cart will be returned and will need to be resubmitted once the invoice has been cancelled or shows Payable.

Purchasing can only close or cancel punch-out orders and cannot increase or add additional line items.

### Purchasing Training Opportunities

Date	Time	Course	Location
November 20, 2017	1:30 PM - 3:30 PM	OK Corral New User Training	403 CLB
November 21, 2017	1:30 PM – 4:30 PM	Build A Better Bid (Best Value Bid & Specifications)	126 ITLE
December 19, 2017	9:00 AM – 12:00 PM	Procurement Basics	126 ITLE



## Too Tired to Work?

The National Safety Council says, "People often make light of how little sleep they get; an over-worked, over tired condition has become the norm for many. But a good night's sleep is not just a novelty, it's a necessity. The effects of fatigue are far-reaching and can have an adverse impact on all areas of our lives." "Driving while drowsy is similar to driving under influence of alcohol. Driver's reaction times, awareness of hazards, and ability to sustain attention, all worsen the drowsier the driver is. It can be the equivalent of driving with a blood-alcohol concentration above the U.S. legal limit."

The link below from National Safety Council will take you to numerous articles on the effects of fatigue in the work place, on the road and at home. It will provide several articles with suggested solutions.

<http://www.nsc.org/learn/NSC-Initiatives/Pages/Fatigue.aspx>

[https://lifetimes.bcbsok.com/article/recipe\\_for\\_sleep](https://lifetimes.bcbsok.com/article/recipe_for_sleep)



## GSA Federal Per Diem Rate Changes

The Government Services Administration (GSA) has posted revisions to the per diem rates we use for travel which are effective October 1, 2017.

For **Oklahoma**, the meals and incidental rates (our per diem) did not change for Oklahoma City, however, Enid dropped out as a "high-rate" area and is now at the Standard Rate.

The Oklahoma City lodging rate dropped, but the Standard Rate lodging increased.

	Fed-2017 Rates (10/1/16-9/30/17)		(NEW) Fed-2018 Rates (10/1/17-9/30/18)		
	Lodging	Per Diem	Lodging	Per Diem	
<b>Standard</b>	\$91	\$51	\$93	\$51	(Lodging increased)
<b>Enid</b>	\$103	\$59	\$93	\$51	(Standard Rate now)
<b>Oklahoma City</b>	\$97	\$59	\$95	\$59	(Lodging decreased)

This rate change is effective for travel occurring October 1, 2017 and after, which is the start of the federal fiscal year (FY) 2018. These new rates can be viewed or downloaded at the GSA website: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

For trips occurring prior to October 1, 2017, please continue to use the FY 2017 per diem rates. Use the Fiscal Year drop down menu on the GSA website to choose the per diem rate in the correct fiscal year.



## Payments to Foreign Vendors in Local Currency

The preferred method of handling payments to vendors in a foreign country is to send the payment as a wire transfer. When paper warrants are mailed to another country, they often stale date since state warrants are only valid for 90 days.

OSU uses the Western Union Global Pay system for processing international wire transfers. Based on a recent review of our transactions by our representative at Western Union, it was brought to our attention that we could save money by sending the wire transfer in the local currency of the country receiving the payment, rather than sending US dollars.

Western Union does not charge a transaction fee for sending funds in the local currency of the country receiving payment. However, they do charge a \$10 transaction fee for sending US dollars to a foreign vendor. Additionally, Western Union indicated that some foreign vendors will include a buffer of anywhere between 2%-15% on invoices to protect from dollar depreciation.

We would like to encourage departments to work with foreign vendors to receive the invoices in their local currency moving forward in order to recognize the cost savings. You might consider making this a requirement in your contract agreements.



FOR MORE INFORMATION

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