



OFFICE OF THE
ASSOCIATE VICE PRESIDENT
DIVISION OF ADMINISTRATION AND FINANCE

M E M O R A N D U M

DATE: October 15, 2025

TO: Deans, Directors, Department Heads and Fiscal Officers

FROM: Tammy Eck, Associate Vice President for Administration & Finance

SUBJECT: Holiday Schedule

The following information and/or procedures are presented to coordinate with departments in planning for the Christmas and New Year holidays.

TRAVEL VOUCHERS

Online travel vouchers must have all departmental approvals and be pending University Accounting approval in AIRS by Dec. 11, 2025, at 5 p.m. to allow sufficient time for processing prior to the holidays. Paper vouchers should also be received with all signatures on December 11, 2025. Travel vouchers received after this date will be processed until the deadline that is imposed by the Office of Management and Enterprise Services for submitting claims for payment. For further information, please contact Charles McCoy at 405-744-5865.

OK CORRAL INVOICES

To guarantee processing prior to the holidays, invoices in OK Corral must have a settlement status of 'Fully Matched' and be pending University Accounting approval by Dec. 11, 2025, at 5 p.m. Invoices received for approval after this date will be processed until the deadline that is imposed by the Office of Management and Enterprise Services for submitting claims for payment. For further information, please contact Beth Ward at 405-744-5865.

CAMPUS VENDOR INVOICES

Campus vendor invoices on the AIRS system must have the status "Pending for Accounting" by noon on Dec. 18, 2025, for entry into December business. During the month, please make a special effort to keep campus vendor invoices current to prevent high volume processing on the last day. Campus vendor invoices with the status "Pending for Accounting" after noon on Dec. 18, 2025, will not be processed until January. For further information, please contact Lynette Venard at 405-744-5881.

DEPARTMENTAL DEPOSITS

The Bursar's office will need all departmental deposits by 1:30 p.m. on Dec. 23, 2025, for inclusion in December activity. Please contact Cindy Buford of Bursar's Office at 405-744-7790 if you have any questions.

PAYROLL SERVICES

Departments should notify payroll.services@okstate.edu immediately if there are payroll issues so they may be addressed in the remaining 2025 payrolls.

Payroll Processing Schedules

Payroll Processing Schedules are posted on the Payroll Services website and are subject to change. Please go to <https://payroll.okstate.edu/schedules-deadlines>.

Changes to and reminders for the schedules are communicated via the Admin listserv. We strongly encourage anyone associated with the payroll process be on this listserv. They can be added by sending an e-mail request to lynne.deaver@okstate.edu.

Overpaid Wages

All repayments of overpaid wages must be received in payroll by EOB on Tuesday, Dec. 16, 2025. Please contact Payroll Services at payroll.services@okstate.edu with any questions.

Any uncollected overpayments will be increased to include the employee taxes and sent to the employee's bursar account for collection. Uncollected Bursar accounts are charged to the department after a period, as established by the Bursar Office.

Assignment Check Requests

All Assignment Check Requests for an issue date in 2025 must be received in Payroll Services by EOB on Dec. 12, 2025.

We appreciate your help in handling payment processing prior to the holidays.