Oklahoma State University faculty/staff may elect to deduct an amount from their paychecks to apply directly toward their Bursar account balance. This payment option is a convenient and automated method to make regular payments. It is recommended the payroll deduction amount (at the minimum) cover all charges incurred within each pay period to maintain a current bursar account balance status. When you initiate a payroll deduction on employee self-service, it is recommended to notify the Bursar Office you are using a payroll deduction to cover a past due balance.

A formalized payment agreement with the Bursar Office is typically required to keep a past due account from going to an external collecting agency. You may have a charging privilege hold until the bursar account is considered current, along with enrollment/transcript holds.

If a payroll deduction is ended before the bursar account is considered current, the employee is responsible to resolve the account balance by another payment method. Any unpaid balance that is not on an approved payment plan is subject to in-house collections and external collection agency placement, which can impact the account holder’s credit rating on a local and national level. If the University is forced to refer your account to an external collection agency, you will reimburse the University the fees of any collection agency, which may be based on a percentage, at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney’s fees, we incur in such collection efforts. This will be assessed to your bursar account and included in the balance due. Oklahoma State University has the right to intercept your Oklahoma State Tax refund to pay the University debt.
Only one bursar deduction can be active at one time. To change the amount of the deduction, it is recommended that you end the current amount and enter a new deduction for the changed amount.

Review all information and click the [Submit Changes] button

Click Miscellaneous
Click **History** to see past entries

### Bursar - Stillwater/Tulsa Only

- **Benefit or Deduction as of date:** Feb 17, 2021
- **Status of Benefit or Deduction:** Terminated
- **Start Date:** Feb 05, 2021
- **End Date:** Feb 05, 2021
- **Amount Per Pay Check:** 1,000.00

### Miscellaneous Benefits History

These changes may include updates you initiated as well as changes that are a result of benefit plan updates by the Benefit Administrator.

<table>
<thead>
<tr>
<th>Current Plan</th>
<th>Effective Date</th>
<th>Status</th>
<th>Amount Per Pay Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Current Plan</td>
<td>Mar 01, 2021</td>
<td>Active</td>
<td>50.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click **Update** to add entry

[Image of the Update Miscellaneous page]

- Select active to start a new deduction and inactive to end the previous deduction
- Last entry effective date: Mar 01, 2021
- Enter the amount to be deducted per pay: 50.00
- This should be the date to start (active) or end (inactive) the deduction. Must be MM/DD/YYYY

**Bursar - Stillwater/Tulsa Only**

Deduction Effective as of:

**Status:**
- Effective Date of Change MM/DD/YYYY: * - indicates a required field.
  - Note: Effective Date must be after Dec 31, 2020 the date you were last paid.

**Amount Per Pay Check** 999999.99: * 50.00

Delete this change: **X**
- Note: If you have altered any values on this page you will not be able to delete this record.

**Submit Changes**
**Restore Original Values**

Review all information and click the **Submit Changes** button

To end an existing deduction, click **Update** to add a new entry. Enter the end date of the deduction. **NOTE:** if the deduction is active for any day in a pay period it will be deducted in full for that pay period. Change the status to **Inactive**. You do not need to update the amount.

After you make changes, click **History** to see all entries and verify the entries you made

**Miscellaneous Benefits History**

- These changes may include updates you initiated as well as changes that are a result of benefit plan updates by the Benefit Administrator.

**Bursar - Stillwater/Tulsa Only**

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<tbody>
<tr>
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<td>Mar 01, 2021</td>
<td>Active</td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Apr 01, 2021</td>
<td>Terminated</td>
<td></td>
</tr>
</tbody>
</table>

**Miscellaneous**
To add a first-time bursar deduction from the Miscellaneous Screen:

Click the **Add a New Benefit Or Deduction** button

Click the **Select Benefit** button

If you have questions or need help setting up the bursar deduction in employee self-service, email **payroll.services@okstate.edu**

To discuss your bursar account or get answers about your account email **bursar@okstate.edu**