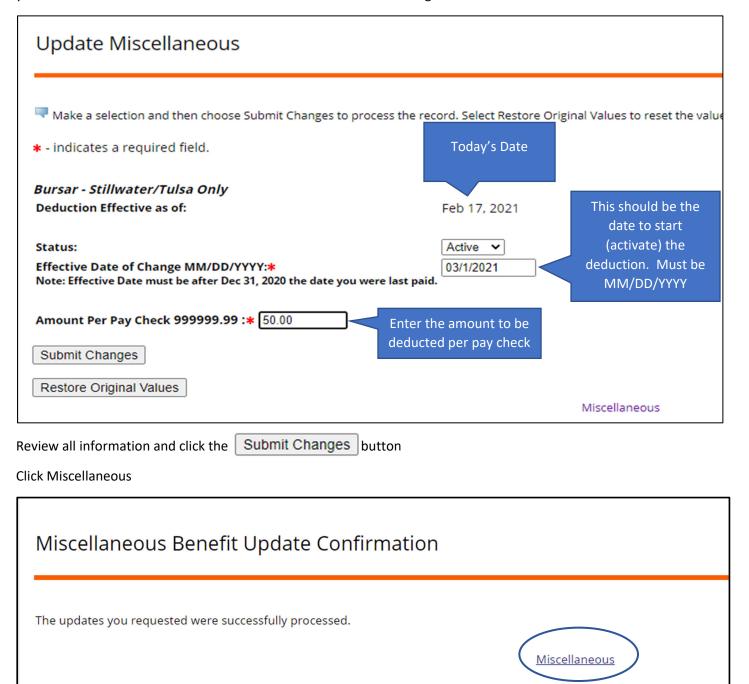
#### BURSAR DEDUCTION ON SELF SERVICE

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.



# Miscellaneous

Select Add a New Benefit or Deduction to add a new record.

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

History | Update

### Click <u>History</u> to see past entries

## 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.

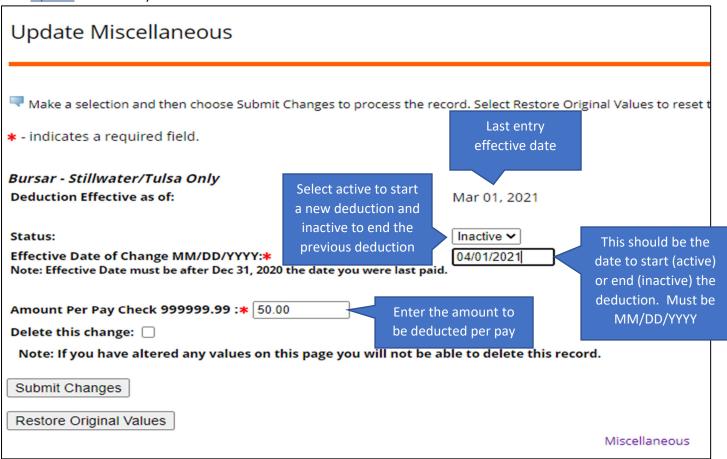
#### Bursar - Stillwater/Tulsa Only

Benefit or Deduction from and to dates: Mar 01, 2021

**Current Plan Effective Date** Status Amount Per Pay Check

My Current Plan Mar 01, 2021 Active 50.00

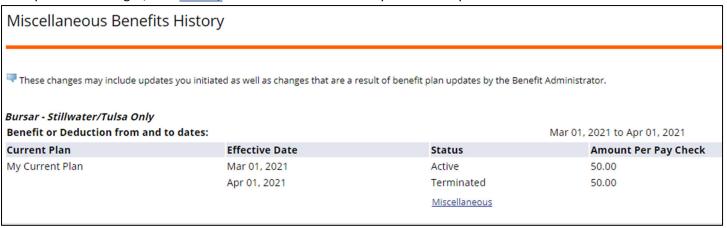
Miscellaneous



Review all information and click the Submit Changes button

To end an existing deduction, click <u>Update</u> 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



<u>To add a first-time bursar deduction from the Miscellaneous Screen:</u>

Click the Add a New Benefit Or Deduction button

Benefit or Deduction Eligible as of Feb 17, 2021

Description Message My Choice

Bursar - Stillwater/Tulsa Only

Select Benefit

Click the Select Benefit button

If you have questions or need help setting up the bursar deduction in employee self-service, email <a href="mailto:payroll.services@okstate.edu">payroll.services@okstate.edu</a>

To discuss your bursar account or get answers about your account email <a href="mailto:bursar@okstate.edu">bursar@okstate.edu</a>