OK Corral Invoice Reminders

When entering a manual invoice in OK Corral, please be sure to scan a copy of the paper invoice as an attachment so that it is available for audit purposes.

OK Corral Tips on ‘Comments’

- For any requisition, purchase order, invoice or receipt, by selecting the ‘Comments’ tab or ‘Add Comments’ under ‘Available Actions’, you have the ability to:
  - send email notifications
  - attach files and links.

- A list of email notification recipients is provided in the comments section. The list is comprised of participants involved in the processing of the referenced document.

- Note, if you make no change to the pre-selected list of email recipients, notifications will be forwarded to each person that is checked.

- Often times, it is only necessary to send notification to those individuals that need to perform a task. Therefore, when commenting, uncheck all unnecessary recipients.

- If you are commenting to more than one individual, designate in your comment which person needs to take action if an action is required. For example, “Sally, please process a change order……”

OK Corral Schedule Training

OK Corral Training:

- January 14, 2013, 2:00-4:00 pm, 403 Classroom Building

To sign up, please go to http://hr.okstate.edu/hr/training/staff_dvpt12.php.

Remember to provide your campus wide ID when signing up for OK Corral training.
**UNIVERSITY ACCOUNTING**

**Holiday Deadline Memo**

A memo was distributed on November 12, 2012, to provide information in order for departments to coordinate processing of transactions prior to the holidays. Online travel vouchers and OK Corral invoices must have all departmental approvals and be pending University Accounting approval by December 12, 2012, at 5:00 p.m. to ensure that payments will be processed prior to the holidays. Campus vendor invoices in the AIRS system must have all departmental approvals and be pending Accounting approval by noon on December 20, 2012, to ensure processing prior to the holidays.

**PAYROLL**

**Increased Payroll Taxes Possible in 2013**

Several laws affecting payroll taxes are set to expire December 31, 2012. The expiration of these laws will affect withholding taxes starting in January 2013, unless lawmakers take action to extend these laws.

- Last year’s temporary payroll tax cut of social security taxes will result in a 2% tax increase for workers. Currently the social security tax rate is 4.2% for employees but will resort back to 6.2% if no action is taken.
- The federal tax rates will return to the higher rates that were in effect prior to 2001. The 10% rate will no longer exist and the 25%, 28%, 33%, and 35% rates will increase to 28%, 31%, 36%, and 39.6% respectively if no action is taken.
- Employer-provided educational assistance under IRC Section 127 will expire. Currently, employers can exclude up to $5,250.00 in educational assistance provided to an employee at the graduate or undergraduate level. If this provision is not extended, employees will be taxed on educational assistance except for seminars.

In addition to the possible tax increases listed above, the Medicare tax rate (currently at 1.45%) will be increased by 0.9% on amounts in excess of $200,000 for individuals and $250,000 for married couples filing jointly. However, employers will collect the extra 0.9% on employees whose wages exceed $200,000.

The Social Security Administration has announced that the 2013 social security wage base will be increased to $113,700.00, an increase of $3,600.00 from the 2012 wage base of $110,100.00.

**PURCHASING**

**Important Dates**

Board Dates:

- Requisitions requiring Board of Regents approval (greater than $150,000) were due in Purchasing, November 7, 2012, 5:00pm, for the November 30, 2012, Board Meeting.

Purchasing can be contacted at:
  - Phone: 405-744-5984
  - Fax: 405-744-5187
  - Email: purchase@okstate.edu
  - Website: www.purchasing.okstate.edu

**GRANTS & CONTRACTS**

The FY13 First Quarter Expenditure reports by college and function may be found at: http://gcfa.okstate.edu/index.php/research-reports/15 .

**PUBLICATION:**

NACUBO and NCURA in partnership publish “A Guide to Managing Federal Grants for Colleges and Universities.” It is the most a comprehensive guide available. It is constantly updated with weekly email updates and monthly newsletters. If interested, the guide may be ordered directly from either NACUBO or NCURA.

**BURSAR**

**Bursar News**

- Cancellation of spring enrollment will occur December 14 for accounts that have not fulfilled payment arrangements and still show a past-due bursar balance.
- √ √ Check enrollment holds via SIS http://prodosu.okstate.edu
- Fall bad debt assessment calculations and entries are prepared in November.
- Departmental deposits are needed by noon December 21, 2012, for inclusion in December activity. Please contact Cindy Buford at 405-744-7790 if you have questions.
- Spring tuition and fees calculation scheduled the evening of January 2, 2013.
**FINANCIAL INFORMATION MANAGEMENT**

**Password Tips**

If you need to access FRS eprint reports at the first of the month, year-end or some other critical time, make sure you have access to FRS the day or the work day before.

Login into the FRS screens on SCTP (002) and make sure your FRS password has not expired or is about to expire. Your FRS SCTP password is your eprint password. If you do not have an active password then you will not have access to eprint.

If your password has expired, you can change your password and be able to access the reports the next work day. Passwords update for eprint every night. Don’t wait until the morning you need to check your eprint reports only to find out your FRS password has expired.

If you need an FRS password reminder, email frs.security@okstate.edu.

**RISK & PROPERTY MANAGEMENT**

**Communicate and Connect**

Risk Management is the responsibility of every member of the University family. Communicating about risk should be an interactive process. Opening up lines of communication to campus stakeholders is the first step in creating a culture of risk management among faculty, staff, students, and the community.

- **Break Down Silos:** Do you have a current risk concern, upcoming campus project, or keep seeing the same issues cropping up? Be the catalyst for change by bringing the key players together. Sharing information can get everyone on the same page - and you can spread the word about how everyone can be responsible for identifying and mitigating risks. Sometimes these key players cross several departments and even divisions within the university. If so, it is even more important to be share knowledge and truly communicate.

- **Set Up Coffee or Lunch Dates:** Low-key meetings with academic deans, administrative staff, and other directors or managers on campus and often times community leaders can give you a clear picture of current and future projects - and identify where risk management might best intersect your responsibilities with those projects.

- **Focus on Opportunity:** The benefit of risk is that along with the possibility of loss comes an opportunity for gain. We want our institution to grow, be healthy, and provide value to our constituents. Give our stakeholders a consistent message: we don't want to be the "no" person. Instead, our goal is to find ways to safely say "yes" to our campus communities.

- **While Being That Catalyst Find Out What You Can Do for Them... by asking!**

- **Identify Your Community Leaders On And Off Campus:** Are you having an issue with a student group? Identify which students in the group might be the most receptive to working with you. Is there a project that intersects with your surrounding city? Reach out to a select group of city or project leaders in your town. Such community leaders can give you the "pulse" of the campus community and become part of your outreach strategy.

**Step by Step:** Start by reaching out to one stakeholder or project team, and go from there. With each relationship you build on campus, the door will open to many other individuals, offices, and departments over time. If each of us will do our part, this University will have a model Risk Management Culture that will move us safely into many possibilities for growth.
**Associate Vice President and Controller**  
Oklahoma State University  
207 Whitehurst  
Stillwater, OK 74078  
Phone: 405-744-4188  
Fax: 405-744-6404  
Email: avpc@okstate.edu

**Financial Information Management**  
Oklahoma State University  
040 Student Union  
Stillwater, OK 74078  
Phone: 405-744-7457  
Fax: 405-744-0034  
Website: [www.fim.okstate.edu](http://www.fim.okstate.edu)  
Email: fim@okstate.edu

**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/](http://faac.okstate.edu/)

**Grants & Contracts**  
Oklahoma State University  
401 Whitehurst  
Stillwater, OK 74078  
Phone: 405-744-8239  
Fax: 405-744-7487  
Website: [http://vpaf.okstate.edu/gcfa/](http://vpaf.okstate.edu/gcfa/)

**Office of the Bursar**  
Oklahoma State University  
113 Student Union  
Stillwater, OK 74078  
Phone: 405-744-5993  
Fax: 405-744-8098  
Website: [http://bursar.okstate.edu/](http://bursar.okstate.edu/)  
Email: bursar@okstate.edu

**OK Corral**  
Oklahoma State University  
1224 North Boomer Road  
Stillwater, OK 74078  
Phone: 405-744-5985  
Website: [http://airs.okstate.edu/okcorral/guides.html](http://airs.okstate.edu/okcorral/guides.html)  
Email: OKCorral@okstate.edu

**Payroll Services**  
Oklahoma State University  
409 Whitehurst  
Stillwater, OK 74078  
Phone: 405-744-6372  
Fax: 405-744-4149  
Website: [http://vpaf.okstate.edu/payrollservices/index.htm](http://vpaf.okstate.edu/payrollservices/index.htm)  
Email: payroll.services@okstate.edu

**Purchasing**  
Oklahoma State University  
1224 North Boomer Road  
Stillwater, OK 74078  
Phone: 405-744-5984  
Fax: 405-744-5187  
Website: [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu)  
Email: purchase@okstate.edu

**Risk & Property Management**  
Oklahoma State University  
618 North Monroe  
Stillwater, OK 74078  
Phone: 405-744-7337  
Fax: 405-744-7888  
Website: [http://vpaf.okstate.edu/rpm/index.htm](http://vpaf.okstate.edu/rpm/index.htm)

**University Accounting**  
Oklahoma State University  
304 Whitehurst  
Stillwater, OK 74078  
Phone: 405-744-5865  
Fax: 405-744-1832  
Website: [http://www.vpaf.okstate.edu/ua/](http://www.vpaf.okstate.edu/ua/)