Fiscally Fit

News from the Controller
February 2014

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Office of the 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
Website: http://controller.okstate.edu/
WILAM Spotlight

Cathy Gardner
AVP&C
April 1, 2013

Responsibilities
• Executive Administrative Assistant to the Associate Vice President and Controller

Previous Experience
• Strategic Communications Program Manager for Futron Corporation
• Program Manager for Johnson Space Center Transition and Retirement
• Technical Lead for Strategic Communications for Space Shuttle Transition and Retirement
• Lead Education Outreach Specialist for JSC Space and Life Sciences
• K-12 Educator (Japan, Oklahoma, Texas)

Education
• Bachelor of Science in Elementary Education From Oklahoma State University

Other interesting facts about you
• I worked for NASA for 13 years
• I served in the USAF active duty for 4 years and reserves for 7 years
• I have a blog (cookandgab.com) and built a website for my Dad’s wildlife photography (allsmanwildlifephotography.com)
• My parents met at OSU. I graduated from OSU. My husband graduated from OSU, and both my kids are students here
• I enjoy cooking, collecting recipes, animals, sports, spending time with my two kids and last but certainly not least cheering on my OSU Cowboys!

Nice to meet you! Go Pokes!

Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. So if you haven’t turned your form in yet, please submit it to Cathy Gardner, cathy.a.gardner@okstate.edu. Forms can be found here.
OK Corral Contract Spotlight

Fenton’s / HON Furniture is available as a punch out supplier in the OK Corral. They also offer a huge selection of other brands of furniture including National, Allsteel, Flexsteel, MTS, Paoli, Surface Works and others.

Contact Fenton’s to obtain a quote for any of these brands. Fenton’s will upload the quote and the user may retrieve it through the Fenton’s/HON punch-out.

Important Dates:

March 10, 2014, 1:30-3:30pm, 403 Classroom Building

To sign up, please go to http://hr.okstate.edu/hr/training/staff_dypt12.php
OSU’s Debt Makes the Grade!

When OSU issues debt to purchase equipment, or to build or renovate buildings, a rating company such as Standard and Poor’s (S&P), Moody’s, or Fitch evaluates the issued bonds. OSU’s bonds are currently rated “AA-“ and “AA,” which indicates a very high credit quality and a very strong capacity to meet financial commitments.

A credit rating is basically an opinion of the general creditworthiness of a borrower or the borrower’s debt. These ratings help investors decide the best place to put their money by differentiating credit quality.

Rating agencies consider student enrollment, the amount of cash an institution has on hand, the amount of debt the institution maintains, and the stability of the administration when setting a rating for universities. OSU is mindful of these criteria when contemplating new debt issuance.

Strong credit ratings are imperative for reducing the cost of borrowing funds for OSU projects. Accordingly, Oklahoma State manages its debt in a very conservative manner and will continue to prudently fund capital projects, thereby maintaining its excellent credit rating and further solidifying the University’s position as “America’s Brightest Orange!”
Bursar News

Enrollment Policy Reminder:
Bursar accounts must be cleared before enrolling in future semesters.

Priority enrollment for Summer and/or Fall begins March 24. Enrollment hold notification emails (February 18) provide sufficient time to clear financial holds prior to enrolling.

Any outstanding balance could delay registration for the Summer and/or Fall Semester. If a student encounters enrollment difficulties, please direct him/her to check his/her bursar account for any outstanding charges. Confirm all payments, scholarships, and financial aid have been received. To check account balances online, visit the Student Information System (SIS) website at http://prodosu.okstate.edu/ and click “Bursar Services” under “Payment Info”

Spring Payment Option Plan Online Application

In efforts to assist our students in meeting financial obligations, Oklahoma State University offers a semester payment option plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families (authorized users) and students to pay University-billed expenses in regular monthly installments. No finance charges are associated with the payment option plan or enrollment holds if payments are made as promised.

The Spring Payment Option Plan is available online until February 17th. The student (or authorized user) applies online by logging into SIS at http://prodosu.okstate.edu/ then clicking the Payment Option Plan link listed under Payment Information. It is important to designate a parent under the authorized user tab by entering their email address for access to the payment plan. There is a $25 payment plan non-refundable application fee to participate.
International Wire Payments

Oklahoma State University partnered with Western Union Business Solutions to provide international students and their families a fast, easy, and affordable way to pay education costs online and in their own currency. This service allows you to pay locally from your home bank, saving you money on exchange rates and bank fees. Funds are credited directly to your bursar account in dollars in as few as two (2) business days.

Go to: http://bursar.okstate.edu/

Click: Western Union Business Solution/International Wire Payments

Collection Efforts

Collection efforts commenced for non-student bursar accounts after drop/add, which is the latter part of January. The first letters will be mailed February 17th. Oklahoma law (Oklahoma Statute 68, Section 205.2) authorizes Oklahoma State University to file a claim with the Oklahoma Tax Commission against a state income tax refund and apply it to indebtedness to the University (referred to as the warrant intercept program). If accounts are placed with external collection agencies, the account holder is assessed collection costs (up to 33% of the original debt), legal costs, and attorney fees. Credit ratings are also impacted negatively if this occurs.
1098-T and 1098-E Statements

1098-T and 1098-E statements were prepared in January. OSU is required annually to furnish a Form 1098-T, Tuition Statement, to provide qualified tuition and related expenses associated with enrollment at OSU during the calendar year. 1098-T’s were mailed unless the student opted for electronic delivery. View your form via SIS at http://prodosu.okstate.edu, click on Bursar Services under the Payment Info heading. Your 1098T statement is located on the Welcome screen just below Statements.

Refer questions:
Bursar Website 1098-T Viewing and Printing http://bursar.okstate.edu/viewing-printing-1098t
Bursar Website1098-T FAQ http://bursar.okstate.edu/1098t-faq
Department of Labor Requirements

On March 23, 2014 Oklahoma State University, as a government contractor, will be required to meet U.S. Department of Labor guidelines established under Section 503 of the Rehabilitation Act of 1973 (CFR Part 60-741) and the Vietnam Era Veteran’s Readjustment Assistance Act (41 CFR Part 60-300).

Part of the new rules requires certain language (set in bold text) to be included on contracts or subcontracts funded by the federal government:

"This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified protected veterans, and qualified individuals with disabilities and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities."

This includes all government contracts or subcontracts, awarded on or after March 24, 2014, (and modifications, renewals, or extensions if not included in the original contract or subcontract.

The University’s Response

As of Friday February 7, 2014, Oklahoma State University started the process that will include on all requests for proposals (RFP), issued contracts, and subcontracts the above language as well as provided a website address for the OSU Affirmative Action policy. On OKCorral, any vendor establishing a profile will be advised of the requirements.

OSU will include a copy of the Affirmative Action policies and/or the link to those policies with every subaward to the university or from the university, for any subaward under a grant, contract, or agreement administered through GCFA.
Fiscally Fit – Inactivity can lead to loss of access and loss of your OPID

FRS SCTP and eprint access are powered by an active password. We refer to active as meaning a password which has not expired in 120 days. You will lose access to eprint and FRS SCTP with an expired password.

But inactivity after 120 days CAN lead to the loss of your OPID. There are system reports which track inactivity on a weekly and monthly basis. The weekly report (OS ZSS Dis Wkly) can disable your access if your password has expired and the monthly report (OS ZSS Dis Mnthly) reports OPIDs which will be deleted the next time it is ran.

So it is best to keep your password active.

To check your FRS password if you have not logged into SCTP in a while, follow the steps below.

Open a TSO 3270 Session
Enter SCTP
Hit Enter twice more
Type 002 for session
Type your OPID on the next line
Type your current password and press Enter

If you don’t know your current password, contact us at frs.security@okstate.edu and we will send it to you.

If you want to change your FRS password and it has not expired yet, enter PWC on the SCREEN: line in SCTP and it will bring up the change password screen.
Liability Insurance for OSU Employees

OSU Employees are protected for liability purposes by the Oklahoma Governmental Tort Claims Act (OGTCA) while acting within the scope of their official university business. Though the State of Oklahoma self-insures for liability losses covered by the OGTCA, there are times when employees may be requested to provide proof of liability coverage. OSU Risk Management recommends employees use the certificate found at this url:  http://rpm.okstate.edu/sites/default/files/documents/Certificate_of_Self_Insurance.pdf  It is a good idea to keep a copy of this certificate in the glove box of all OSU vehicles. It may be used for proof of insurance in the event an employee is involved in an accident while within the scope of their OSU employment.

At times OSU Employees are required to use their personal vehicles for official university business. This form can be kept in the glove box of employee’s personal vehicles and used for proof of insurance in the event they are involved in an accident while using their vehicle within the scope of their employment. This coverage is for liability purposes only and would not cover the cost to fix the employee’s vehicle if damage occurred. Most personal insurance carriers require notification in advance if you intend to use your personal vehicle for business purposes. If you have additional questions on insurance coverage provided to OSU employees you may call OSU Risk Management at 405-744-8899.
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/

OK Corral
Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405-744-5985
Email: OKCorral@okstate.edu
Website: http://airs.okstate.edu/okcorral/guides.html

Payroll Services
Oklahoma State University
409 Whitehurst
Stillwater, OK 74078

Phone: 405-744-7337
Fax: 405-744-7888
Email: payroll.services@okstate.edu
Website: http://payroll.okstate.edu