Fiscally Fit

News from the Controller
February 2015

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WILAM Spotlight

Carmen Tetik
Accountant III/Manager
GCFA

Responsibilities
- Prepare the UBIT work papers
- Review the Major Stores Rate Proposals
- Prepare various Research Reports
- Prepare the F&A Proposal

Previous Experience
- Project Lead/Programmer for Charles Machines Works in Perry, OK

Education
- B.S. in MGMT SCI, Minor in MKTG from OSU - 1987
- B.S. in ACCTG from OSU - 2002
- CPA – 2004
- CFE - 2007
- MBA from OK Christian University – 2008

Other interesting facts about you
- I enjoy Scrapbooking, Golfing and Totally Spoiling the Grandkids

Nice to meet you Carmen!

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.
Are you making the right moves to save for retirement? In addition to signing up for your plan, you need to periodically consider increasing contributions and checking your asset allocation while you are still working and saving. According to a TIAA-CREF survey, many savers in a workplace retirement plan miss out on these three important steps toward saving enough for retirement: enroll, increase and rebalance. TIAA-CREF’s Retirement Advisor can help by offering a target mix of appropriate assets, with specific fund recommendations if you are a TIAA-CREF participant. You can also talk to your advisor about the right investments for your unique situation. Learn more at www.tiaa-cref.org/customizedplan.

How did you envision your retirement when you first signed up? Living a quiet life in a small town or traveling the world? National statistics show that retired households spend about 80% of what working households spend. But will you need more because of the lifestyle you want to pursue? If you haven’t looked recently at how much your version of retirement might cost — and how much you’ll need to save to pay for it — you can do that in just a few minutes using an online calculator like the TIAA-CREF Retirement Advisor. The calculator will help you find out if you are on track with your retirement savings, how much money you might need to add now to try to generate an adequate paycheck later, and how many years it will take you to reach your goal. Learn more at www.tiaa-cref.org/customizedplan.
OK Corral Supplier Spotlight

The OK Corral has a new punch-out supplier! WESCO Distribution, Inc. offers customers electrical construction products, electrical and industrial maintenance, repair, and operating (MRO) supplies.

WESCO Distribution is currently listed under the Educational and Institutional (E&I) contract number CNR01238.

Multi-Function Devices Contract Update

The Multi-function Devices contract has been renewed. The updated pricing and all necessary model changes are now available on the Purchasing website for review. This was a competitively bid contract which offers multiple brands of copiers with very competitive pricing. So, please check it out for your multi-function device needs.

Board Dates

Requisitions requiring Board of Regents approval (greater than $250,000) are due in Purchasing by April 1, 2015, 5:00pm, for the April 24, 2015 Board Meeting.
Banner Finance Implementation

As we move forward to the Banner Finance implementation date of July 6, 2015, the finance team has been working diligently to ensure the ability to procure, pay, report, and view continues unimpeded. As with any new system, some changes to improve processes are part of the solution and the work behind the scenes is geared towards increasing ease of use, improved reporting, and the consistent application of processes.

Increased Ease of Use

• Banner Finance operates via a web-based application, allowing access without resorting to restrictive 3270/”green screen” applications for connectivity.
• Being web-based, users can customize a profile to reflect their position’s unique needs.
• Single sign on functionality is being installed so users can seamlessly move from OKCorral, AIRS, or Banner without additional userids, OPIDS, or remembering multiple passwords.

Improved Reporting

• The ability to know available balances and pending transactions are crucial to a department’s operation and reporting is available to generate financial positions real-time.
• Standard queries and reports in Finance are available to users to run on an ad-hoc basis, removing possible delays in gathering time sensitive information.
• Tracking individual transactions back to source information is straightforward and user friendly.
Banner Finance Implementation – cont.

Consistent Application of Processes

• A major change with the Banner implementation will be a single location for maintaining people, corporations, etc. This general person table is used for all interactions for Finance, Student, and HR, and will allow a common approach to naming/use and will eliminate the possibility of outdated information in a system.

• This updated system allows for additional steps during a single transaction to eliminate current two or three step manual processes, reducing the possibility of errors.

Other significant improvements include a rework of the FRS account into a FOAPAL. FOAPAL stands for (F)und, (O)rganization, (A)ccount, (P)rogram, (A)ctivity, and (L)ocation. This new string follows the following approach:

**Fund Codes** – FRS account code is moved to fund code and is changed only for those FRS accounts not conforming to accepted ranges (consistency increase)

**Org Codes** – Existing departmental structure (comprised of alpha and numeric characters) contains reference to functional groupings (Admin/Fin, Academics, etc.) and is not being migrated to Banner Finance. The functional grouping reference was removed to enable departments to easier change reporting relationships without impacting finance accounts, as the org code is a required element in the FOAPAL. The new Org Code is a departmental and campus identifier but cannot be used to derive reporting relationships; this information is available elsewhere.
Banner Finance Implementation – cont.

**Account Codes** – The FRS object code is the base for this element and the only changes are increasing length to 6 characters.

**Program Codes** – Revenue and Expense purpose codes are the base for this element. No meaningful changes.

**Activity Codes (optional)** – Not currently being used.

**Location Codes (optional)** – The building code list is the base for this element. Changes are applying uniform element length and 1st character campus identifier.

As we move closer to the implementation date, the following will be available:

- Training schedules for accessing and using Finance.
- Quick guides
- Tips and tricks
- FAQ
- Crosswalks detailing the conversion of existing FRS accounts to Funds
- Crosswalks detailing the conversion of home department codes to Organizations

I will continue to send you information as we travel down this exciting road!
Changing Your FRS Password

Most of the time you don’t know you need to change your FRS SCTP password until you can’t log into eprint or get a notice when logging into FRS SCTP. If you needed access to eprint that day, it is too late because SCTP updates eprint passwords at night. You will be without access to eprint that day even if you change it that morning in SCTP.

The best way to avoid losing access to eprint is, of course, to keep your SCTP FRS password current. One option is to change your password on a Friday, for instance the third Friday of every month. The system will update your FRS password over the weekend and you will have access Monday morning. Another option is to change your FRS password on your birthday day every month. If your birthday is the 5th of January, change your password every 5th of the month.

To bring up the password change screen, enter PWC on the SCREEN: line while you are logged into SCTP FRS.

If you need help with your current password, email frs.security@okstate.edu and remember to include your opid in the email.
It’s W-2 Time

We’ve made it through another year and the W-2s have been printed and disbursed.

A program was run January 16 to determine where a particular W-2 should be sent. If an employee had an active assignment in HRS as of January 31, 2015, the W-2 was sent to the employee’s home department. If an employee did not have an active assignment on January 31, the W-2 was mailed to the employee’s home address as recorded in HRS.

To determine where the employee’s W-2 was sent, departments can view the W2/1099 field on the HRS 012 Screen. This field is under Flag Status near the bottom right-hand corner of the screen. A W means the W-2 was mailed to the employee’s home address. A C means the W-2 was mailed to the employee’s campus address.

Requests for reprints of the W-2 have begun and will be printed twice a week. Employees can call Payroll Services at 405.744.6372 to request a reprint. If an employee’s W-2 is returned and their name is on the reprint list, we will mail out the W-2 form immediately.

Employees are encouraged to print their W-2 for themselves rather than having to wait for the reprint. Employees can print their W-2 form by logging into Web for Employees located at http://webemp.okstate.edu/. Printing the W-2 is best if using the latest version of Internet Explorer and Adobe Reader.

If a department has undistributed W-2s remaining in their office, they should return them to Payroll Services immediately so the forms can be mailed to the employee’s home address.

Any questions regarding the W-2 should be directed to Payroll Services at 405.744.6372.
Get your W-2 Form On-Line

Oklahoma State University is required by law to furnish a Form W-2 to any employee who has worked for OSU during any calendar year. OSU employees have the option to sign up for the electronic (on-line) version of the W-2.

What are the Advantages of Receiving a Form W-2 Online?

- Employees do not have to wait for their Form W-2s to be printed, sorted, and distributed through the normal W-2 process.
- Employees can view and print their Form W-2s at their convenience reducing the possibility of lost or misplaced forms.
- Employees can review and reprint their Form W-2s at a later date as the Form W-2 information is stored securely on Web for Employees.

The Basics of the Online Form W-2

- The online Form W-2 is accessed through Web for Employees just like an employee’s payroll advice. Web for Employees is located at http://webemp.okstate.edu/. Click on the blue “Click Here to Enter Employee Self Service” to login using your 8-digit campus wide ID or your Okey email address and password.
- The online Form W-2 can be viewed and/or printed and the print option can be changed by using the following two options found under the Payroll Services tab in Web for Employees:
  - *W-2 Wage and Tax Statement* – this option allows employees to view and print their online Form W-2 in IRS format or text format.
  - *W-2 Print/No Print Option Flag* – this option allows employees to change to an online Form W-2 by selecting “No” or revert back to a printed Form W-2 by selecting “Yes”.

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Get your W-2 Form On-Line – cont.

- The online method of delivery is very similar to that of the payroll advice. If employees select the “No-do not print and mail W-2” option, they will receive an email notification as soon as their Form W-2 is available on Web for Employees. The employees may then view and print their Form W-2 at their convenience.

- If employees do not select the “No-do not print and mail W-2” option, they will receive a paper Form W-2 at a later date after the forms have been printed, sorted, and distributed just as in the past.

- The online Form W-2 will be made available to all employees through Web for Employees; however, only those who select the “No – do not print and mail my W-2” option will receive an email notification.
Spring Break Payroll Processing

This year, Spring Break is scheduled for March 16 - March 20, 2015. It is not unusual for many employees to take that time off while children are out of school. During Spring Break, we will be processing the 4R18 biweekly payroll which covers February 28 – March 13, 2015. Biweekly time input and on-line ENPs are due March 17. Monthly processing will also occur that same week. The 1st and 2nd tests for the monthly payroll are scheduled for March 18 and March 19. It is very important that your department has staff available during Spring Break to input and approve biweekly time input and to review monthly tests. Departmental attention to these processes will ensure timely and accurate processing of pay.
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