

FISCALLY FIT

News from the Controller

March 2011

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FROM THE CONTROLLER

Keeping Up With Passwords

It seems every day brings a new username and password to keep up with! It appears keeping up with the many usernames and passwords needed to function in today's world is going to get harder before it gets easier.

Industry standards surrounding password and information security are currently focused in the following areas of concern:

- password complexity
- password reuse
- credential commonality across sites (same ID/password for multiple systems)

Standards and best practices say you avoid using any hard and fast rules with password length or number of unallowable previous passwords except to establish minimums. For example, a password should not be reused, should be a mix of upper/lower case letters and numbers, should be non-dictionary words, and be at least 8 characters long. A quick research with other universities indicates their password reuse policies range from "don't do it" to a forced denial of the previous 10 passwords.

You may be interested in the following article discussing passwords and password reuse:

http://www.pcworld.com/businesscenter/article/219303/password_reuse_is_all_too_common_research_shows.html

To help you organize your many usernames and passwords in a safe environment you can be go to <http://keepass.info/> for free software. You will want to select the Classic Edition Keepass 1.18. If you have any problems downloading Keepass, please contact your desktop administrator.



UNIVERSITY ACCOUNTING

AIRS Online Travel Application – Verify Remit Addresses

In AIRS please remember to verify the remit addresses of the claimants. Remit addresses can be found on the Trip Information tab on the online travel voucher. If the address is incorrect, please click the button for Edit Address and enter an appropriate on-campus or off-campus mailing address for the claimant. The address is necessary for mailing the reimbursement check or notice of deposit. Also remember to enter the appropriate plus-4 on the zip code. Do not use 0001 as the plus-4. The plus-4 can be found on www.usps.com for off-campus addresses or the University Mailing Services website for on-campus addresses.

Associate Vice President & Controller - 207 Whitehurst, Stillwater, Oklahoma 74078 - (405) 744-4188

GRANTS & CONTRACTS

Unrelated Business Income Tax

Oklahoma State University is considered an “exempt organization” and is not subject to income tax. However, there are situations where an exempt organization can be subject to tax on certain activities. This is referred to as Unrelated Business Income Tax (UBIT), and Oklahoma State University, like many other colleges and universities, files a UBIT return each year.

While most activities at Oklahoma State University are exempt, some are not. In determining whether or not an activity is considered “related business” and subject to UBIT, a three prong test is applied:

1. Is it an activity in a trade or business:

Trade or business generally includes any activity carried on for the production of income from selling goods or performing services. Activities of producing or distributing goods or performing services from which gross income is derived do not lose their identity as trades or businesses merely because they are carried on within a larger framework of other activities that may, or may not, be related to the organization's exempt purposes.

2. Is the activity regularly carried on:

Business activities of an exempt organization ordinarily are considered regularly carried on if the activities show a frequency and continuity, and are pursued in a manner to, comparable commercial activities of nonexempt organizations.

3. Is the activity NOT substantially related to furthering the exempt purpose of the organization:

To determine if a business activity is substantially related requires examining the relationship between the activities that generate income and the accomplishment of the organization's exempt purpose. Trade or business is related to exempt purposes, in the statutory sense, only when the conduct of the business activities has causal relationship to achieving exempt purposes (other than through the production of income). The causal relationship must be substantial. The activities that generate the income must contribute importantly to accomplishing the organization's exempt purposes to be substantially related.

There are exceptions and exclusions to UBIT. Investment income and royalties, rental income, and certain income for research activities may be excluded when determining UBIT. Additionally, volunteer labor, a trade or business activity carried on for the convenience of its organization (in OSU's case-convenience of students is an example), the selling of donated merchandise are exceptions.

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FINANCIAL INFORMATION MANAGEMENT

Secure Wireless Network Access

The rise in numbers of wireless-enabled devices such as laptops, smartphones, and now tablets over the past several years has climbed at a rapid pace. These devices allow users to move about campus freely and access information on the internet from almost anywhere, without the need to find an open network jack.

While this increase in freedom is great for the user, one can quite easily forget that the information traveling between your device and the network is just floating through the air, susceptible to being intercepted and used in several nefarious ways by malicious users in the vicinity.

One way to combat this intrusion of privacy is to remember to use encrypted connections whenever possible. Many common sites use encryption (also referred to as SSL or HTTPS) by default, but others such as Facebook and many web-mail clients only offer it as an option. Make sure that the URL displayed in your browser's address bar includes HTTPS at the beginning to make sure the session is safe.

Another way that is provided by OSU IT is through use of the OSUSECURE wireless system. IT lists the following benefits of this network on their [Wireless access page](#):

- Users do not have to authenticate every time they access the Internet.
- Users can seamlessly roam between buildings without authenticating.
- OSUSECURE is an encrypted network.
- The new network allows users to get the best connection speed in certain areas on campus (such as the Edmon Low Library and the Henry Bellmon Research Center).

Note that the OSUSECURE network is encrypted. That means that all information between your device and the OSU network is protected, and cannot be intercepted in the air. It is still a good practice to use HTTPS connections to sites that you access.

Instructions for connecting to OSUSECURE from most common devices and operating systems can be found on the [IT Technology Support](#) site. Contact your computer support group for more information on safe web browsing practices.

PAYROLL

Higher Ed Switch to the State's PeopleSoft System

The State is in the process of switching all of Higher Ed from their old legacy Payroll Accounting System to the PeopleSoft HCM system. The conversion to PeopleSoft will allow the Higher Ed institutions to continue interfacing data to the state's central system but will consolidate all payroll processing on the PeopleSoft platform and allow Office of State Finance (OSF) to retire the legacy system at the end of 2011.

Oklahoma State University is currently working on a new interface to send employee demographic information and payroll records to the State. The conversion to the new interface is to go live starting June 1, 2011.

We do not foresee any major changes to how OSU processes payrolls here on campus. However, some minor changes may have to be made. As we determine whether there will be changes and what these changes may be, we will be updating the campus on any new procedures.

PURCHASING

Important Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: March 30, 2011, for the April 22, 2011, Board Meeting.

Purchasing Seminars:

- Purchasing Policies and Procedures, April 7, 2011, 1:30 – 3:30 PM, TBA

You may register for any of these sessions by calling Human Resources at 405-744-5374, on the Human Resources web site at http://fp.okstate.edu/hrosu/training_enroll.htm, or by Email: osu-trng@okstate.edu.

The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing at 405-744-5984 to schedule a date.

Purchasing can be contacted at:

Phone: 405-744-5984

Fax: 405-744-5187

Email: purchase@okstate.edu

Website: www.purchasing.okstate.edu

BURSAR

Bursar News

Enrollment for summer and fall 2011 is here. Remember bursar accounts must be current to enroll in future semesters and to continue charging items on campus to your account. Please verify all anticipated financial aid has been disbursed. Federal financial aid regulations prohibit the use of current-year funds to satisfy prior year charges. With the update in the federal regulation prohibiting the use of federal aid to cover a past due balance from a previous academic year, the University is taking proactive initiatives in managing the accumulation of bursar balances. Financial aid disbursements are intended to provide for the current semester educational expenses. Pay your account online at <http://prodosu.okstate.edu>. The Bursar Financial Counselor is available to assist with payment arrangements.

Federal regulations encourage contact with the loan recipients as the borrower's last day of attendance approaches. Exit counseling notification materials were sent to loan recipients that dropped below ½ time, or withdrew from the University, or are scheduled to graduate this spring. Borrowers will have an academic record hold and enrollment hold until the exit information is completed.

Upcoming Bursar Training Sessions

Bad Debt Assessment: April 28, 10:30 – 11:30
106B Whitehurst

Strength Training for Fiscally Fit Program

Mystery solved!! Learn how the Bursar's Office calculates the bad debt assessment for the University.

Bursar Processes: April 28, 1:00 – 2:30
106B Whitehurst

General Workout for Fiscally Fit Program

Do you need to create new sub codes or accounts in Billing and Receivable System (BRS), submit departmental deposits online as well as access the purge of the historical data from the bursar system? This seminar is for you. Topics to be covered are as follows:

- How to create BRS sub codes and accounts.
- How to enter charges online into a BRS account; online departmental deposits.
- The Bursar purge.
- For no extra charge, you will get an overview of the collection process!!

FISCAL & ADMINISTRATIVE COMPLIANCE

FRAUD DETERRENCE AND COMPLIANCE PROGRAM

Reporting Fraudulent Activity

ALL fraudulent financial activity or suspicion of fraudulent financial activity is to be reported directly to the Fiscal and Administrative Compliance section of the Office of the Associate Vice President & Controller or confidentially through EthicsPoint. A report can be filed through the EthicsPoint website or by calling toll-free 866-294-8692. The website can be found at:

https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=10933

PCARD ADMINISTRATION AND COMPLIANCE

Are You Having Trouble Remembering Your User Name in Works?

If you are having trouble remembering your user name in Works, you can easily change it to something you will remember.

- Logon to Works
- Go to: Tools, Personal Settings, User Information, Edit, (Type in your new user name), and OK.

RISK & PROPERTY MANAGEMENT

OSU #1 for At-Fault Driving Accidents

Unfortunately Oklahoma State University holds the number one ranking in a very undesirable category. State Risk Management records indicate that OSU drivers are responsible for about 30% of the at-fault traffic accidents for all state agencies in the last year. According to the American Automobile Association distracted drivers are the most common cause of automobile crashes.

Research on distracted driving reveals some surprising facts:

- 20 percent of injury crashes in 2009 involved reports of distracted driving. (NHTSA).
- Of those killed in distracted-driving-related crashes, 995 involved reports of a cell phone as a distraction (18% of fatalities in distraction-related crashes). (NHTSA)
- In 2009, 5,474 people were killed in U.S. roadways and an estimated additional 448,000 were injured in motor vehicle crashes that were reported to have involved distracted driving. (FARS and GES)
- The age group with the greatest proportion of distracted drivers was the under-20 age group – 16 percent of all drivers younger than 20 involved in fatal crashes were reported to have been distracted while driving. (NHTSA)
- Drivers who use hand-held devices are four times as likely to get into crashes serious enough to injure themselves. (Source: Insurance Institute for Highway Safety)
- Using a cell phone while driving, whether it's hand-held or hands-free, delays a driver's reactions as much as having a blood alcohol concentration at the legal limit of .08 percent. (Source: University of Utah)

Please encourage distraction-free driving practices to all OSU employees who drive as a part of their official duties.

Office of the Bursar

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Email: bursar@okstate.edu

Financial Information Management

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Fax: 405.744.7872

Website: www.fim.okstate.edu
Email: fim@okstate.edu

Fiscal & Administrative Compliance

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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/>

Grants & Contracts

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Payroll Services

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Email: payroll.services@okstate.edu

Purchasing

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Risk & Property Management

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University Accounting

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