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# FISCALLY FIT

## News from the Controller

February 2012

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### Proposed F&A Rates FY2013

The Proposed F&A rates have been submitted to the Office of Naval Research for approval, pending audit and negotiation. Depending upon the length of time needed by Federal Auditors and the subsequent negotiation, the approved “negotiated rate” should be finalized by mid-June before the effective date of July 1, 2012.

The rates may be found at:  
<http://gcfa.okstate.edu/index.php/rates-a-other-info> under  
“Proposed Rates.”

### Upcoming Federal Audits

As stated above, both the Fringe Benefit Proposal and F&A Proposal are subject to a DCAA Federal Audit. During the Audit(s), all campus departments should expect visits from the DCAA as the auditors will be making observations in order to confirm employment and/or job functions.

During the last year’s visit by DCAA, several critical comments were made by the auditors. These comments included inability to “find employees,” “pre-filled” time sheets, personal use of social media sites on University time, and other issues. Please be advised DCAA will be on campus beginning February 23, and it is highly probable that they will revisit departments where such activities were previously discovered.

## GRANTS & CONTRACTS

### Proposed Fringe Benefit Rates FY2013

The Proposed Fringe Benefit Rates for FY2013 have been submitted for approval. As usual, the proposed rates are subject to audit. The Defense Contracts Audit Agency (DCAA) has scheduled an audit entrance conference for February 23. While we don’t know the amount time the audit will take, we expect DCAA to be on campus most of the Spring as the agency will be auditing both the Fringe and F&A proposal.

The Fringe Benefit (Proposed) rates may be found at:  
<http://bam.okstate.edu/index.php/general-budget-info/7>

## UNIVERSITY ACCOUNTING

### Budgets and Master Lease Payments

At this time of year, departments with master leases should review paying account budgets in AIRS. Check to ensure if budget adjustments are needed to enable processing of the monthly master lease payments through the last four months of the fiscal year. Review of paying accounts now can remove the need for budget adjustments later.

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

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## Travel – Airline Fee to Change Seat Assignment

American Airlines has begun charging a fee for changing seat assignments, and other airlines may soon follow. This fee is not reimbursable per the Office of State Finance unless the seat change is a medical necessity. The medical necessity should be documented on the travel voucher if the traveler is claiming reimbursement of the fee.

## PAYROLL

### Core Update Regarding Direct Deposit

As we continue to work through the CORE payroll interface system, we become more aware of the differences between the new CORE system and the previous legacy system. Through this experience, we have discovered the following changes related to the input of direct deposit information:

- Under the new CORE system, a new employee's direct deposit information cannot be initially input until after his/her HRS information is fed to CORE and his/her assignment becomes active. Due to this delay, the employee's direct deposit may not become effective until after his/her first pay date.
- Also, if an employee did not have an active assignment when the conversion to CORE occurred in December, then the employee's direct deposit information did not transfer from the old legacy system to the new CORE system. Any employees with inactive assignments during this time will need to complete a new direct deposit form and attach the appropriate bank documentation. Remember, attaching a deposit slip of any kind in lieu of a voided check is not acceptable as the bank routing and account numbers are not always the same.
- In addition, if an employee is affiliated with another state agency prior to his/her employment with OSU, then OSU will not be able to view or access the employee's direct deposit information in CORE. The employee will be required to terminate his/her direct deposit with the previous agency before Payroll Services can view or change the employee's direct deposit information.
- And finally, direct deposit information supplied to the Automated Clearing House under the new CORE system is not accessed until three days before an employee's pay date giving OSU employees a larger window of opportunity to make necessary changes to their direct deposit information. Under the old legacy system, direct deposit information was accessed on the same day the payroll was finalized in HRS.

As we continue to learn more about the new CORE system, we will keep the campus informed of any necessary changes. If you have any questions concerning direct deposit, please contact Karen McCombs at 405.744.6380 or by email at [karen.mccombs@okstate.edu](mailto:karen.mccombs@okstate.edu).

## Taxation on Graduate Assistant Tuition Waivers

The Internal Revenue Service (IRS) recently issued a memorandum regarding the taxability of graduate tuition waivers provided by educational institutions to their employees. The *IRS Office of Chief Counsel Memorandum 20103901F* stated that graduate tuition waivers offered to graduate assistants performing teaching and research activities are excluded from taxable income. In contrast, tuition waivers for graduate assistants not engaged in teaching or research are subject to taxation and income tax withholding. The IRS also allows a separate exclusion from income of up to \$5,250 per calendar year for employer provided educational assistance. In an effort to comply with the requirements of this memorandum, Payroll Services will be working closely with the Graduate College and Financial Information Management in the coming year to identify any graduate assistants who may be affected by this ruling. (Graduate assistants who are not engaged in teaching or research are currently identified in HRS with an O job code and a class code of 1748 or 6592). If it is determined that a graduate assistant's tuition waiver will exceed \$5,250 in a calendar year, a taxable benefit will be added to a future payroll and the applicable state and federal income taxes will be withheld. The taxability of the tuition waiver, however, will not affect the graduate student's FICA exemption.

## PURCHASING

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing, February 1, 2012, 5:00pm, for the February 24, 2012, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing, March 21, 2012, 5:00pm, for the April 13, 2012, Board Meeting.

*Purchasing can be contacted at:*

*Phone: 405-744-5984*

*Fax: 405-744-5187*

*Email: [purchase@okstate.edu](mailto:purchase@okstate.edu)*

*Website: [www.purchasing.okstate.edu](http://www.purchasing.okstate.edu)*

# FINANCIAL INFORMATION MANAGEMENT

## Contacts For The SCT Systems

For SCT connectivity or ePrint issues, please refer to the listing below for those to contact for each system.

- **SIS** (System 001)  
SIS email: [SIS-DM@okstate.edu](mailto:SIS-DM@okstate.edu)  
Contact Bonnie Stone - [bonnie.stone@okstate.edu](mailto:bonnie.stone@okstate.edu)  
405-744-6864  
or Cheri Fisher - [cheri.fisher@okstate.edu](mailto:cheri.fisher@okstate.edu)  
405-744-6698
- **FRS** (System 002)  
Use mailbox: [frs.security@okstate.edu](mailto:frs.security@okstate.edu)  
Contact Rick Halley - [rick.halley@okstate.edu](mailto:rick.halley@okstate.edu)  
405-744-8344  
or Greg Humphrey - [greg.humphrey@okstate.edu](mailto:greg.humphrey@okstate.edu)  
405-744-8343
- **HRS** (System 003)  
Contact Samyog Bhattarai - [samyog.bhattarai@okstate.edu](mailto:samyog.bhattarai@okstate.edu)  
405-744-5759  
or Alan Shryock - [alan.shryock@okstate.edu](mailto:alan.shryock@okstate.edu)  
405-744-6378
- **BUDGET**  
Contact Kelly Murphy - [kelly.murphy@okstate.edu](mailto:kelly.murphy@okstate.edu)  
405-744-6897  
or Michelle Tidwell - [michelle.tidwell@okstate.edu](mailto:michelle.tidwell@okstate.edu)  
405-744-6897

## BURSAR

Priority enrollment for Summer and/or Fall begins **March 7<sup>th</sup>**. Enrollment hold notification emails (February 17<sup>th</sup>) provide sufficient time to clear financial holds prior to enrolling.

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

- ✓ 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/>.

- ✓ **Payment Option Plan** - In efforts to assist our students in meeting financial obligations, Oklahoma State University offers an in-house administered payment option plan (POP) as an alternative to the traditional lump-sum payment method. This plan provides an opportunity for families and students to pay University-billed expenses in regular monthly payments either by the semester or annually. No finance charges are associated with the payment option plan or enrollment holds placed if payments are made as promised. Access the POP application: <http://bursar.okstate.edu/forms/osupop.pdf>
- ✓ Collection efforts commenced for non-student bursar accounts after drop/add, which is the latter part of January. The first letters were mailed February 1. 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 were mailed in January. 1098-T's were mailed to all calendar year 2010 OSU (including CHS) student ID numbers to the student's local address if they were a full-time, ½ time, or graduate. This is required by federal law. Refer questions to the IRS web site, [www.irs.gov](http://www.irs.gov) and specifically to Publication 970, Tax Benefits for Education, available online at <http://www.irs.gov/pub/irs-pdf/p970.pdf>. Log into the bursar website <https://bursar.okstate.edu/BursarLogin/login.aspx> to view the 1098-T information online.

## Red Flags Rules

Oklahoma State University Policy 3-0540, Red Flags Rules and Identity Theft Prevention, was developed pursuant to the Federal Trade Commission's ("FTC") Red Flags Rules. The Red Flags Rules requires campus training about OSU's Identity Theft Prevention Program. Learn how to detect the warning signs – or 'red 'flags' - of identity theft in your day-to-day operations by attending a session on February 29 from 1:30-2:30 pm at 106B WH. Enroll at <http://hr.okstate.edu/hr/training/training.php> or email [osu-trng@okstate.edu](mailto:osu-trng@okstate.edu).

Get practical tips on spotting the red flags of identity theft, taking steps to prevent identity theft, and measures to take if suspicious patterns are spotted. You can also learn more online by visiting <http://bursar.okstate.edu/RedFlagRules.htm>



*The OK Corral is Here!*

*The OK Corral*, the OSU and A&M Systems' e-Procurement solution, is now live on most OSU and A&M campuses. OK Corral will be the requisitioning system going forward. The Core Implementation team has worked diligently for the last 10 months to help bring modernization and positive change to the OSU and A&M Systems. While we recognize change can be difficult, we truly believe that if you give the OK Corral a fair chance, you will soon appreciate all it has to offer. With use, the OK Corral will provide enhanced data collection to allow us to better analyze our spend and negotiate deeper discounts on many commodities. It also provides for less paper or paperless processing to help with our green initiative and streamlined processing to save time and effort so you can use your time pursuing more productive endeavors.

For more information please contact us at 405-744-5985 or at [OKCorral@okstate.edu](mailto:OKCorral@okstate.edu).



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Staples Advantage<sup>®</sup> is now the preferred office supply provider for OK Corral. From consolidated billing and award-winning account management to online ordering, Staples Advantage makes it easy to order office supplies. No bargain hunting required — we bring the savings right to you. So log on to OK Corral to order today.

**Questions?** The Staples Advantage Customer Service team will provide answers, order status, delivery information, stock checks and more. Customer service can be reached by phone at

877-826-7755. 

### **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/>

Email: [bursar@okstate.edu](mailto:bursar@okstate.edu)

### **Financial Information Management**

Oklahoma State University  
040 Student Union  
Stillwater, OK 74078

Phone: 405-744-7457

Fax: 405-744-7872

Website: [www.fim.okstate.edu](http://www.fim.okstate.edu)

Email: [fim@okstate.edu](mailto: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](mailto:fraud.deterrence@okstate.edu)

Website: <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/>

### **Associate Vice President & Controller**

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### **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>  
Email: [payroll.services@okstate.edu](mailto: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](mailto:purchase@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>  
Email: [OKCorral@okstate.edu](mailto:OKCorral@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>

### **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/>