
FISCALLY FIT

News from the Controller

May 2007

COMMUNICATION SERVICES

Please Provide Emergency Contact Information

In order to broaden its ability to effectively reach the campus community in the event of an emergency, Oklahoma State University is implementing an emergency notification system that will allow immediate distribution of voice and text alerts.

The voice and text numbers will be used by OSU to alert you of an emergency. The contact numbers will not be used for any other purpose.

To ensure the alert system has the most accurate information, please log into your O-Key account (<https://app.it.okstate.edu/okey/index.php>).

If you have any problems, please contact the IT help desk. Be sure to update your information with any changes.

ENVIRONMENTAL HEALTH SERVICES

Natural Gas Safety on Campus

All furnaces, stoves and water heaters in older University apartments are fueled by natural gas. (Newer apartments are all-electric.) Gas is also piped to all laboratories and most cafeteria kitchens on campus. If you notice an odor of natural gas (like that of sulfur or rotten eggs) on campus at any time of the day or night,

1. Call the Physical Plant Action Desk (744-7154) or 911.
2. If the odor is very strong, leave the area first, then call.
3. Do not turn any lights or electrical appliances on or off.
4. Open windows and/or doors for ventilation. Do not attempt to re-enter the area until Physical Plant Maintenance has declared it safe to do so.

Gas Safety Tips

- Before digging anyplace on campus, call 744-7154 to arrange for a check of the area to see if there are any gas lines present. (OKIE CHECK)
- Keep all gas appliances clean and properly vented.
- Never cover fresh air vents that supply air to your appliances.
- Do not store any flammable materials in or near gas appliances. (DO NOT use the oven as a storage area for anything.)
- Never use your oven or stovetop to heat your kitchen or dry your clothes.
- Keep the area around your furnace and water heater clear.
- Never leave any food unattended while it is cooking.

Additional safety information can be found on the Oklahoma Natural Gas (ONG) website: http://www.oneok.com/ong/aboutong/safety/ong_smell_gas.jsp

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FINANCIAL INFORMATION MANAGEMENT

Payment Card Industry Compliance Update

The audit of the central e-Commerce system has been completed and remediation activities are ongoing-focus is now shifting to individual merchants accepting credit cards on campus. The PCI Data Security Standard (<https://www.pcisecuritystandards.org/>) details 12 requirements over 6 areas of concern.

For departments operating desktop terminals, PCI standards are straightforward and only a portion of the requirements are applicable. Protecting cardholder information in an environment where information security is understood and practiced is the ultimate destination. It is expected terminal operators should have little trouble complying with the PCI-DSS.

Over the summer, administration will be contacting departments accepting credit cards for PCI compliance purposes. Departmental documentation, observance of processes, merchant training, policy review and signatory acknowledgement will be included.

Additional information and associated documents will be available within AIRS by the end of the month.

FRS Security

For all FRS password and eprint requests, please email FRS.SECURITY@okstate.edu for timely service. Phone call requests may not be addressed if the individual is out of the office. FRS security is a group account monitored by multiple persons. Thank you!

GRANTS & CONTRACTS

Sick Leave on Grants and Contracts

A question will arise from time to time about sponsor-supported faculty/staff who are required to take extended sick leave. Policy 2-0113 (faculty) and policy 3-0716 (staff) addresses such issue.

Traditionally, sponsors will not reimburse the University for extended sick leave of faculty or staff members.

However, the employment benefit entitlements do not expire when the sponsor ceases funding. Once the department has determined that a grant or contract will not reimburse the University for paid sick leave, the primary department, college, or division will be responsible for the payment of leave.

Time and Effort Confirmation

Oklahoma State University adopted one of the acceptable methods of documenting payroll costs under the Circular A-21. This method is entitled "Plan Confirmation Method" and involves the distribution of salaries and wages based upon a projection or plan of work activity which will be updated to reflect any significant changes in time allocation. The accuracy of the predetermined cost allocations is substantiated by after-the-fact confirmation by someone having first-hand knowledge of the employee's work efforts.

According to the Council on Governmental Relations, approximately two-thirds of a sponsored program's direct expenditures are in the form of salaries and benefits. With such large expenses paid by the federal government, it is important for faculty and staff paid through sponsored projects to be able to accurately document their time and effort supporting the salaries paid on a project.

PAYROLL

Mandatory Direct Deposit Deadline is Almost Here

Oklahoma law (74 O.S. 292.12) requires, as a condition of employment, that all state employees receive pay via direct deposit by June 30, 2007. A memo will be sent to all employees who are not currently on direct deposit or PayCard to inform them that they will be defaulted to a PayCard if they do not complete a direct deposit enrollment or request a PayCard by June 1, 2007. All defaulted employees will receive their June 29, 2007 pay on a PayCard which will be available for pick up at 409 Whitehurst for Stillwater employees and the local payroll distribution area at a branch campus.

Any questions regarding the mandatory direct deposit or PayCard should be directed to Karen McCombs in Payroll Services at (405) 744-6380.

Fiscal Year-End Recast Transactions due June 8

Recast transactions allow departments to transfer labor and average fringe benefit costs between accounts. The recast method is able to transfer these costs by reversing the labor and benefit transactions in HRS labor history and redistributing them to new accounts. Recasts are processed by employee and position number.

In order to provide for timely processing of recast transactions at the end of FY07, all recast transactions occurring before June 1 must be received by Sherry Warden, 409 Whitehurst, by **June 8, 2007**.

If grant accounts are involved in the recast, please allow sufficient time for the transactions to be reviewed by Grants and Contracts Financial Administration prior to the due date.

Recast transactions for charges occurring in June will be processed in July only and must be received no later than **July 13, 2007**. Recasts received in July for charges prior to June 1 will be returned.

If you have any questions, contact Sherry Warden at (405) 744-6574.

BDS FTE Changes

If you changed the FTE on an employee (other than a student or temporary) in BDS, the FTE change must be followed with an EA form to ensure that all benefit issues are addressed in a timely manner. The only exception to this would be FTE changes for faculty summer assignments.

Address Changes for Those Moving On

As the school year comes to a close, there are many employees who move on. Please remind these employees as they leave that they need to change their address in all OSU systems to receive future communications such as their W-2. Retirement plan administrators also need to know their new addresses. Address/name change packets are available from Employee Services, (405) 744-5449.

PURCHASING

Notes:

1. FY07 Year End:

Requisitions that exceed \$5,000 and require formal bids/quotations should have been received in the Purchasing Department by **May 18, 2007, 5:00 p.m.** All other FY07 requisitions must be received by the Purchasing Department by **June 15, 2007, 5:00 p.m.** Requisitions received after these dates will be entered as fiscal year **2008** requisitions.

Requisitions against fiscal year 2008 funds may be submitted at this time.

2. New Year Processing:

If an FY08 purchase order must be issued prior to July 1, 2007, please attach a note to the requisition to bring this to our attention.

3. Maintenance Agreements:

Currently Equipment Lists (EL) for FY08 lease and maintenance agreements have been sent to vendors.

- Vendors will send completed EL's to departments for processing.
- Process EL's only if maintenance is desired by the department.
- If total is less than \$5,000 per year, department head may sign EL and departments may process invoices in arrears on p/card.
- If total is more than \$5,000 per year, a requisition must be processed through the Purchasing Department.

P/card:

4. Year End Expenditures:

As the fiscal year ends, departments may try to ensure they have spent all available funds. Be aware that any purchase that totals more than \$5,000 must be processed on a requisition.

5. Grant Accounts:

Many grant accounts expire at the end of the fiscal year. Remember to change the account number on p/cards that have an expired grant account as the default. Process a Commercial Card Cardholder Application Form marked "Change" through the Purchasing Department to change the default account number.

Important Dates:

1. Board Dates:

Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: May 30, 2007, for the June 22, 2007, Board Meeting.

2. P/card Training:

June 26, 2007, 2:00 PM, 408 Student Union.

3. Purchasing Policies and Procedures Seminar:

October 11, 2007, 9:00 AM, 408 Student Union.

You may register for either of these sessions by calling Human Resources at X5374, on the Human Resources web site at <http://fp.okstate.edu/hrosu/training/enroll.htm>, or by Email: osutrng@okstate.edu.

The Purchasing Department is available to conduct purchasing training on an as needed basis to departments and colleges. Please contact Purchasing 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

RISK MANAGEMENT

The University would like to welcome new Fire Marshall Floyd Cobb. He will be the Authority Having Jurisdiction and is in charge of the Fire/Safety section of Risk Management/Environmental Health Services. He will be housed in 120 Physical Plant.
WELCOME ABOARD FLOYD!!!

TRANSPORTATION SERVICES

Transportation Services has received an ADA compliant 15 passenger bus available for daily lease. This bus is equipped with options for two wheelchair positions and 10 seat positions or the standard 15 passenger seating. Daily leasing is also available for an ADA compliant 6 passenger minivan equipped with two wheelchair positions. Driver hand controls are also available for this bus as well as many other vehicles in the lease fleet.

UNIVERSITY ACCOUNTING

Year-End Processing Schedule/Deadlines

A memo was distributed on May 14, 2007, that provided information in order for departments to coordinate the processing of transactions prior to the closing of the fiscal year-end. All travel vouchers, small order invoices, and receiving reports must be received in University Accounting by 5:00 pm on June 18, 2007, to ensure that claims will be processed prior to the year-end closing. Campus vendor invoices must be received by University Accounting by 9:30 am on June 27, 2007, to ensure processing prior to year-end.

The year-end closing process will begin at the close of business on Friday, June 29, 2007. Therefore, the FRS system will not be available on June 30, July 1, or July 2. The FRS system should be available for use beginning on Tuesday, July 3, 2007.

Reminder:

Payments for Services (including expenses) to Non-employees

In the event that an individual contracts to perform a service for the University, the fee should include any travel expenses, and the entire amount of the contract fee should be submitted on a requisition along with a notarized claim form, if applicable. The entire amount of the contract is subject to 1099 reporting to the Internal Revenue Service.

If the individual performs a service for the University for no fee, but is to be reimbursed for expenses only, the appropriate method of reimbursement is a State of Oklahoma Travel Voucher.

BURSAR

All summer classes for enrolled students will be billed **June 1, 2007**, and are due **June 15, 2007**. Excitement is in the air. Students and families will be visiting for New Student Orientation beginning May 29th throughout the month of June. Wear **Orange** and a welcoming smile...show your spirit!!