
FISCALLY FIT

News from the Controller

June 2009

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UNIVERSITY ACCOUNTING

Master Lease Program Schedule

The Master Lease program allows University departments to finance the acquisition of equipment. The next round of Master Lease is set to begin with the approval process in July with funding available in December. If any department is interested in participating in the Master Lease program, please contact Lynette Venard at 405-744-6819 as soon as possible for more details.

On-Line CVI System Available

Beginning July 1, 2009, all paper campus vendor invoices (CVIs) originating from the Stillwater campus will be submitted and processed electronically utilizing the on-line CVI application module in the Administrative Information Resource System (airs.okstate.edu). This application has been available and tested since May 1 by selected units across campus. The results have been exceptional in time and processing savings.

Submitting a CVI electronically offers the following benefits:

- A quicker approval response rate when compared to paper
- Accountability (location of the CVI while being processed)
- Immediate validation/verification of selected information to reduce rejections
- Policy enforcement
- Common location of CVIs and supporting documents
- A green process to reduce paper usage and the University's carbon footprint

Training on the campus vendor invoice process is being offered by University Accounting. Interested parties may enroll via the Training Services website located at http://hr.okstate.edu/hr/training/staff_dvpt09.htm.

Those major stores already processing CVI's electronically will continue with their current systems.

Project Risk Assessment and How to Write a Business Plan

To be presented by Dr. David Bosserman and Kathy Elliott on Wednesday, June 24 from 8:30 AM - 3:30 PM in 403 Classroom Building.

Participants will learn an overview of the analysis of the risks versus returns, as well as the feasibility of a proposed project for your college or department. The session will evaluate a case study for a proposed University project. The group will identify the strengths, weaknesses, opportunities, and threats associated with the project. Additionally, the group will determine full-costing and the optimal financial structure necessary to implement the complex project. The group will then make a recommendation as to the worthiness of implementing the project and committing the funds necessary. There are only a few seats left so enroll in this free class today: http://fp.okstate.edu/hrosu/training_enroll.htm, by email at osutrng@okstate.edu, or call 405-744-5374.

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

FRS System Availability

The FRS system will be unavailable on July 1 and 2 while we complete the year-end closing process. Please discourage individuals in your department from trying to log in so that the closing process is not delayed. The system will be available again on July 6, 2009, at which time we will resume the processing of payments.

Correct Fiscal Year on Payments

When changing fiscal years, it is important to use the correct fiscal year on all invoices and payment documents submitted to University Accounting. All invoices dated prior to July 1, 2009, should be processed as FY09 to properly reflect the expenditure in the state system.

PURCHASING

Delivery Address for Pcard Purchases

- Items purchased with the pcard should always be delivered to a University address.
- Items should never be shipped to a home address.
- If circumstances require goods to be shipped to an address other than the University, an exception and justification should be provided in writing by the department head and attached to the transaction log.

Important Purchasing Dates

Board Dates:

- Requisitions requiring Board of Regents approval (greater than \$150,000) were due in Purchasing: May 27, 2009, for the June 19, 2009, Board Meeting.
- Requisitions requiring Board of Regents approval (greater than \$150,000) are due in Purchasing: July 1, 2009, for the July 24, 2009, Board Meeting.

Pcard Training:

- June 23, 2009, 1:30 PM, 412 Student Union.

Purchasing Seminars:

- Ethics in Purchasing, October 27, 2009, 2:00 PM, 412 Student Union
- Purchasing Policies and Procedures, August 4, 2009, 9:00 AM, 412 Student Union
- Purchasing and Purchasing Card Refresher, October 13, 2009, 9:00 AM, 412 Student Union

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 at 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 to schedule a date.

PAYROLL

Labor Changes for FY09 and FY10

The labor distribution input screens in HRS (UL1, UL2, and UL3) are limited to a single fiscal year. Therefore, departments can make changes to only one fiscal year at any given time. The last FY09 monthly payroll (1X12) will process on the night of July 8, 2009. The last FY09 biweekly payroll (4R26) will process on the night of July 15, 2009. Therefore, labor distribution screens will remain FY09 through Wednesday, July 15. On Thursday morning, July 16, 2009, the labor distribution screens will reflect FY10 funding. Do not make any changes to FY10 funding until July 16, 2009.

Recasts for FY09 and FY10

Recast transactions for labor and benefit charges occurring in June 2009 will be processed in July only and must be received by Sherry Warden, 409 Whitehurst, no later than July 10, 2009. If grant accounts are involved, sufficient time should be allowed for the transaction to be reviewed by Grants and Contracts Financial Administration and forwarded by the above date. Recasts for FY09 pay periods that are received after July 10 will be returned to the departments to be rewritten as reallocations. The 4R25, 4R26, and 1X12 payrolls posted in FY10 are not subject to the July 10 deadline. For further information, please contact Sherry Warden at 405-744-6574.

FINANCIAL INFORMATION MANAGEMENT

Payment Card Industry Data Security Standard

The security of credit card information is and has been a growing concern over the last few years for individuals and the University as a whole. Andrea Luttrell, Financial Information Management's e-Commerce/PCI Coordinator, has been working diligently over the last year to help all merchants on campus become compliant. This means following all the requirements set out in the Payment Card Industry's Data Security Standard (PCI-DSS), which can be found at <https://www.pcisecuritystandards.org>.

All merchants on campus are required to use Oklahoma State University's centralized solution or an electronic data capture (EDC) machine to process all credit card transactions. If you have not yet been contacted, you can contact us at PCI@okstate.edu.

Electronic Commerce (e-Commerce)

Electronic Commerce is the buying and selling of products or services via the Internet. This venue has grown into one of the most profitable sources of income for departments. So far this year, over 85,000 transactions have taken place on the Stillwater campus alone. The movement towards e-Commerce is a trend that not only makes products available to anyone at anytime, it also saves on man power. Departments are able to upload products and make them available within minutes.

For more information on how your website can make money for you, please contact us at PCI@okstate.edu.

This year's e-Commerce training class is offered on June 17, 2009. You may register for this session 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 at osu-trng@okstate.edu.

BURSAR

Bursar News

A student parent handbook describing bursar information is available online. You can check it out at: <http://bursar.okstate.edu/forms/BursarCatalog.pdf>

Payment Option Plan

OSU offers a Payment Option Plan (OSU POP) as an alternative to standard bursar account lump-sum payments. The OSU POP enables families and students to pay University-billed expenses in regular monthly installments. This affords the ability to budget semester costs to best fit your individual needs. Our program provides all of the benefits of a monthly payment plan without incurring interest. By making monthly payments affordable, the OSU POP will help you avoid accumulating additional debt. To cover administrative expenses the OSU POP carries an application fee of \$40.00 (annual) or \$25 (semester). Call our POP specialist at 405-744-5998 or e-mail us at bursarpop@okstate.edu or visit our website <http://bursar.okstate.edu/forms/osupop.pdf> for more information.

FY09 Bursar Refunds

The final FY09 bursar refunds (including direct deposits), short term emergency loan checks, and assignment checks will process on Monday, June 29.

Year-End Departmental Deposits

Please make sure all FY09 departmental deposits are brought to the cashiers by noon on Tuesday, June 30 to ensure year-end deadlines are met. Don't forget that online departmental deposit entry via AIRS is available. Please contact Cindy Buford for instructions (cindy.buford@okstate.edu or 405-744-7790).

FRAUD DETERRENCE & COMPLIANCE PROGRAM

Handling Cash

Reminder - - - Policy and Procedures statement 3-0331 (Collections, Deposits and Control of Cash or Checks Received in the Name of Oklahoma State University) outlines the requirements to deposit funds received in a timely manner in compliance with State statutes. In addition, each department that has custody of cash, checks or other funds is responsible for the safekeeping of the funds and for maintaining documented internal control policies. Internal procedures should be reviewed periodically to ensure controls are working as intended, cash in safeguarded until it can be deposited, and all deposits are made in compliance with State statutes and University policies.

Purchase of Clothing and/or Uniforms

To address compliance with Internal Revenue Code, an official University-wide policy statement on clothing and/or uniforms provided to employees has been approved. Please refer to Policy and Procedures statement 3-0203 (Clothing and/or Uniforms Provided to Employees).

Reporting Fraudulent Activity

Fraudulent financial activity or suspicion of fraudulent financial activity is to be reported directly to 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.

GRANTS & CONTRACTS

Graduate Research Assistants/Associates

Tuition Remission Program Procedures

Policy Guidance is found in OSU Policy and Procedures 3-0421 "*Graduate Research Assistants/Associates Tuition Waiver.*"

Students serving in Graduate Research Assistant or Graduate Research Associate (GRA) positions are eligible for the waiver of standard tuition charges. Any non-resident fees, other enrollment fees, books, housing, board or other costs of attendance are not eligible for remission within the GRA Tuition Remission program.

Every qualified student designated as a Graduate Research Assistant/Associate will receive a remission of standard tuition charge. Tuition remission funding is first granted through the Graduate College, and if prior approval of tuition remission funding is granted, the University will seek reimbursement from the appropriate sponsoring agency for those GRA's serving on Sponsored Projects.

Tuition Waiver Criteria

The Graduate College will provide graduate level tuition remission for Graduate Research Assistants/Associates (GRAs) in exchange for services provided to research projects. The GRA must be employed at least 0.25 FTE in order to receive tuition remission for up to six eligible graduate credit hours each Fall and Spring semester, and up to three hours for each Summer term.

The amount of resident tuition support depends upon the employment level of the GRA; for 0.5 FTE or more, the level of resident tuition support is the maximum credit hours of 6/6/3 (Fall/Spring/Summer); for employment levels at least 0.25 FTE but less than 0.5 FTE the level of resident tuition support is 3/3/3; for employment levels below 0.25 FTE no tuition support is provided. The GRA tuition remission program does not include payment for non-resident tuition, other enrollment fees, books, housing, or other costs of attendance.

In order for the student to be eligible for the GRA Tuition Remission Program, the student must be:

1. admitted to OSU as graduate student;
2. enrolled in an advanced degree program;
3. participating in a research project sponsored, in whole or in part, by Oklahoma State University, federal, state agency, local agency, private organization, or other outside organization;
4. enrolled in “eligible” courses. *Eligible courses are defined as graduate level courses applicable to the student’s academic program’s requirement or otherwise defined by the sponsoring organization.*
5. The student must be hired by the University as a Graduate Research Assistant or Graduate Research Associate (GRA).

Issuing the GRA Tuition Remission Credit

The Graduate College will award the tuition assistance to the student through the Financial Aid System (FAM) and the funds will be transmitted to the Student’s Bursar account.

Employment of Graduate Students

There are several employment classifications for graduate student employees. An eligible graduate student may be hired as a Graduate Assistant (GA), Graduate Research Assistant (GRA), Graduate Teaching Assistant (TA) (Master’s Program) or Graduate Research Associate (GRA), Graduate Teaching Associate (TA), Graduate Associate (GA) (Doctoral Program). **However, only Graduate Research Assistants (GRA) and Graduate Research Associates (GRA) are eligible for the GRA Tuition Remission Program.**

Hiring documents for GRA’s

A hiring official must complete an Employment Action for any individual hired at Oklahoma State University. The following

“job codes” and “class codes” may be used in official hiring documents when employing graduate students.

“O” job code, and class codes 1748 (Graduate Assistant), **1749 (Graduate Research Assistant)**, 1750 (Graduate Teaching Assistant), **3769 (Graduate Research Associate)**, 3770 (Graduate Teaching Associate) or 6592 (Graduate Associate).

The following job codes and class codes will ONLY be recognized for the GRA Tuition Remission Program.

The “O” job code and “1749” class code should be used for Graduate Research Assistants.

The “O” job code and “3769” class code should be used for Graduate Research Associates.

Class Code	Graduate Student Classification	Job Code	Tuition Rate Eligibility
1748	Graduate Assistant (GA)	o	No
1749	Graduate Research Assistant (GRA)	o	Yes
1750	Graduate Teaching Assistant (TA)	o	No
3769	Graduate Research Associate (GRA)	o	Yes
3770	Graduate Teaching Associate (TA)	o	No
6592	Graduate Associate (GA)	o	No

If the GRA is Working on a Sponsored Project funded by an organization outside Oklahoma State University

Charging the Grant/Contract

If a GRA is working on a “sponsored” project and the sponsor will allow tuition costs within the project’s budget, Oklahoma State University expects reimbursement from the sponsoring organization. Thus, a monthly HRS program will initiate a 14% calculation of the eligible GRA’s monthly salary paid and charge directly to the grant or contract. This 14% monthly calculation will reimburse the University for the tuition remission credit given to the GRA.

Coding the Grant for the Tuition Remission Rate

In order for this 14% calculation to occur, the Grant or Contract must be coded in FRS (Screen 009), Data Element FS 250 “*Tuition Allowed*” as “Y” yes. Since most grants or contracts will support a GRA’s tuition remission, a *blank* code will also initiate a 14% tuition remission charge to the grant or contract.

If the grant or contract will not allow tuition remission costs within the project’s budget, the Grant or Contract must be coded “N” no on FRS (Screen 009), Data Element FS 250 “*Tuition Allowed*”

- Note: The 14% calculation is subject to change annually (August 1). It is based upon the proportion of GRA tuition waivers to the total salaries of GRA’s.

An “Exhibit A” May Be Necessary on Occasion

If a GRA is eligible for additional tuition/fee funding, an Exhibit A document will be required for any student fees greater than standard tuition costs. These additional costs may include housing, books, or out-of-state tuition fees. Documentation stating sponsor support should accompany any Exhibit A requesting the payment of these additional fees/costs. Please note that the payment of additional fees typically apply strictly to training grants and fellowships.

The reimbursement of tuition remission by an outside source is based upon the terms set by the sponsor of the grant or contract. While most sponsors will offer to reimburse tuition remission benefits, there may be peculiar situations when several GRA’s on a single grant may receive salaries, but the sponsor may limit the number of GRA’s who may receive “sponsored paid/reimbursed tuition remission. If a grant or contract will provide only limited tuition remission such as partially-funding or only providing support for a limited number of GRA’s within the project, the grant or contract must be coded as “N” *tuition allowed* on FRS screen 009. Also, if a GRA’s salary is paid by a sponsor, but the tuition remission is funded by another outside source, the grant must be coded “N” and an EXHIBIT A must be completed if any tuition remission is paid on the grant or contract.

Other situations may occur when a sponsor will only offer tuition remission but not pay salary. In this rare case since no salary is paid, the tuition remission must be granted through an Exhibit A. These grants or contracts should be coded as “N” as well since there will be no salary to which a percentage calculation could be made.

Technical Processes of the HRS Calculation

As part of the HRS month end close programs (HRS month end is prior to FRS month end), a program (GRDTUIT) that reads the HRS Labor Distribution History file (LDOLHS) will run to select Ledger 5 and 6 payroll labor charges for the month that just ended. These payroll labor charges could be the result of a payroll calculation, voiding a paycheck from a previous month, or HJV/Recast (account redistribution) of payroll labor charges from a previous month. HRS positions related to these charges will be examined to restrict the selected positions to those with Job Code “O” and one of the six identified class codes noted previously. The remaining Ledger 5 and 6 accounts will be checked for the Tuition Allowed flag (FRS element FS250). If the Tuition Allowed flag is “N”, a zero tuition remission percentage will be applied; otherwise, the tuition remission percentage parameter will be applied. The tuition remission is calculated by multiplying the payroll labor charge by the determined tuition remission percent for that account (zero or the parameter value). Once the tuition remission is calculated, a report will be prepared for the selected accounts, employees, positions and pay IDs along with the payroll labor charges, the account’s tuition remission percentage and the calculated tuition remission. For any accounts with a non-zero tuition

remission total, a campus vendor transaction will be generated and forwarded to FRS for input.

The tuition percentage charged to the sponsor will be itemized under subcode 9235. This subcode WILL NOT initiate an F&A calculation for the tuition charged.

FAQ

1. Will the tuition remission rate ever change? Yes, it will change annually on August 1. A new rate will be calculated during November/December every year in preparation for the upcoming award year.
2. How is the tuition remission rate calculated? It is a percentage of the “Total Tuition Remission Credits for GRA’s” divided by “Total GRA Salaries Paid.” This percentage offers a composite ratio of GRA waiver dollars offered in comparison to GRA salaries paid.
3. Since some departments pay higher salaries than others, will those departments also be charged the same tuition remission rate? Yes. The percentage is determined using all GRA salaries and waiver remissions in calculating an average. There may be large variances between lower salaried grants and some higher grants. However, this also occurs in fringe benefit costs as well.
4. What if a sponsor limits the amount of tuition remission it will pay? The grant or contract should be coded “N” on the FRS Screen 009 and an “Exhibit A” should be instituted to seek reimbursement.
5. If FRS Screen 009 is marked as “N,” does this mean no tuition can be charged to the grant? Not exactly. An “N” code simply means that the 14% calculation will not be charged during the monthly payroll processes. “N” means, more often than not, the sponsor has limited the amount of tuition remission it will pay for one or more students.
6. If a grant or contract will pay tuition for one student but not another, how should the grant be coded? It should be coded “N.” The tuition remission rate is contingent upon the sponsor’s approval. In this particular case, the grant limits the amount of funding for tuition. Any tuition reimbursed by the grant must be created by an “Exhibit A.” An “Exhibit A” must also be used if the grant will only reimburse up to a limited amount per GRA.
7. What if the sponsor refers to the GRA’s salary as a stipend? Does this change the interpretation of how the tuition rate is charged? No. The University interprets a payment of a stipend in the same manner as a salary. The grant will be charged the tuition remission rate of 14% against the monthly stipend amount.

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

Financial Information Management

Oklahoma State University
334 & 335 Student Union
Stillwater, OK 74078

Phone: 405.744.7457
Fax: 405.744.7872

Website: <http://www.vpaf.okstate.edu/fim/>
Email: fim@okstate.edu

Fraud Deterrence & Compliance Program

Oklahoma State University
207 Whitehurst
Stillwater, OK 74078

Phone: 405.744.2296
Fax: 405.744.6404

Email: fraud.deterrence@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/>

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

Purchasing

Oklahoma State University
1224 North Boomer Road
Stillwater, OK 74078

Phone: 405.744.5984
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Email: purchase@okstate.edu

Risk & Property Management

Oklahoma State University
618 North Monroe
Stillwater, OK 74078

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University Accounting

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