Fiscally Fit
Office of the AVPAF
August 2019

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- Using Correct Fiscal Year on Payments
- OK Corral Supplier Round-Up

Office of the Associate Vice President for Administration and Finance

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Each month one person will be randomly selected to spotlight as our WILAM Spotlight Employee. If you haven’t turned your form in yet, please submit it to Lynette Rhea, lynette.rhea@okstate.edu. Forms can be found here.

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Financial Tip of the Month

Provided by IRS.GOV. The material is for informational and educational purposes only and should not be regarded as a recommendation or an offer to buy or sell any product or service to which this information may relate.

IRS Launches New Tax Withholding Estimator; Redesigned Online Tool Makes It Easier to do a Paycheck Checkup

IR-2019-139, August 6, 2019

The Internal Revenue Service launched the new Tax Withholding Estimator, an expanded, mobile-friendly online tool designed to make it easier for everyone to have the right amount of tax withheld during the year.

The Tax Withholding Estimator replaces the Withholding Calculator, which offered workers a convenient online method for checking their withholding. The new Tax Withholding Estimator offers workers, as well as retirees, self-employed individuals and other taxpayers, a more user-friendly step-by-step tool for effectively tailoring the amount of income tax they have withheld from wages and pension payments.

“The new estimator takes a new approach and makes it easier for taxpayers to review their withholding,” said IRS Commissioner Chuck Rettig. “This is part of an ongoing effort by the IRS to improve quality services as we continue to pursue modernization and enhancements of our taxpayer relationships.”
IRS Launches New Tax Withholding Estimator - continued

The IRS took the feedback and concerns of taxpayers and tax professionals to develop the Tax Withholding Estimator, which offers a variety of new user-friendly features including:

• Plain language throughout the tool to improve comprehension.
• The ability to more effectively target at the time of filing either a tax due amount close to zero or a refund amount.
• A new progress tracker to help users see how much more information they need to input.
• The ability to move back and forth through the steps, correct previous entries and skip questions that don’t apply.
• Enhanced tips and links to help the user quickly determine if they qualify for various tax credits and deductions.
• Self-employment tax for a user who has self-employment income in addition to wages or pensions.
• Automatic calculation of the taxable portion of any Social Security benefits.
• A mobile-friendly design.

In addition, the new Tax Withholding Estimator makes it easier to enter wages and withholding for each job held by the taxpayer and their spouse, as well as separately entering pensions and other sources of income. At the end of the process, the tool makes specific withholding recommendations for each job and each spouse and clearly explains what the taxpayer should do next.

The new Tax Withholding Estimator will help anyone doing tax planning for the last few months of 2019. Like last year, the IRS urges everyone to do a Paycheck Checkup and review their withholding for 2019. This is especially important for anyone who faced an unexpected tax bill or a penalty when they filed this year. It’s also an important step for those who made withholding adjustments in 2018 or had a major life change.
IRS Launches New Tax Withholding Estimator; Redesigned Online Tool Makes it Easier to do a Paycheck Checkup -continued

Those most at risk of having too little tax withheld include those who itemized in the past but now take the increased standard deduction, as well as two-wage-earner households, employees with nonwage sources of income and those with complex tax situations.

To get started, check out the Tax Withholding Estimator on IRS.gov.
EPAF Training and Guidance

New resources for EPAF guidance are now available and will continue to be updated over the next few months.

Online EPAF Training

Originators have many EPAF choices and steps are being taken to create online training modules for each type of EPAF. The first module **EPAF Training: New Salaried Employee with No Previous Job Records or Assignments** is now available for preview at talent.okstate.edu. These short, self-paced modules will include need-to-know information for Originators who are new to the EPAF process.

EPAF How-to Guide

Just a reminder the most recent version of the EPAF How-to Guide can be found on the Banner Resources page of the HR website.

EPAF Hotline and Help Ticket System

Get answers to your EPAF questions by contacting Melissa Nugent at 405.744.7874 or by filing a Helpdesk Ticket routed to Melissa Nugent. If you choose to file a Helpdesk Ticket, please include “EPAF” as the first word in the subject line for proper routing.

EPAF Front-End Application Coming Soon

In an effort to assist Originators and avoid confusion when choosing the appropriate EPAF, I.T. will begin development on a front-end support tool. This support tool uses a series of questions to help Originators determine which EPAF is best for the employment action. At this time, I.T. has solicited input from several campus groups to build out a decision tree which creates the foundation for the front-end support tool.
## Holiday Schedule Reminder

### Fiscal Year 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Day Type</th>
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<tbody>
<tr>
<td>September 2 (Monday)</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 28 (Thursday)</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>November 29 (Friday)</td>
<td>Day After Thanksgiving</td>
</tr>
<tr>
<td>December 23 (Monday)</td>
<td>Mandatory Leave Day</td>
</tr>
<tr>
<td>December 24 (Tuesday)</td>
<td>Christmas Eve Holiday</td>
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<tr>
<td>December 25 (Wednesday)</td>
<td>Christmas Day Holiday</td>
</tr>
<tr>
<td>December 26 (Thursday)</td>
<td>Holiday</td>
</tr>
<tr>
<td>December 27 (Friday)</td>
<td>Holiday</td>
</tr>
<tr>
<td>December 30 (Monday)</td>
<td>Holiday</td>
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<tr>
<td>December 31 (Tuesday)</td>
<td>Mandatory Leave Day</td>
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### Calendar Year 2020

<table>
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<th>Date</th>
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<tbody>
<tr>
<td>January 1 (Wednesday)</td>
<td>New Year's Day Holiday</td>
</tr>
<tr>
<td>January 20 (Monday)</td>
<td>Martin Luther King Day</td>
</tr>
<tr>
<td>May 25 (Monday)</td>
<td>Memorial Day</td>
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### Fiscal Year 2021

### Calendar Year 2020

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<td>Fourth of July Holiday</td>
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<td>September 7 (Monday)</td>
<td>Labor Day</td>
</tr>
<tr>
<td>November 26 (Thursday)</td>
<td>Thanksgiving</td>
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<td>November 27 (Friday)</td>
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### Calendar Year 2021

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<tr>
<td>January 1 (Friday)</td>
<td>New Year’s Day Holiday</td>
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Banner Document Management Application Xtender

We have completed the Banner Document Management (BDM) Application Xtender 16.3 upgrade.

Users that access BDM for financial or student files will see the “new look” of imaging. However, the Legacy (non-Banner) Application Xtender upgrade will be performed in the mid to late-July timeframe.

The new version of Application Xtender offers the following benefits:

- Improved performance
- Enhanced user interface
- Expanded browser support
  - Internet Explorer
  - Firefox
  - Chrome
  - Microsoft Edge
  - Safari

Please contact University Imaging with any questions or comments. 405-744-7183 university.imaging@okstate.edu
GRA Tuition Remission Rate

The Graduate Research Assistant/Associate (GRA) Tuition Remission Rate for FY20 took effect for GRA salary expenditures beginning August 1. The rate for FY20 is 18.20%.

Fringe Benefit Rates FY20

Fringe Benefit Rates for FY20 remain in “provisional status” until the Office of Naval Research finalizes OSU’s submission. The Provisional Rates may be found at:


Facilities and Administrative Rate

The Current Facilities and Administrative (F&A) rate is set to expire June 30, 2020. However, OSU has petitioned ONR for a one year extension through June 30, 2021. ONR has granted a tentative approval for the extension which will be followed-up with an official rate agreement extension through next spring.

For proposals and awards that will cross into FY21 fiscal years, please use the current F&A rates during the budgeting process. The F&A rates may be found at:

https://gcfa.okstate.edu/sites/default/files/documents/FA_Rates/FY17-FY20%20Predetermined%20F%26A%20Rate%20Agreement%20%28Updated%29.pdf
Prepaid Event Registration Using P-Cards

With so many deadlines and priorities in your daily responsibilities, it can be difficult to remember all of the details of allowable or unallowable P-Card purchases. This is intended to provide a quick review of P-Card Guidelines pertaining to prepaid event registrations. (i.e. conferences, meetings, etc.)

Basic State Agency Requirements of Prepaying Event Registrations
Simply put, we are not allowed to pay for things in advance.

Exceptions

As with many other issues, there are exceptions to the rules. With event registrations, we may prepay if specific conditions can be documented. If we cannot document the conditions, we cannot pay in advance.

Option One

Document the following three criteria. The University has a form at purchasing.okstate.edu/pcard named the “Conference Letter.” This is a useful tool to ensure conference officials address each of the required criteria. If one of the three is not marked or documented, we cannot use the P-Card to prepay.

1. A discount for early registration must be received. (We must realize a savings.)
2. If the registered participant cannot attend, someone else may attend in his/her place.
3. If the conference is cancelled, the University will receive a 100% refund. (This means if the conference representatives cancel the event, the University will be refunded.)
Prepaid Event Registration Using P-Cards, continued

Option Two (Common for webinars, training, etc.)

Both of these must be documented; otherwise, we cannot prepay.

1. Prepayment is required in order to attend the conference and

2. No other form of payment is accepted.

Conclusion

Document that all conditions have been satisfied first. Once you have the verification in hand, you may prepay. If it is determined the expense cannot be prepaid with the P-Card, the attendee may pay with a personal credit card and obtain reimbursement on a travel voucher.

Remember

Always follow P-Card Guidelines, as well as any additional requirements that your department may have.

The information printed here is not all inclusive. If you have questions or need clarification, please refer to P-Card Guidelines, contact your P-Card accountant, your department’s finance personnel, or the P-Card office.

The information provided is not new information, but rather offers clarification of current guidelines.
Prepaid Event Registration Using P-Cards, continued

References:

P-Card Guidelines
Conference Registration – The P-Card may be used to pay for conference registration at the time of the conference or after the conference has taken place. Conference registration may be prepaid/paid in advance IF the following three (3) criteria are met and documented.

- A discount for early registration must be received.
- If the registered participant cannot attend, someone else may attend in his/her place.
- If the conference is cancelled, OSU will receive a 100% refund.*

OR

- Prepayment is required in order to attend the conference and
- No other form of payment is accepted.”

OMES Statewide Accounting Manual

Contract Spotlight

The OSU Purchasing Department conducted a competitive request for proposals for Bulk Mailing Services. The award has been issued to two (2) suppliers, one primary (Opubco Communications Group) and one secondary (Mercury Press).

Mercury Press may be used if OPUBCO is unable to do the job. For a detailed breakdown and ordering instructions, please use the Contracts/OSHOP tile in OK Corral and select the link for Bulk Mailing Services.
Closing Purchase Orders

There is a new form for cancelling and closing purchase orders named the Cancellation/Close form. Please use this form to request cancelling or closing existing purchase orders.

All other change orders should be submitted on the Change Order Request form. How-to guides are available through the homepage of OK Corral under OK Corral Guides.

It is recommended that purchase orders be closed once the final invoice has been paid instead of waiting until the end of a fiscal year.

When creating an invoice for a final payment on a purchase order, you may comment to University Accounting to close the purchase order.

Accounting cannot close punch-out purchase orders, therefore the Cancellation/Close form will be required.

Invoice Tolerances

The tolerance for invoices in OK Corral is 15% or $100.00. A change order to increase the purchase order total will need to be completed prior to processing any invoices that are over the purchase order amount by 15% or more than $100.00.

Creating Receipts

It is crucial that receipts be created as soon as items are received to prevent invoices from being past due. University Accounting is unable to process an invoice without a receipt.
Request for Requisition Processing – Form Change

There has been an update to the form utilized to handle unauthorized commitments. The “Request for Requisition Processing” form has been updated and the name changed to “Ratification of an Unauthorized Commitment”, in order to better fulfill policy directives and inform and educate end users.

The new form can be found in OK Corral by clicking the shingle in the top row labeled “Resources & Forms”.

A completed form must be received and approved before any payments can be made for an unauthorized commitment.

Old “Request for Requisition Processing” forms will continue to be accepted until November 1st to allow time for transition.

Please continue to submit completed forms to avpaf@okstate.edu for approval.

Training Opportunities - Purchasing

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Course</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 19, 2019</td>
<td>1:30 PM – 4:30 PM</td>
<td>OK Corral Basics</td>
<td>403 CLB</td>
</tr>
<tr>
<td>August 20, 2019</td>
<td>1:30 PM – 4:30 PM</td>
<td>Building a Better Bid</td>
<td>126 ITLE</td>
</tr>
<tr>
<td>September 16, 2019</td>
<td>1:30 PM – 4:30 PM</td>
<td>OK Corral Basics</td>
<td>403 CLB</td>
</tr>
<tr>
<td>September 17, 2019</td>
<td>8:30 AM – 11:30 AM</td>
<td>Advanced OK Corral Training</td>
<td>446 Murray</td>
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<td>October 15, 2019</td>
<td>9:00 AM – 12:00 PM</td>
<td>Procurement Basics</td>
<td>126 ITLE</td>
</tr>
<tr>
<td>November 18, 2019</td>
<td>1:30 PM – 4:30 PM</td>
<td>OK Corral Basics</td>
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Purchasing
Oklahoma State University
1224 N. Boomer Rd.
Stillwater, OK 74078

Phone: 405-744-5984
Fax: 405-744-5187
Website: http://purchasing.okstate.edu/
Procurement Guidelines - Revision 1, Version 2

Revision 1, Version 2 of the Procurement Guidelines have been published to the OK Corral homepage. Please delete all saved versions you may have and go to the website and to retrieve the new version reflecting the latest guidelines for system procurement.

The document can be found on the OK Corral homepage and downloaded by clicking the "external supplier page" link shown below:

See the summary of changes on page 16.
Procurement Guidelines - Revision 1, Version 2, continued

Summary of Changes:

• Section E. Paragraph added to clarify how contracts are reviewed and signed for the OSU System. OPSU signatories updated to include VP Fiscal Affairs.

• Section E. subsection on insurance requirements is in the process of being revised and will be reflected in the next revision to help end users better understand insurance requirements and what insurance coverage types will be required when suppliers will have agents onsite.

• Section F. “Ratification of an Unauthorized Commitment” section has been added to clarify the ratification process, formerly done on the “Request for Requisition Processing” form.

• Section F. Prior encumbrance on purchase card section has been added as an informational item.

• Section F. P-card purchase and payments over $5,000 has been added.

• Section F. Invoice Tolerance section has been added to clarify when change orders will be required.

• Section G. Sustainable procurement section has been added.

• Section G. Surplus has been added to enable users to quickly navigate to applicable guidance.
PURCHASING

OCTOBER 10, 2019

OK CORRAL
OKLAHOMA STATE UNIVERSITY AND THE A&M SYSTEMS
SUPPLIER ROUND-UP

Oklahoma State University | Student Union Ballroom
Event time: 10 a.m. - 1 p.m. | Opening Remarks and Pistol Pete: 10:30 a.m.

COME JOIN US FOR AN EXCITING DAY MEETING THE CONTRACTED SUPPLIERS OF OSU AND THE A&M SYSTEM.

OVER $2,500 IN DOOR PRIZES TO BE GIVEN AWAY

FREE FOOD

50+ VENDORS

We are looking forward to seeing you October 10 in Stillwater!

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Using Correct Fiscal Year on Payments

When changing fiscal years, it is important to use the correct fiscal year on invoices submitted in OK Corral. All invoices dated prior to July 1, 2019 should be processed as FY19 to properly reflect the expenditure in the state system.

Additionally, some invoices should be processed as FY19 regardless of the date on the vendor invoice. If a service is involved, the date of the service should be reviewed for determining the correct fiscal year to be used. Even though the date on the vendor invoice is in the current fiscal year (FY20), if the date of the service occurred in the prior fiscal year, then FY19 should be selected in OK Corral.
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Website: http://payroll.okstate.edu

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