Hello November

Fiscally Fit
Office of the AVPAF
November 2019

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Office of the Associate Vice President for Administration and Finance

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WILAM Spotlight

TAMMY RAMSEY
Accountant II
– University Accounting
Start Date: 10-15-18

Nice to meet you Tammy!

Responsibilities:
• Payroll Reconciliations
• Fringe Benefit Proposal

Previous Experience:
• Financial Secretary at Eagle Heights Baptist Church
• Bookkeeper for Stillwater Life Services

Education:
• Graduate of Oklahoma State University
• Bachelor of Science in Accounting with a minor in MSIS

Other Interesting Facts:
• Married to Toby Ramsey
• Mom of Liz (27), Emily (25), Erin (24), and Zach (19)
• Three of my children graduated from OSU
• Grammy of Connor (6 yrs.)
• Love spending time with my family: hanging out, riding 4-wheelers, playing games, and going on vacation.
• I enjoy running, outside activities, crafting, crochet, and going to the movies.

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.
IRS Provides Tax Inflation Adjustments for Tax Year 2020

IR-2019-180, November 6, 2019

WASHINGTON — The Internal Revenue Service announced the tax year 2020 annual inflation adjustments for more than 60 tax provisions, including the tax rate schedules and other tax changes. Revenue Procedure 2019-44 (PDF) provides details about these annual adjustments.

The tax law change covered in the revenue procedure was added by the Taxpayer First Act of 2019, which increased the failure to file penalty to $330 for returns due after the end of 2019. The new penalty will be adjusted for inflation beginning with tax year 2021.

The tax year 2020 adjustments generally are used on tax returns filed in 2021.
IRS Provides Tax Inflation Adjustments for Tax Year 2020
- continued

The tax items for tax year 2020 of greatest interest to most taxpayers include the following dollar amounts:

- The standard deduction for married filing jointly rises to $24,800 for tax year 2020, up $400 from the prior year. For single taxpayers and married individuals filing separately, the standard deduction rises to $12,400 for 2020, up $200, and for heads of households, the standard deduction will be $18,650 for tax year 2020, up $300.

- The personal exemption for tax year 2020 remains at 0, as it was for 2019, this elimination of the personal exemption was a provision in the Tax Cuts and Jobs Act.

- **Marginal Rates:** For tax year 2020, the top tax rate remains 37% for individual single taxpayers with incomes greater than $518,400 ($622,050 for married couples filing jointly). The other rates are:
  - 35%, for incomes over $207,350 ($414,700 for married couples filing jointly);
  - 32% for incomes over $163,300 ($326,600 for married couples filing jointly);
  - 24% for incomes over $85,525 ($171,050 for married couples filing jointly);
  - 22% for incomes over $40,125 ($80,250 for married couples filing jointly);
  - 12% for incomes over $9,875 ($19,750 for married couples filing jointly).

  The lowest rate is 10% for incomes of single individuals with incomes of $9,875 or less ($19,750 for married couples filing jointly).

- For 2020 there is no limitation on itemized deductions, as that limitation was eliminated by the Tax Cuts and Jobs Act.
IRS Provides Tax Inflation Adjustments for Tax Year 2020

-continued

• The Alternative Minimum Tax exemption amount for tax year 2020 is $72,900 and begins to phase out at $518,400 ($113,400 for married couples filing jointly for whom the exemption begins to phase out at $1,036,800). The 2019 exemption amount was $71,700 and began to phase out at $510,300 ($111,700, for married couples filing jointly for whom the exemption began to phase out at $1,020,600).

• The tax year 2020 maximum Earned Income Credit amount is $6,660 for qualifying taxpayers who have three or more qualifying children. The revenue procedure contains a table providing maximum credit amounts for other categories, income thresholds and phase-outs.

• For tax year 2020, the monthly limitation for the qualified transportation fringe benefit is $270, as is the monthly limitation for qualified parking.

• For the taxable years beginning in 2020, the dollar limitation for employee salary reductions for contributions to health flexible spending arrangements is $2,750, up $50 from the limit for 2019.

• For tax year 2020, participants who have self-only coverage in a Medical Savings Account, the plan must have an annual deductible that is not less than $2,350, the same as for tax year 2019; but not more than $3,550, an increase of $50 from tax year 2019. For self-only coverage, the maximum out-of-pocket expense amount is $4,750, up $100 from 2019. For tax year 2020, participants with family coverage, the floor for the annual deductible is $4,750, up from $4,650 in 2019; however, the deductible cannot be more than $7,100, up $100 from the limit for tax year 2019. For family coverage, the out-of-pocket expense limit is $8,650 for tax year 2020, an increase of $100 from tax year 2019.
IRS Provides Tax Inflation Adjustments for Tax Year 2020

- continued

• For tax year 2020, the adjusted gross income amount used by joint filers to determine the reduction in the Lifetime Learning Credit is $118,000, up from $116,000 for tax year 2019.

• For tax year 2020, the foreign earned income exclusion is $107,600 up from $105,900 for tax year 2019.

• Estates of decedents who die during 2020 have a basic exclusion amount of $11,580,000, up from a total of $11,400,000 for estates of decedents who died in 2019.

• The annual exclusion for gifts is $15,000 for calendar year 2020, as it was for calendar year 2019.

• The maximum credit allowed for adoptions for tax year 2020 is the amount of qualified adoption expenses up to $14,300, up from $14,080 for 2019.
Processing Deadlines Prior to the Holidays

A memo was distributed on October 16, 2019 that provided deadline information in order for departments to coordinate the processing of transactions prior to the holiday break. Please refer to the information below for pertinent deadlines.

Travel Vouchers
Online travel vouchers must have all departmental approvals and be pending University Accounting approval in AIRS by December 9, 2019, at 5:00 p.m. to allow sufficient time for processing prior to the holidays. Travel vouchers received after this date will be processed until the deadline that is imposed by the Office of Management and Enterprise Services for submitting claims for payment. For further information, please contact Charles McCoy at 405-744-5865.

OK Corral Invoices
To guarantee processing prior to the holidays, invoices in OK Corral must have a settlement status of ‘Fully Matched’ and be pending University Accounting approval by December 9, 2019 at 5:00 p.m. Invoices received for approval after this date will be processed until the deadline that is imposed by the Office of Management and Enterprise Services for submitting claims for payment. For further information, please contact Beth Ward at 405-744-5865.

Campus Vendor Invoices
Campus vendor invoices on the AIRS system must have the status “Pending for Accounting” by noon on December 17, 2019 for entry into December business. During the month, please make a special effort to keep campus vendor invoices current to prevent high volume processing on the last day. Campus vendor invoices with the status “Pending for Accounting” after noon on December 17, 2019 will not be processed until January. For further information, please contact Lynette Venard at 405-744-5881.
Processing Deadlines Prior to the Holidays - continued

Requisitions – New Orders
New order requisitions received by University Accounting in OK Corral prior to the holidays will be forwarded to the Purchasing Department. Any department needing to initiate a new bid package prior to the holidays should contact the Purchasing Department regarding the timing necessary to meet the appropriate deadlines.

Departmental Deposits
The Bursar’s office will need all departmental deposits by 1:30 p.m. on December 20, 2019 for inclusion in December activity. Please contact Cindy Buford of the Bursar’s Office at 405-744-7790 if you have any questions.

Payroll Services
Departments should notify Tammie Lowe in Payroll Services at 405-744-8497 immediately if there are payroll issues so they may be addressed in the remaining 2019 payrolls.

Payroll Processing Schedules
Payroll Processing Schedules are posted on the Payroll Services website and are subject to change. This is the link for the most current schedules: https://payroll.okstate.edu/schedules-deadlines

Changes to and reminders for the schedules are communicated via the Admin-listserv. We strongly encourage anyone associated with the payroll process to be on this listserv. They can be added by sending an e-mail request to lynne.deaver@okstate.edu.

See next page for information on Overpaid Wages and Assignment Check Requests.
Processing Deadlines Prior to the Holidays - continued

Overpaid Wages
All overpayments that have not been repaid by Wednesday, November 27, will be charged directly to the employee’s bursar account. Uncollected Bursar accounts are charged to the department after a period of time as established by the Bursar Office.

All repayments of overpaid wages must be received in payroll by EOB on Thursday, December 19, 2019. Please contact Payroll Services at 405-744-6372 with any questions.

Assignment Check Requests
All Assignment Check Requests for an issue date in 2019 must be received in Payroll Services by EOB on December 18, 2019.

We appreciate your help in handling payment processing prior to the holidays.
# Holiday Schedule Reminder

## Fiscal Year 2020

<table>
<thead>
<tr>
<th>Calendar Year 2020</th>
<th>Fiscal Year 2020</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<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>
</tr>
<tr>
<td>December 31 (Tuesday)</td>
<td>Mandatory Leave Day</td>
</tr>
</tbody>
</table>

## Calendar Year 2020

| January 1 (Wednesday) | New Year’s Day Holiday |
| January 20 (Monday) | Martin Luther King Day |
| May 25 (Monday) | Memorial Day |

## Fiscal Year 2021

<table>
<thead>
<tr>
<th>Calendar Year 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 3 (Friday)</td>
</tr>
<tr>
<td>September 7 (Monday)</td>
</tr>
<tr>
<td>November 26 (Thursday)</td>
</tr>
<tr>
<td>November 27 (Friday)</td>
</tr>
<tr>
<td>December 24 (Thursday)</td>
</tr>
<tr>
<td>December 25 (Friday)</td>
</tr>
<tr>
<td>December 28 (Monday)</td>
</tr>
<tr>
<td>December 29 (Tuesday)</td>
</tr>
<tr>
<td>December 30 (Wednesday)</td>
</tr>
<tr>
<td>December 31 (Thursday)</td>
</tr>
</tbody>
</table>

## Calendar Year 2021

| January 1 (Friday) | New Year’s Day Holiday |
| January 18 (Monday) | Martin Luther King Day |
| May 31 (Monday) | Memorial Day |

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President Hargis Announces Administrative Leave Days

President Hargis has announced that December 23 and December 31 have been approved as Administrative Leave days; therefore, employees won’t be required to use their accrued annual leave for those two days. Below is the email that was delivered on October 30, 2019.

THANK YOU PRESIDENT HARGIS!

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OSU Courier Service

OSU provides a daily courier service between Stillwater and various state offices in Oklahoma City and branch campuses in Tulsa and Okmulgee.

Typical items for courier delivery are envelopes, small bundles and small boxes. All parcels must be able to be handled by a single individual in one trip. The Courier will not deliver freight.

Daily Courier Schedule:

Departs OSU (303 Whitehurst) at 9:00 a.m.

1. Langston
2. OSU Board of Regents Office (includes Dept. of Agriculture)
3. Office of State Treasurer
4. Offices of Management and Enterprise Services
5. OSU-OKC
6. State Regents Office (includes Dept. of Education)
7. Oklahoma State and Education Employees Group Insurance Board (twice weekly)
8. Oklahoma Tax Commission
9. Oklahoma Teacher’s Retirement System
10. Upon notification the courier will stop at other Capitol Complex offices.

Items picked up at these locations will be delivered to 303 Whitehurst the same afternoon.

Departs OSU (303 Whitehurst) at 1:00 p.m.

Center for Health Sciences, Tulsa
OSU-Tulsa
OSU-IT, Okmulgee

Items picked up at these three locations will be delivered to 303 Whitehurst at 9:00 a.m. the following day.
OSU Courier Service - continued

Addressing Courier Items
Items to be delivered must have the recipients name, office address and courier stop location (OSU—Tulsa, OSU-OKC, OSU-CHS, etc.). Please be specific as we have multiple locations in Tulsa. If available, please include the recipient’s phone number.

For any questions please contact Connie at 744-5677 or 744-5881.

GSA Federal Per Diem Rate Changes
The Government Services Administration (GSA) has posted revisions to the per diem rates we use for travel which were effective October 1, 2019, (federal fiscal year of October-September). The federal Standard CONUS Rate lodging increased, as did the Oklahoma City lodging rate. However, the federal meals and incidentals rates (our per diem) did not change, so there is no change for Oklahoma City/Oklahoma County per diem.

Find the 2019/2020 rate comparisons here.

This rate change was effective for travel occurring October 1, 2019, and after, which is the start of the federal fiscal year 2020. These new rates can be viewed or downloaded at the GSA website, www.gsa.gov/perdiem.
1098-T and 1098-E Information

Oklahoma State University is required annually to furnish a Form 1098-T, Tuition Statement, which reports the amounts paid for qualified tuition and related expenses associated with enrollment at OSU. In order for us to prepare the forms accurately, Federal law requires a correct taxpayer identification number (TIN). Generally, this number is a Social Security Number.

Student loan interest payments are reported on the IRS Form 1098-E, Student Loan Interest Statement. ECSI, the student loan servicer, provides a 1098-E if the interest paid in 2020 met or exceeded $600. For Perkins and HPSL loans, interest paid is indicated on the ECSI monthly billing statement and ECSI ebills for 3 months.

1098-T and 1098-E statements will be available electronically or mailed by January 31, 2020. The 1098t’s are available online via the portal my.okstate.edu by clicking OSU Stillwater/Tulsa Bursar Account under Quick Links.

Oklahoma State University is unable to provide tax advice, but should you have questions, it is encouraged to seek the counsel of an informed tax preparer or adviser.

Spring 2020 Course Fees Review

Spring 2020 course fees lists were recently emailed. Please review the accuracy of the bursar detail code and the revenue/fund finance information. Email any additions or corrections to tara.shelby@okstate.edu to ensure the courses are updated prior to Spring 2020 tuition/fee assessment.
Business Track Reporting

Merchant departments now have access to the Business Track website provided by our acquiring bank.

Business Track contains two applications: ClientLine Reporting and Dispute Manager.

1) ClientLine Reporting contains reports showing all the transactions for your credit card merchant. This is the application where you will now obtain your monthly statements showing the processing fees your department was charged.

2) Dispute Manager is the application where you will respond to any chargebacks. When a chargeback is received, the merchant department will be responsible for logging into Dispute Manager and responding through the portal.

Each merchant department should have at least one person enrolled on the Business Track website. If you need help enrolling or unsure whether you should enroll, please contact the University’s eCommerce/PCI coordinator, Andrea Hendricks at pci@okstate.edu or 744-4102.
Using the Endorsement Feature in the User Settings Print Tab

To print documents with an endorsement message in one corner, select **Endorse Printed Pages** and type the message in the **Endorsement Text** field.
The endorsement feature supports these predefined macros:

<table>
<thead>
<tr>
<th>Macro</th>
<th>Output</th>
</tr>
</thead>
<tbody>
<tr>
<td>%DS</td>
<td>Displays the short form of the date, such as 3/2/2016, on which the page is printed.</td>
</tr>
<tr>
<td>%DL</td>
<td>Displays the long form of the date, such as Friday, March 02, 2016, on which the page is printed.</td>
</tr>
<tr>
<td>%T</td>
<td>Displays the time when the page is printed.</td>
</tr>
<tr>
<td>%DT</td>
<td>Displays the document title.</td>
</tr>
<tr>
<td>%U</td>
<td>Displays the user who printed the page.</td>
</tr>
<tr>
<td>%P</td>
<td>Displays the current page number.</td>
</tr>
<tr>
<td>%DC</td>
<td>Displays the total page count of document pages.</td>
</tr>
</tbody>
</table>

ApplicationXtender prints the endorsement on every page in the location that you have selected from the **Endorsement Position** list box. The location of the macro output in the endorsement depends on the location of the macro in the text string.

For example if I change my setting as shown below:

This is the result at the bottom right of the page:

10/1/2019; OSU\JEANNOL; 2; 4
Effort Reporting Certification

Effort Reporting Certification reports (PZREFRM) are available in Finance 1 Eprint Repository for months through October, 2019. For those who wish to perform quarterly certifications, Quarter 3 is also available in Finance 1 PZREFRM identified as 03 Quarter 2019

National Institute of Health - Public Comments Requested
Council on Governmental Relations (COGR) released the following notice on November 6, 2019: “NIH Requests Public Comment on a Draft Policy for Data Management and Sharing and Supplemental Draft Guidance.”

Today, National Institute of Health (NIH) released a Draft NIH Policy for Data Management and Sharing and supplemental draft guidance for public comment.

The purpose of this draft policy and supplemental draft guidance is to promote effective and efficient data management and sharing that furthers NIH’s commitment to making the results and accomplishments of the research it funds and conducts available to the public. Complete information about the draft Policy and draft supplemental guidance can be found on the NIH OSP website.

Stakeholder feedback is essential to ensure that any future policy maximizes responsible data sharing, minimizes burden on researchers, and protects the privacy of research participants. Stakeholders are invited to comment on any aspect of the draft policy, the supplemental draft guidance, or any other considerations relevant to NIH’s data management and sharing policy efforts that NIH should consider. To ensure consideration, comments must be received no later than January 10, 2020.
December Deadlines and Instructions for All Payrolls

Please be watching for upcoming emails. In the near future we will send out new December deadlines and instructions for all payrolls.
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