

# OFFICE OF STATE FINANCE

## DCAR NEWSLETTER

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Volume 21, Number 4

FY-2011

Dec. 6, 2010

The last issue of the DCAR Newsletter, Volume 21, Number 3, was issued on Nov. 10, 2010. The DCAR Newsletter is available on the OSF website at [http://www.ok.gov/OSF/Comptroller/DCAR\\_Newsletters.html](http://www.ok.gov/OSF/Comptroller/DCAR_Newsletters.html).

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#### TRAINING

## ACCOUNTING

### **Tax Reporting Information for 2010**

At the end of each tax year, OSF prints IRS tax forms for agencies and submits this information to the IRS. Regulations generally require the agencies to distribute the tax forms to recipients by Jan. 31 of the subsequent year. So within a narrowly defined time period, OSF and agencies must coordinate the transmission of data and distribution of the printed forms.

In early December 2010, colleges and universities were provided a specialized packet of information regarding IRS Reporting for Higher Education institutions. The following information applies to all state agencies as well as colleges and universities. The issues that were addressed in the specialized packet of information remain applicable and are not included in the list below.

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### **W-2 and 1099 Pick-up Instructions**

OSF will have W-2s and 1099s ready for release on Jan. 18, 2011. Agencies may pick up the forms from OSF, Room 122, at the State Capitol Building beginning at 10 a.m. If an express mail service or courier is to be used, please notify OSF with the necessary information. If the forms are not picked up by 3 p.m., Jan. 20, 2011, OSF will mail them through the normal process.

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### **Envelopes**

The format for the W-2 forms will be the same as that used last year. Envelopes that fit the 2009 W-2 forms should fit the 2010 W-2 forms.

The format for the 1099 MISC forms is the same as last year. The forms will have three sections with the top 1/3 and the middle 1/3 of the page containing the 2 copies of the form. The bottom 1/3 of the page will include instructions and a mailing address. To view the 1099 forms and envelope information, go to: [http://www.1099express.com/laser\\_forms.asp](http://www.1099express.com/laser_forms.asp). Click on View for 1099 Misc on blank letter size paper. This is an example of the 1099 form and can be printed directly from there for measuring your envelopes. The vendor also specifies that either the standard no. 9 or 10 envelopes will work.

Sample printed forms of the PeopleSoft W-2, Legacy W-2 and 1099 MISC can be provided if requested.

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### **1099 Information**

#### **2010 – 1099 Report**

A 1099 Report is available for agencies to run in the PeopleSoft system any time. This report will reflect the 1099 data from PeopleSoft vouchers. Be advised that any vendor with a 1099 Flag of “N” on the report will not receive a 1099 unless they are paid using a medical or legal account code. This report should be reviewed and corrections submitted to OSF as soon as possible. A final report should be processed by agencies by Jan. 3, 2011. The report can be run prior to Dec. 31 if the agency

will not be making any more 1099 reportable payments. All corrections to the listing must be returned to Beth Brox at OSF by Jan. 7, 2011.

The 1099-MISC forms require an agency phone number to be printed on the form. The program will search our agency database and insert the phone number for the finance officer of the agency. If any phone number changes need to be made, please notify Beth Brox by phone at (405) 522-1099 or by e-mail at [beth.brox@osf.ok.gov](mailto:beth.brox@osf.ok.gov).

#### **1099-MISC Reporting for ASA Accounts and P-Cards**

Agencies are required to submit data for compliance with 1099 reporting on Agency Special Accounts (ASA). OSF is working with JP Morgan Chase Bank to accumulate all purchase card transactions (p-card). Any payment which would have been recognized in treasury funds as an expenditure subject to 1099 reporting should be included in the submitted file.

#### **1099 File Format – Outside Agencies**

Any agency needing to submit an additional file for 1099M reporting should use the format listed in the link below. Instructions are provided in a separate link as well as 1099M reportable object codes. Due to the sensitive nature of the data, please hand-deliver a diskette in the file format to OSF, 2300 N. Lincoln Blvd., Room 122. Agencies can submit a test file at anytime. Final information is due Jan. 7, 2011.

The following links contain the instructions and file format information:

**Instructions** – [http://www.ok.gov/OSF/documents/1099Instructions\\_12022008.doc](http://www.ok.gov/OSF/documents/1099Instructions_12022008.doc)

**Cross-Reference Object Codes** –  
[http://www.ok.gov/OSF/documents/1099OutsideAgencyCrossReference\\_12022008.xls](http://www.ok.gov/OSF/documents/1099OutsideAgencyCrossReference_12022008.xls)

**1099 Detail File Format** – [http://www.ok.gov/OSF/documents/1099Detail\\_12022008.xls](http://www.ok.gov/OSF/documents/1099Detail_12022008.xls)

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### **OSF Contact Information**

Listed below is contact information for OSF personnel working on the IRS reporting project for tax year 2010. The fax number is (405) 521-3902.

- Lisa Raihl, Accounting and Reporting Analyst – (405) 521-3258; [lisa.raihl@osf.ok.gov](mailto:lisa.raihl@osf.ok.gov)
- Jean Hayes, Payroll Compliance Officer – (405) 522-6300; [jean.hayes@osf.ok.gov](mailto:jean.hayes@osf.ok.gov)
- Beth Brox, Accounting Technician – (405) 522-1099; [beth.brox@osf.ok.gov](mailto:beth.brox@osf.ok.gov)
- Jennie Pratt, Accounting and Reporting Supervisor – (405) 521-6160; [jennie.pratt@osf.ok.gov](mailto:jennie.pratt@osf.ok.gov)

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## **PeopleSoft MailDrop for Year End W-2 Processing**

PeopleSoft employee W-2s are processed and printed in MailDrop order. Please ensure this field is properly used for employees.

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### **Vendor File - Employees**

#### **New or Transferred Employees**

When requesting vendor numbers for new or transferred state employees, please wait and not make the request for a vendor number until the employee's direct deposit information has been added in Payroll. If you must add such employee early, a vendor number can be established, but the direct deposit information cannot be copied into the vendor record. In such cases you will need to contact the OSF Help Desk at (405) 521-2444 after the employee's direct deposit information has been added in Payroll. OSF will then have to run a special job to bring in the deposit information to the vendor file.

#### **EFT Remittance**

OSF has a feature where payees can receive an email when receiving an EFT payment. We've never asked for email addresses for employees, and we're working on getting this information from the HCM system to copy into the vendor file. In the meantime, please add the email address on vendor system forms for new or transferring state employees.

#### **Leaving State Employment**

If an employee has been receiving travel reimbursements by EFT and leaves the state payroll, the state vendor file needs to be updated for the change in status, especially should he or she continue to receive state payments in the capacity of consultant or contract worker within the restrictions of the law.

Any future state payments will continue to be processed via EFT to the bank account stored in the vendor file. Therefore, it is important for such a former employee to complete the OSF VEND form with any new information including email address. Please send the completed VEND form to OSF with a note to change the classification from "employee" to "supplier".

Also, please inform the former employee that any bank account changes that he or she makes could affect the delivery of state payments and he or she should request a bank account form from the OSF Help Desk. This completed form must be sent directly to the Office of the State Treasurer.

Please notify the OSF Help Desk at (405) 521-2444 for any questions or issues.

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### **Mileage Reimbursement Rate Increase**

The Internal Revenue Service announced an increase in the standard mileage reimbursement rate, effective Jan. 1, 2011, through Dec. 31, 2011, to \$0.51 per mile. This rate is an increase from the \$0.50 rate previously in place for 2010. For more information, see Internal Revenue Bulletin IR-2010-119, Dec. 3, 2010. The new rate is for travel incurred on and after Jan. 1, 2011. The old rate will apply to 2010 travel reimbursement claims submitted after January 2011.

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## **Audit and Internal Controls Corner**

### **Prompt Payment Rule**

Under the prompt payment rule, invoices must be paid within 45 days from receipt of a proper invoice or claim. See OSF Procedures Manual, Section 326. Recent pre-audits and post audits have revealed that invoices with invoice dates past 45 days are submitted routinely. Agencies should indicate the “received date” on the invoices and comply with internal procedures that ensure payments are made timely.

### **Creating Vouchers**

Once a “regular” style voucher is created, it should be handled timely. This includes researching and working towards correcting all exceptions the day after the batch processes are run. A new voucher should not be created for the same invoice if an existing voucher is in exception status. Instead, correct the existing voucher, or delete or close it if one of these actions must be taken to correct an encumbrance on the purchase order. If a new voucher will be created after an existing voucher is deleted or closed, append the invoice ID with “Delete” or “Close” so the correct invoice ID can be used on the new voucher.

Contact the OSF Help Desk at [helpdesk@osf.ok.gov](mailto:helpdesk@osf.ok.gov) or (405) 521-2444 anytime help is need with voucher exceptions.

### **Account Code 531380 – Inter-Governmental Payments**

The account code 531380 is reserved for inter-governmental expenditures that cannot be recorded to a specific account code. Always review the inter-governmental invoice to determine if an account code exists that fits the goods or services. One example of when a inter-governmental service can be recorded to a specific account codes is the SAVE invoice from US Immigration and Naturalization. The expenditure should be recorded to 531170 – Informational Service because of the nature of the service.

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**Calendar Year 2011 P-Card Pay Cycle**

The following represents the actual dates of action associated with the P-Card payments. Such as when the p-card download to PeopleSoft will occur each month, the date agencies can begin preparing p-card vouchers, and the submission deadline for the vouchers sent to OSF each month.

<b>Voucher Payment Month</b>	<b>(After 5:00) Bank Data Download</b>	<b>Voucher Build Available</b>	<b>Voucher Submission Deadline</b>	<b>OSF Runs "PC" Pay Group</b>
<b>Jan. 2011</b>	5	6	11	12
<b>Feb.</b>	3	4	9	10
<b>March</b>	3	4	9	10
<b>April</b>	5	6	11	12
<b>May</b>	4	5	10	11
<b>June</b>	3	6	9	10
<b>July</b>	6	7	11	12
<b>Aug.</b>	3	4	9	10
<b>Sept.</b>	6	7	9	12
<b>Oct.</b>	5	6	11	12
<b>Nov.</b>	3	4	8	9
<b>Dec.</b>	5	6	9	12
<b>Jan. 2012</b>	5	6	10	11

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**CANCELLED – Temporary Shutdown of U.S. DOE G-5 System**

The previous DCAR Newsletter included an article regarding the temporary shutdown of the U.S. DOE G-5 System in December. However, the U.S. Department of Education Chief Information Officer has advised that the G5 Phase 3 Implementation originally scheduled for December 20, 2010 has been postponed. This means that the temporary shutdown scheduled from Dec. 10-20, 2010 has been cancelled. G5 will be available to users during normal hours of operation.

A new date for the G5 Phase 3 implementation will be forthcoming during which the G5 Grants Management System will be unavailable for all activities including the drawdown of payments.

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## PAYROLL

### *Payroll – End of Calendar Year 2010*

**Dec. 17, 2010** – Last day refund of taxes due to overpayments can be returned to agencies. (See article below)

**Dec. 28, 2010** – Last day OSF will process payrolls for calendar year 2010. The Legacy payroll system will close at 2 p.m. for the transfer of payroll. All payrolls for both systems must be delivered to OSF by 2 p.m. on this date.

Any Legacy system payrolls received but not processed will be voided out of the system and must be resubmitted on or after Jan. 3, 2011 with the new claim numbers and new rates.

**Dec. 29, 2010** – Backup withholding payments from agencies must be received by OSF. (See article below)

**Jan. 3, 2011** – At noon on Jan. 3, 2011, OSF will begin processing payroll.

**Jan. 7, 2011** – Payroll warrant cancellations, OSF Form 94s, and earning adjustments for calendar year 2010 must be received at OSF by 3 p.m. on Jan. 7, 2011 for both PeopleSoft and Legacy. Any 2010 payroll information received after Jan. 7, 2011, will require a corrected W-2.

**Jan. 31, 2011** – Deadline for delivering W-2 forms to employees.

**Feb. 25, 2011** – Last date to submit corrected W-2 forms. (See article below)

### *Payroll – Calendar Year 2011*

Listed below is information necessary for payroll processing in calendar year 2011.

**Dec.31, 2010** – Form W-5 expires (See article below)

**Jan. 3, 2011** – OSF will begin processing Legacy payroll at noon for 2011 warrant pay dates.

**Jan. 10, 2011** – Payroll cancellations with 2011 pay dates can be processed (See article below)

**Withholding Fund** – Payrolls processed will continue to post withholdings to the 994 class (fund number), which is the same as in 2010.

**Feb. 16, 2011** – Form W-4 with exemptions expires. (See article below)

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### **Agency Address Verification**

Please verify the correct agency address is being used on the payroll system. The agency address can be found on the Employee's Earnings Statement. If the address is not correct for the agency, this will need corrected before year end processing of tax forms. For PeopleSoft agencies, please contact the OSF Help Desk at (405) 521-2444 to have the agency's address updated in the payroll system. For those agencies not on PeopleSoft (Higher Education), please contact Lisa Raihl at (405) 521-3258.

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### **Refunds of Taxes for Overpayments to Employees (Form 94(P))**

Agencies need to review all outstanding employee overpayments and collect required amounts from employees. After collection, please submit OSF Form 94 or Form 94P (as applicable). Agencies will be entitled to receive refunds for all forms submitted by Friday, Dec. 17, 2010. After this date, refunds cannot be returned to the agencies; however, agencies are still required to submit the form after this date for employee wage corrections. Corrections due to overpayments will still be posted to the employee's W-2 information for requests submitted through Friday, Jan. 7, 2011.

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### **Backup Withholding**

Agencies that have collected backup withholding on miscellaneous claims need to submit payment to be received by OSF prior to Dec. 29, 2010. Make checks payable to the State Contribution Fund (Vendor 0000000467, ADDR # 002, LOC # 0002)

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### **Correcting W-2s**

Corrected W-2 forms must be delivered to OSF by Feb. 25, 2011. Please send the original W-2, a copy of the corrected form, and a letter explaining why the correction is needed. If the correction is due to a statutory canceled warrant which is not to be replaced, please also send a letter asking that the warrant not be replaced. Note: Because a warrant has been canceled by statute is not a reason for such a W-2 correction. If it was a valid payroll payment, the employee is still entitled to a replacement warrant; therefore, the W-2 reporting is proper.

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### **2011 Payroll Warrant Cancellations**

Even though OSF will not be able to process 2011 payroll cancellations in the Legacy system before Jan. 10, 2011, agencies should submit the paperwork on direct deposits as soon as the request is known. This will allow the Treasurer's office to begin the process of collecting the money.

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## 2011 Rates & Maximums

(Year 2010 rates are provided for comparison purposes.)

	<b>2011</b>	<b>2010</b>
FICA (Social Security) Withholding Rate	6.2%	6.2%
FICA (Social Security) Gross Maximum	\$106,800.00	\$106,800.00
FICA Annual Maximum Withholding	\$6,621.60	\$6,621.60
MQFE (Medicare) Withholding Rate	1.45%	1.45%
MQFE (Medicare) Gross Maximum	No \$ Max	No \$ Max
MQFE Annual Maximum Withholding	No \$ Max	No \$ Max
Unemployment Rate	1.0%	1.0%
Unemployment Gross Maximum	\$18,600.00	\$14,900.00
Unemployment Annual Maximum	\$186.00	\$149.00

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## Employee's Withholding Allowance Certificate (W-4)

An employee who certified to his or her employer on Form W-4 (Employee's Withholding Allowance Certificate) that the employee had no income tax liability for 2009 and anticipated no income tax liability for 2010 was entitled to an exemption from withholding for 2010. This exemption expires on Feb. 16, 2011, and must be renewed if conditions remain the same. If you receive an exempt W-4 after Feb. 16, 2011, do not submit tax refund requests to OSF; they will not be processed. The W-4 will take effect on the next payroll; per IRS regulations it is not retroactive to the beginning of the year.

If you have received correspondence from the IRS specifying the maximum number of withholding allowances permitted (commonly referred to as a "lock-in-letter") and the employee submits a new W-4 claiming more allowances than the maximum allowed, you must disregard this new W-4 until the IRS notifies you to withhold tax based on the new W-4. However, the employee may furnish a new W-4 that claims fewer allowance than the maximum allowed and the employer must withhold tax based on that Form W-4.

In addition, the loss of an exemption that affects withholding at the beginning of the next taxable year, such as a divorce or the loss of a dependent should be reflected by an amended certificate on or before December 1. If the change occurs in December, the new certificate must be furnished within 10 days of the day on which the change occurs.

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## **Elimination of Advanced Earned Income Credit**

Beginning Jan. 1, 2011 – there will be no more advance payment of the earned income tax credit (EIC). Employees will no longer be able to have this credit on their payroll and employers can no longer accept the IRS Form W-5, Earned Income Credit Advance Payment Certificate, from the employee. Affected employees may want to change their W-4 paperwork. Please inform your employees of this change and encourage them to seek advice from their tax consultants.

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## **Federal Income Tax Withholding**

IRS Publication 15 Circular E, Employer's Tax Guide, states that any federal income tax withholding must be based on marital status and withholding allowances. Withholding cannot be based solely on a fixed dollar amount or percentage. In addition to the amount calculated on marital status and withholding allowances, an employee may specify a dollar amount to be withheld. The employee submits a valid Form W-4 stating his or her marital status, number of allowances, and any additional withholding requested.

Exemption from federal income tax withholding is generally claimed when an employee had no income tax liability in the prior year and expects none for the current year. Exempt W-4s are valid for one calendar year and a new W-4 must be submitted by February 16 to continue exempt status. IF a new W-4 is not received, withholding is based on single status with zero allowances or the last valid W-4 the agency has for the employee. To claim exempt, the employee completes only boxes 1, 2, 3, 4, and 7 and signs the form. If an exempt W-4 has a number on line 5 (allowances) or an amount on line 6 (additional amount), you may treat the form as invalid and ask for another one. If a new W-4 is not received, withholding is based on single with zero allowances or the last valid W-4 the agency has for the employee.

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## **Additional PeopleSoft Deduction Codes**

In addition to the previously published list, the following codes for EBC insurance purposes will be valid during calendar year 2011. Please distribute this listing to Payroll and Human Resource Directors.

<b>EBC Deductions</b>	<b>Pre-tax</b>	<b>After-tax</b>
EE HealthChoice USA	0531	0631
DP HealthChoice USA	0549	0649

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### **HIRE Act Processing for Institutions of Higher Education**

For the higher education institutions whose payroll programming was not changed to accommodate the HIRE Act provisions and the new FICA code, all claims for reimbursement of the employer's share of FICA tax must be submitted to OSF no later than Dec. 22, 2010. Reimbursement requests will not be accepted after this date. The HIRE Act provisions expire at the end of 2010; therefore, all reimbursements must be processed during this calendar year. For additional information regarding the HIRE Act, please contact Lisa Raihl at (405) 521-3258, [lisa.raihl@osf.ok.gov](mailto:lisa.raihl@osf.ok.gov) or Jean Hayes at (405) 522-6300 or [jean.hayes@osf.ok.gov](mailto:jean.hayes@osf.ok.gov).

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### **ARRA COBRA Subsidy Processing for Institutions of Higher Education**

All claims for reimbursement of the 65% COBRA premium payments paid to the insurance company must be submitted to OSF no later than Dec. 22, 2010. For additional information regarding the COBRA subsidy, please contact Lisa Raihl at (405) 521-3258, [lisa.raihl@osf.ok.gov](mailto:lisa.raihl@osf.ok.gov) or Jean Hayes at (405) 522-6300 or [jean.hayes@osf.ok.gov](mailto:jean.hayes@osf.ok.gov).

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### **Employee Overpayments Collected After Year End**

Employee overpayments that are collected in the next calendar year are to be repaid at the gross overpayment amount in accordance with Internal Revenue Service regulations. If an employee owes the agency for a current year overpayment, please be certain to let the employee know if the amount is not paid in full by Dec. 31, 2010, the remaining amount they owe will increase to the gross amount.

For example, John Deere was overpaid in September by \$1,000.00 regular wages. This was discovered in October and the agency calculated what the correct payroll should have been. The net check difference is \$743.50, this is the amount the employee owes the agency if paying back by personal check or miscellaneous deduction in the current year. If the employee does not pay this net amount back by Dec. 31, 2010, the employee owes the agency the full \$1,000.00 gross overpayment. This is most important and must be conveyed to the employees who owe any wages back to the agency.

The applicable W-2, Corrected W-2, or W-2C will only reflect a change in the Social Security and Medicare wages and taxes. Since the employee received and had use of the funds during the year of overpayment, the amount is still taxable for federal and state purposes. The W-2 form will not reduce Federal or State taxable wages or income taxes. The employee may be entitled to either a deduction or credit on his current year Form 1040. Please advise him to speak to his tax accountant.

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## **SoonerSave Contributions and Eligible Compensation**

As a reminder to agencies, certain types of earnings are eligible for deferral to SoonerSave while others are not considered eligible compensation.

Annual leave payout is generally eligible for SoonerSave deferral on termination of employment.

However, payments on severance from employment do not qualify as compensation for SoonerSave deferrals. Therefore, payments under voluntary out buyouts (VOBO) and reductions in force (RIF) would be excluded from deferral consideration.

Only compensation from an agency that is attributable to services performed for the agency may be considered as earnings from which SoonerSave deferrals can be taken. This would include regular pay, overtime, shift differential, and other similar payments based on employment. If an amount would have been paid had the employment continued, then deferrals can be taken.

Please advise employees that changes in deferral amounts must be submitted to the SoonerSave Administrator and approved before processing through payroll. For additional information, agency personnel should contact their SoonerSave Coordinator or the SoonerSave Administrative office at 1-800-733-9008 or (405) 858-6781.

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## **TRAINING**

### **PeopleSoft HCM Forum**

Presented by the CORE HCM Team

There will be 2 identical sessions in purpose and content to accommodate employees' schedules.

Wednesday, Dec. 15, 2010

9-11 a.m. or 1-3 p.m.

Office of Personnel Management

Jim Thorpe Building

2101 North Lincoln Blvd.

Oklahoma City, OK 73105

OPM Conference Room 560, 5th Floor

### **OFMA Meeting Dec. 15**

The Oklahoma Financial Managers Association will hold its quarterly meeting from 1:30 to 4 p.m. on Wednesday, Dec. 15, 2010, in the Business Conference Center Auditorium of the MetroTech Springlake Campus. Seminars are provided free of charge. To ensure an adequate number of training materials and refreshments are available, please register at: [www.okfma.com](http://www.okfma.com).

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