

# OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES DCAR NEWSLETTER

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[http://www.ok.gov/OSF/Comptroller/DCAR\\_Newsletters.html](http://www.ok.gov/OSF/Comptroller/DCAR_Newsletters.html).

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# PAYROLL

## **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 Wednesday, Dec. 19, 2012. 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. 4, 2013.

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## **Agency Address Verification**

Please verify the correct agency address is being used in the HCM 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. Please contact the OMES Help Desk to have the agency's address updated in the payroll system.

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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 2011 W-2 forms should fit the 2012 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 two 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, and 1099 MISC can be provided if requested. Please contact OMES, Lisa Raihl at (405) 521-3258 or Jean Hayes at (405) 522-6300.

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## **Deceased Employee Payroll Processing and Reporting Updated Information**

The new HCM How To Document titled 'Payroll Processing For Death of an Employee' is now on the CORE website under HCM's Module News for 'How To Documents'.

The new OMES Form DER, Deceased Employee Reporting, is also on the OMES website under the DCAR Forms. This new form is required to be completed by agencies when an employee dies and payments are made after the date of death. Once completed, please send the form to OMES/DCAR payroll, attention Lisa Raihl or Jean Hayes.

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### **Outstanding Wages Beneficiary Designation Option**

Title 40, O. S., Section 165.3a allows employers to provide employees the option of designating a beneficiary for wages and benefits payable upon an employee's death. There is no requirement for an employer to allow employees to select beneficiaries but agencies may want to consider adopting a policy which allows employees to designate a beneficiary. Providing the option to employees would relieve stress and anxiety after the death of the employee on the family members, etc. Also, agencies would have clear guidance on who is to receive final wage payments and avoid any potential difficulties in determining who gets the payment(s).

This statute does not include any longevity payment that may be due as of the date of death of an employee. Title 74, O.S., Section 840-2.18 subsection H.2 authorizes any longevity payment to be paid to the decedent's surviving spouse, or if there is no surviving spouse, to the decedent's estate.

For more information or sample forms and instructions, 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, [jean.hayes@osf.ok.gov](mailto:jean.hayes@osf.ok.gov).

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### **PeopleSoft Deduction/Trailer Codes**

For insurance purposes in calendar year 2013, please distribute this listing to Payroll and Human Resource Directors. Questions may be directed to Lisa Raihl at (405) 521-3258, [lisa.raihl@osf.ok.gov](mailto:lisa.raihl@osf.ok.gov) or Jean Hayes at (405) 522-6300, [jean.hayes@osf.ok.gov](mailto:jean.hayes@osf.ok.gov).

<b>EBC Deductions</b>	<b>Pre-tax</b>	<b>After-tax</b>	<b>Other</b>
OptOut			0219
Medical Reimbursement (HCA)	221		
Dependent Care (DCA)	222		
Health Savings Account	299		
EE & DP Vision Service Plan (VSP)	290	490	
EE & DP Primary Vision Care Services	292	492	
EE & DP United HealthCare Vision	293	493	
EE & DP Humana/Comp Benefits	294	494	
EE & DP Superior Vision Services	296	496	
EE Health Choice High	513	613	
EE Tricare OptOut/Supplemental	534	634	
EE HealthChoice S-Account	525	625	
EE HealthChoice High Alternative	526	626	
EE HealthChoice Basic	528	628	
EE Community Care HMO Alt	530	630	
EE HealthChoice USA	531	631	
EE Global Health HMO Alt	532	632	
EE HealthChoice Basic Alternative	533	633	
DP Community Care HMO Alt	537	637	

<b>EBC Deductions</b>	<b>Pre-tax</b>	<b>After-tax</b>	<b>Other</b>
DP Global Health HMO Alt	541	641	
DP Tricare OptOut/Supplemental	548	648	
DP HealthChoice USA	549	649	
DP HealthChoice High	550	650	
DP HealthChoice Basic	551	651	
DP HealthChoice Basic Alternative	552	652	
DP HealthChoice High Alternative	555	655	
DP Health Choice S-Account	559	659	
EE & DP HealthChoice Dental	560	660	
EE & DP Assurant Heritage Plus	561	661	
EE & DP Assurant Freedom Preferred	562	662	
EE & DP CIGNA Dental	563	663	
EE & DP Delta's Choice PPO	566	666	
EE & DP Delta Dental PPO – POS	567	667	
EE & DP Assurant Heritage Secure	568	668	
EE & DP Delta Dental Premier	569	669	
EE Disability	570	670	
EE Basic Life	575	675	
EE Supp Life	585	685	
DP Life Low		690	
DP Life Standard		691	
DP Life Premier		692	

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## ACCOUNTING

### ***Inter-Unit Payments***

All Office of Management and Enterprise Services' invoices will be processed as inter-unit payments beginning with invoices dated 11/14/12 for agencies that enter claims online. The vouchers will be created with vendor ID 0000000090, location 0032, using an automated Voucher Build batch process. Agencies can run the OCP\_VCHR\_DETAIL\_NOT\_PAID\_REV query to identify these vouchers.

The inter-unit voucher has fields with pre-defined values that facilitate the automated deposit and the posting of the payment to the agency's A/R account. These vouchers should not be deleted, nor should the vendor location be changed. The voucher will also require payers to copy the receipt or purchase order to complete the payment. Complete instructions for completing Inter-Unit payments are included in the Inter-Unit Payments user guide, issued with the Inter-Unit announcement sent to the AP Notification group through the OMES Alerts on Nov. 15, 2012.

Questions related to inter-unit payments or the *Inter-Unit Payments* user guide should be directed to Patricia Garcia at [patricia.garcia@omes.ok.gov](mailto:patricia.garcia@omes.ok.gov) or James Eyadiel at [james.eyadiel@omes.ok.gov](mailto:james.eyadiel@omes.ok.gov). Questions related to the inter-unit invoices should be directed to Jessica Ramos at [jessica.ramos@omes.ok.gov](mailto:jessica.ramos@omes.ok.gov).

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### **New AP Public Query**

The query, OCP\_AP\_VCHR\_ACTIVITY\_BY\_ACCT, has recently been made public and prompts by voucher accounting date and account code. The purpose is to obtain descriptions, funding, and other voucher information for the expenditures recorded to the specified account code. It was written to help agencies obtain IT expenditure information, but can be used for any account code.

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## **TRAINING**

### **IRS Form 1099 Reporting**

Dec. 4, 2012 – Oklahoma City  
Presented by Lorman Education Services

Attending this informative seminar can develop better, more accurate reporting skills and assist agencies with staying in compliance. This seminar is designed for accountants, CFOs, controllers, accounts payable professionals, tax managers, tax preparers, enrolled agents, presidents, vice presidents and bookkeepers. Agenda includes: correct classification (independent contractor vs. employee), legislative updates, issues, reporting requirements, and corrections. For more information, please visit [http://www.lorman.com/seminars/?multi\\_select\\_topic=ALL&state=OK&x=90&y=17](http://www.lorman.com/seminars/?multi_select_topic=ALL&state=OK&x=90&y=17)

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### **OFMA Meeting**

The Oklahoma Financial Managers Association is planning its next quarterly meeting. 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)

**DATE:** Thursday, December 6, 2012  
**TIME:** 1:30 to 4:00 pm  
**PLACE:** Business Conference Center Auditorium  
MetroTech Springlake Campus  
1900 Springlake Drive, Oklahoma City, OK  
**SPEAKERS:** Dr. Marla Sanchez  
Lynne Bajema, State Comptroller

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## **Certified Governmental Financial Manager Training**

The certification training set for February 2013 is now full. However, due to high demand for this course, the Oklahoma City Chapter of the Association of Governmental Accountants is offering a second course if there are 20-25 people enrolled.

The second opportunity for this 6-day course will be held in 2013 on Wednesday through Friday, March 6-8 and Monday through Wednesday, March 11-13. The course provides 48 hours of CPE. The cost is \$1,150 for those who sign up before the early-bird deadline. For more information contact Riley Shaull at [riley.shaull@omes.ok.gov](mailto:riley.shaull@omes.ok.gov).

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