

OFFICE OF STATE FINANCE

DCAR NEWSLETTER

Volume 12, Number 8

FY-2002

May 23, 2002

The last issue of the *DCAR Newsletter*, Volume 12, Number 7, was issued on April 25, 2002. If you did not receive a copy of our last issue, consult your agency's finance officer or notify Norcetta Whitfield of OSF at 405-521-6203.

Questions or comments about information contained in this publication should be addressed to those noted in the article or the following Division of Central Accounting & Reporting (DCAR) staff members:

Transaction Processing: Steve Wilson	405-521-4679	steve.wilson@osf.state.ok.us
Accounting & Financial Reporting: Jennie Pratt	405-521-3258	jennie.pratt@osf.state.ok.us
ICS or EDT Transmission: Jennie Pratt		
ICS or EDT User IDs: Elsa Kunnel	405-521-6178	elsa.kunnel@osf.state.ok.us

TABLE OF CONTENTS

[Fiscal Year End Payroll Processing](#)

[Change in Fees for Deferred Plans](#)

[Payroll Tidbits](#)

[Fiscal Year End Miscellaneous Claims and Orders Processing](#)

[FY-2003 Purchase Orders/Contracts and AFP Number Series](#)

[Schedule of FY-2003 Pay Periods](#)

["Rush" Claim Processing](#)

[Use of Proper Travel Form](#)

[Department of Central Services - Contract Travel Agent Contracts Awarded](#)

[Involuntary Leave Without Pay \(Furloughs\)](#)

[Budget System Training](#)

[User Survey](#)

[CORE Project Updates](#)

[Attachment, Request for Information Form](#)

FISCAL YEAR END PAYROLL PROCESSING

The OPM Agency Payroll System will be closed at 5:00 p.m. Thursday, June 27th, 2002 for end of year processing. It will be available to users again at 12:00 noon, July 1st, 2002. Agencies having payrolls due on July 5th should call Linda Belinski at 521-6321 to make arrangements for your payrolls.

OSF will process all payroll claims received by 3:00 p.m. on Friday, June 28th, 2002. Any Claims received after 3:00 p.m. will be rejected back to the submitting agency. Claims rejected will require resubmission on or after July 1st, 2002, with new claim numbers, starting with 1, or the first number assigned for the new year. Similarly, any Payroll Fund Transfer (PFT) received

after 2:00 p.m. Friday, June 28th, 2002, will be rejected back to the submitting agency. Rejected PFT's will require resubmission on or after July 1st, 2002 with PFT numbers, starting with 1, or the first number assigned for the new year.

OSF will resume processing payrolls at 10:00 am on Monday July 1st, 2002. The new FAAC line for FY 2003 will be 905-XXX-000300-00001 (XXX represents agency number).

Longevity payroll for July, 2002 cannot be run until July 1st, 2002, or later, due to the account number change.

As a reminder to Higher Education Institutions, Column 14-19 on the "C" Record must be account number 000300 for any payroll received by OSF on or after July 1st, 2002. Please ensure that you have made this change to your payroll claims so they will process without error.

Payrolls and PFT's submitted after June 30th, 2002 for the prior year (FY2002) must have a notation on the form indicating "prior year payroll." Also please ensure proper notation of a prior period claim within the pay period code (e.g., B25P, B26P or M12P). Failure to include this code may cause a rejection of your payroll claim or the issuance of payroll warrants with an incorrect pay date.

CHANGE IN FEES FOR DEFERRED PLANS

The rate certified for administrative cost which will be calculated in payrolls submitted for the fiscal year ending June 30, 2003 has changed to \$1.09 per month for any qualified participant. The equivalent amount for a bi-weekly pay period is \$0.50. This change will be reflected in any payrolls submitted with a pay period of M01 or B01.

PAYROLL TIDBITS

Upon notification of the death of an employee, agencies should inactivate an employee's direct deposit enrollment. Consequently, all payments after date of death will be made via warrant. Many banks will 'freeze' bank accounts upon notification of death and consequently return EFT transactions to the sender, resulting in funds being returned to the State and re-issuance of the net pay warrant by OSF. By issuing warrants and delivering these to family members, EFT returns will be avoided.

Additionally, agencies should no longer add "Estate of" to a deceased employee's name record in the payroll system, as this name change will be reflected on the W-2 at year end, resulting in a 'mismatch' when the W-2 is processed by the Social Security Administration (SSA), further resulting in a failure to credit the wages to the employee's account within the SSA system.

Please continue to denote payroll claims as 'main' or 'supplemental' (i.e., overtime, longevity, etc.), as these notations are used to monitor and ensure payrolls are timely processed.

The Internal Revenue Service (IRS) and Social Security Administration (SSA) assess penalties

for each information return (W-2, 1042, 1099, etc.) issued with a name that does not match the name in their systems. Time and cost savings can be significant, if agencies are diligent in verifying the correct information.

As a reminder, all employees, whether full time, temporary, student, or nonresident aliens (foreign nationals), must provide a copy of their social security card for purposes of payroll documentation. Employees are required to show their social security card to employers if it is available. Employers may, but are not required to, photocopy the card. No person should be added to the agency payroll system unless they are able to provide a copy of a valid social security card. A foreign national may apply through the IRS to receive a social security number and subsequently will be reported through the 1042S component of the payroll system. If the card is not available, agencies can contact the Social Security Administration for telephone verification. Agencies can verify up to five names and numbers by calling 1-800-772-6270.

Please be reminded that W-2 forms cannot be changed for 2001 except for social security and MQFE wages and taxes. Taxable wages and income taxes withheld cannot be adjusted if the agency receives a payback of a prior year overpayment.

Any W-4 forms which claim exempt status or more than 10 exemptions must be sent to OSF for processing. Be sure to complete the name and address at the bottom of the form.

FISCAL YEAR END MISCELLANEOUS CLAIMS AND ORDERS PROCESSING

The following procedures will be in place for fiscal year end transaction processing:

*** ICS User Access**

ICS users will be denied access privileges between 5:00 p.m., Friday, June 28, 2002 and 8:00 a.m., Monday, July 1, 2002. Furthermore, ICS access on Monday, July 1, 2002 will be limited to entry of claims only until notified otherwise. Access to the ICS Direct system to create AFP orders and change orders, and for all contract and change order functions under the ADPICS system will be denied until approximately 1:00 p.m. on July 1, 2002. A broadcast message will be issued on the system once privileges are restored. Any users on-line at that time will be required to sign off and reconnect in order to establish full system access.

*** Miscellaneous Claims Processing**

The cutoff for timely receipt of miscellaneous claims at OSF for processing under FY 2002 business is 5:00 p.m., Friday, June 28, 2002. Any claims using FY 2002 claim numbers intended for payment as FY 2002 business must be received by OSF prior to this time. Any FY 2002 claims received by OSF after that time will be rejected back to the agency for processing as FY 2003 business and will require corresponding FY 2003 claim numbers.

(Caution: Claims submitted after the cutoff deadline must have claim numbers assigned for FY 2003, beginning with Claim # 1, or the first number assigned as yours beginning number series for the new year.)

Claims received by OSF before the cutoff time but too late for processing in Friday, June 28, 2002 business will be held over for processing under FY 2002 procedures on Monday, July 1, 2002, although reflected in FY 2003 business.

*** EDT/ICS Direct Claims Submissions**

Agencies which upload claim data via EDT or ICS Direct should provide for sufficient internal lead time so that paper claims arrive at OSF by the deadline noted above. Otherwise, any FY 2002 transmissions without corresponding paper claims received after the deadline will be deleted and will require retransmission as FY 2003 business (with new claim numbers). Alternate System and 700 Fund users may transmit claim records on the morning of June 28, however, EDT Control Sheets or ICS Batch Slips must be faxed to OSF by 1:30 p.m.

*** Encumbrance Documents Submissions**

There are no year-end cutoff instructions for purchase orders/contracts, except agencies are reminded that their FY-02 funds should be fully encumbered by "June 30", for purchases made during FY-02. Agencies must file (process) their purchase order/contract or change request within 30 days from the date of purchase/awarding of said contract or purchase order. Otherwise, an explanation for late filing (processing) must be retained with the encumbrance document for any subsequent audits conducted. NOTE: Please remember that OSF no longer accepts orders, except for Authority for Purchases (AFP) from those agencies without the capability to electronically access the ICS Direct system.

WARNING! Payments Due (Effective) July 1, 2002

Because of the 'expenditure by fiscal year' accounting requirement, payments due or effective on July 1, 2002 and after may not be processed as FY 2002 business (i.e., pre-FY 2003). This may involve such payments as rental agreements, post office box services, contractual maintenance agreements, subscription renewals, etc. Agencies are advised to forewarn their vendors and contractors of this end-of-year processing dilemma, which could delay payment beyond the due date.

FY-2003 PURCHASE ORDERS/CONTRACTS AND AFP NUMBER SERIES

The number series to be used on FY 2003 authorizations for purchase - AFP orders (OSF Form 6), for purchases effective July 1, 2002, and after, is 8XXXXX, e.g., 800001 (6 digits total). The Department of Central Services (DCS) - Central Purchasing advises that the number series for ADPICS orders for the new fiscal year shall begin with "Z" followed by 6 digits, e.g., Z000001, and their requisition number series shall begin with "N" followed by 6 digits, e.g., N000001. (This includes DCS - Construction & Properties contracts for the new fiscal.) Should you have any questions or need assistance regarding the AFP instructions, please contact Elsa Kunnel at 405-521-6178. For your questions concerning ADPICS orders, please contact DCS at 405-521-2110.

SCHEDULE OF FY-2003 PAY PERIODS

Please distribute the following FY-2003 Pay date schedules to Payroll and Human Resource Directors. Questions may be directed to Carol Sims at 405-521-6160 or Carol.Sims@osf.state.ok.us.

[Pay Schedule Tables](#)

"RUSH" CLAIM PROCESSING

OSF Transaction Processing's policy for processing claims is based on a first-in / first-out basis, with the exception of electronically submitted claims (EDT & ICS Direct) which are given priority over manual claims. Transaction Processing also attempts to assist agencies by giving preferential treatment to "rush" claims due to emergency circumstances requiring immediate processing.

It is the agencies' responsibility to process their claims in a timely manner and limit the need for such rushes. With the current 1-2 day processing turnaround time that we are normally providing for claims, agencies should avoid routine submission of claims as rushes since they will not be considered for priority processing without valid justification as to the urgency of the claims. Nor will we guarantee the processing of a rush claim received in this office after 4:00, especially if there are multiple claims.

If you have a claim payment that needs to be rushed, you should notify the Transaction Processing manager or team leader to obtain approval for priority handling. Without such approval, your claim will be processed in the regular stream of claims even when identified as a rush claim.

USE OF PROPER TRAVEL FORM

Some agencies are still not using the current travel form 19. The form was revised in 2000 (see DCAR Newsletter Vol. 10, # 6, dated, March 28, 2000) removing the notary requirement. The certification section on the form now requires only the claimant's signature and date signed, along with a slightly different certification. Some of those agencies still using the old form are not always providing the date when the form was signed by the claimant. This date is necessary to properly audit the form to ensure the claimant's confirmation of the data presented. We originally allowed agencies some time to finish out any existing supply of their old forms, however, the signatures and dates signed should have been provided.

Effective July 1, 2002, the OSF Form 19 (revised 3/00) should be used. After that, any travel reimbursements still submitted on the old form is subject to rejection. In the mean time, travel claims submitted on any old versions and not having the required date with the signatures will be rejected.

DEPARTMENT OF CENTRAL SERVICES Contract Travel Agent Contracts Awarded

"HOORAY" No more quotes for TRAVEL. The new statewide contract SW30100 for travel is now in place. Contract period is May 15, 2002 through May 13, 2003

You can download your agency's copy off of the DCS web-site (www.dcs.state.ok.us). When

the home page comes up, click on Procurement Services. On the next page, click on downloads, and on the third page, click on SW Contracts. Then scroll down until you see next, continue this until you reach SW100 Travel Services. Click on the icon to view contract and/or print a copy of the contract.

Should you have any questions, call Jerry Holland 405-521-6503.

INVOLUNTARY LEAVE WITHOUT PAY (FURLOUGHS)

Current state law (see Merit Rule 530: 10-15-48 allows agencies to furlough up to 184 hours (23 days) in any 12 month period. "An appointing authority may only furlough employees when it is necessary to reduce expenditures or when it is required because of a temporary decline or cessation of work activities."

Some of you may have to use furloughs to help you with current and possibly future funding problems. Keep in mind that furloughs are intended to be a shorter term alternative. If you are dealing with a long-term budget need to reduce expenditures, furloughs are not recommended.

The law also requires that "Before beginning a furlough, an Appointing Authority shall announce in writing the reasons that require it", and that you post the announcement throughout the agency and send it to the Governor, Office of Personnel Management and the Office of State Finance.

You also must develop an equitable and systematic plan for the furlough which must be approved by the Administrator of OPM. After approval, you must post the plan for two (2) working days before actually furloughing any employee.

For questions, call David Hays at OPM or Rollo Redburn at OSF.

BUDGET SYSTEM TRAINING

Training will be offered by the OSF Budget Division on the Budget Work Program System on Friday June 7 and June 14th. Training sessions will be in the morning from 9:30 to 11 and in the afternoon from 1:30 to 3:00.

Training will be offered by the OSF Budget Division on the Budget Request System on Friday July 12th, July 19th, August 16th and August 23rd. Training sessions will be in the morning from 9:30 to 11 and in the afternoon from 1:30 to 3:00.

All training sessions will be held at the OSF training room at 4545 North Lincoln.

If you are interested in attending please contact Linda Hughes (405-521-2814) at least one week in advance of the training. Please furnish the following information:

- (1) type of training needed
- (2) number of persons to be trained

Applicants should have a user id for the Budget Work Program System and/or the Budget Request System prior to training. Note: To attend any of these sessions you must first complete and submit OSF Form 90. For information concerning this form contact Linda Hughes at (405) 521-2814.

Once you have registered, if you cannot attend it is imperative that you notify us so that your space can be used for others.

Persons having questions concerning the training should contact Bill Moore at (405) 521-3643 or Skip Hayes at (405) 521-2816.

USER SURVEY

OSF is considering establishing a group e-mail list for release/notification of information such as the DCAR Newsletters. We routinely hear where the "right" people are not receiving the newsletter. If established, the e-mail notification will instruct the user to go to the OSF website to obtain the newsletter. This same procedure could also be used to release other information.

Attached is a survey to be circulated to your appropriate personnel (i.e., general accounting, agency special and clearing accounts, miscellaneous claims, payroll, purchasing, etc.) for obtaining their e-mail address.

Also requested on the survey, is the type of word processing and spreadsheet software (i.e., Microsoft Word, Excel, etc.) being used by your agency.

Please complete the survey and return to the Office of State Finance, attention: Becky Wilson by June 14, 2002.

CORE PROJECT UPDATES

Please review the website at www.youroklahoma.com/coreoklahoma/ for the latest information concerning the design phase of the CORE project.
