

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES DCAR NEWSLETTER

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http://www.ok.gov/OSF/Comptroller/DCAR_Newsletters.html.

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PAYROLL

Deceased Employee Payroll Processing and Reporting Updated Information

The new HCM How To Document entitled ‘Payroll Processing For Death of an Employee’ is 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.

Payroll Processed Before a Reversal is Completed

- Agencies are responsible for going to the timesheet and removing the time that processed back through payroll when a replacement check was processed before a reversal was completed.
- When a payroll check that had time pulled in from Time and Labor is reversed, the reversal creates offset payable time with status “Reversed” and an additional row in payable time with “Estimated” status when the check reversal is confirmed. The “Estimated” payable time will be pulled into payroll again when payroll is processed if not removed which may cause an overpayment.
- It is recommended that a replacement check should not be issued until the reversal has been processed. This allows reversed time to either be processed through payroll again, or if needed, time can be corrected and then processed again. If time entered was invalid or incorrect and should not be pulled into payroll again, it should be corrected on the Timesheet and processed through Time Administration.

Searching for Individuals using the Statewide Employee View

The Statewide Employee View functionality can be used to find any person in PeopleSoft HCM. When trying to determine if an individual already exists in the system, please search by “National ID” (social security number). Searching with criteria other than National ID can cause an agency to identify a person that isn’t truly the one they want. Please review the search results carefully to ensure the individual found is who you need. The navigation is: *Home > Workforce Administration > Personal Information > Statewide Employee View (0491)*.

ACCOUNTING

Electronic Remittance Advices – Update

Electronic Remittance Advices can now be copied to a second e-mail address. For vendors requesting advices be sent to two e-mail addresses, please contact Julie Dvorak at vendor.eft@omes.ok.gov to provide the addresses.

Employee Vendors

OMES has reclassified several non-employee vendors classified as employees in the state vendor file when payments were made to these vendors during fiscal year 2013. Within the next month, vendors classified as employees without an EMPLID in location 0001 will be inactivated. Please review active non-employee vendors in your agency that may have been classified as employees, i.e. board members, and if they are classified incorrectly, contact Theresa Montoya at theresa.montoya@omes.ok.gov to correct the classification.

Duplicate Vendors

OMES continues to work toward eliminating duplicate vendors in the state vendor file. Duplicate vendors will be marked as *Not Open for Ordering* or inactivated based on criteria which include the number of active purchase orders. Vendors marked as *Not Open for Ordering* will be inactivated during fiscal year 2014. Agencies using these vendors will be notified to create new purchase orders either in fiscal year 2013 or 2014.

Centrex Invoices and Inter-Unit Vouchers

Transaction Processing has discovered that Centrex invoices printed from the OK Web Bill site are missing the invoice date and the correct invoice number. Per Agency Business Service (ABS), the invoice number issue has been corrected beginning with the February 2013 invoices. The invoice date will be addressed by OMES and should begin showing correctly on invoices soon. Until the invoice date is correctly printing on the invoice, contact Jessica Ramos at Jessica.ramos@omes.ok.gov for the correct copy of the invoice and change the Invoice Date on the inter-unit voucher before submitting the payment.

Stop Payments and Warrant Cancellations

Please remember to use the new Office of State Treasurer form - Stop Payment and Hard Cancel request to make stop payments and hard cancels of warrants (cancellations - except payroll), along with appropriate warrant reissues. (NOTE: The OMES Form 20R should still be used for statutory canceled warrant reissues)

The form should be used as follows:

- *Stop Payment* of both miscellaneous and payroll type warrants (**NOTICE – No money is returned to the agency**)

- Put an “X” in the box next to STOP PAYMENT and complete Section 1 of the form.
- *Reissue of Lost or Destroyed Warrants*
 - After completing the Stop Payment under Section 1, complete Section 2 with Voucher information in Part A, then complete Part B and Part C. Requires Agency Approving Officer signature, title and date.
- *Hard Cancel - cancellation of miscellaneous type warrants only (**Returns money to the agency unless reissued**) – Must Attach Warrant*
 - Put an “X” in the box next to HARD CANCEL and complete Section 1 of the form.
 - After completing Section 1, complete Section 2, Part A. Requires Agency Approving Officer signature, title and date.
- *Reissue of Miscellaneous Canceled Warrant (when requirements are met – See OMES Procedures)*
 - After completing Section 1, complete Section 2, Part A and Part C. Requires Agency Approving Officer signature, title and date.

The new OST Stop Payment and Hard Cancel request form is located on the OMES website under the State Comptroller webpage and then the Forms link. It is also available from the OST website. (Note: a revised form is being reviewed and will be released once approved)

NOTE: The completed request should be sent to the Office of State Treasurer at the fax or address listed on the form (must be sent with warrant if a Hard Cancel request).

Trip Optimizer Use and Exemption

Previously, for appropriated state agencies within the executive branch of government, the only way to be exempt from the Trip Optimizer was if travel was less than 100 miles per day. Under special circumstances, the Office of Management and Enterprise Services (OMES) would allow a claimant to claim the next lowest rate on the trip optimizer results if evidence of extenuating circumstances was provided as to why it was not a viable option to use the lowest rate. Enrolled House Bill No. 2647, effective November 1, 2012, amended Oklahoma Statutes Title 74 Section 85.451 and added language regarding exemption from the Trip Optimizer. Now, the only two ways to be exempt from the Trip Optimizer are 1) if travel is less than 100 miles per day, or 2) if the agency head granted exemption to the claimant. Under the second option this is based on the approval to drive a privately owned motor vehicle and seek mileage reimbursement if approved by the agency director (or authorized designee) under Title 74, Section 500.4.

If an agency head is granting exemptions to the Trip Optimizer in certain circumstances, the agency should prepare a policy that states what conditions must be met for an employee/official to be granted the exemption. The policy should be kept on file at the agency. Prior to signing a travel claim where Trip Optimizer is exempted, the agency approving officer should verify that the agency head has approved the exemption and flag the claim as “Exempt”.

In cases where the claimant is not granted exemption by the agency head, the lowest Trip Optimizer rate will be reimbursed. When calculating the lowest rate, the mileage reimbursement needed in order to obtain a fleet or Enterprise vehicle, as calculated on the Trip Optimizer, shall be added to each quoted rate. The claimant will be reimbursed the new adjusted lowest rate.

TRAINING

OFMA Meeting - March 28, 2013

Please make note that the date of the meeting has been moved from March 28, 2013 to April 11, 2013. 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

DATE: April 11, 2013
TIME: 1:30 to 4:00 pm
PLACE: Business Conference Center Auditorium
MetroTech Springlake Campus
1900 Springlake Drive, Oklahoma City, OK
