HRStar Program

July 2004
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource System</td>
<td>1</td>
</tr>
<tr>
<td>Additional HRS Tools</td>
<td>18</td>
</tr>
<tr>
<td>Payroll Sign-Up</td>
<td>25</td>
</tr>
<tr>
<td>Payroll Processing</td>
<td>49</td>
</tr>
<tr>
<td>Biweekly Payrolls</td>
<td>49</td>
</tr>
<tr>
<td>Monthly Payrolls</td>
<td>60</td>
</tr>
<tr>
<td>On-Line Special Payments</td>
<td>69</td>
</tr>
<tr>
<td>Labor Distribution</td>
<td>78</td>
</tr>
<tr>
<td>Leave and Leave Corrections</td>
<td>82</td>
</tr>
<tr>
<td>Payroll Advice</td>
<td>89</td>
</tr>
<tr>
<td>Payroll Accounting</td>
<td>92</td>
</tr>
<tr>
<td>Tax Treaties</td>
<td>92</td>
</tr>
<tr>
<td>Average Fringe Benefit Rate</td>
<td>93</td>
</tr>
<tr>
<td>Reference</td>
<td>113</td>
</tr>
<tr>
<td>Division Codes</td>
<td>114</td>
</tr>
<tr>
<td>FTE Conversion Table</td>
<td>115</td>
</tr>
<tr>
<td>Job Codes</td>
<td>116</td>
</tr>
<tr>
<td>Labor Distribution Account Subcodes</td>
<td>117</td>
</tr>
<tr>
<td>Separation Code Explanations</td>
<td>118</td>
</tr>
<tr>
<td>Special Pay Subcode Charts</td>
<td>120</td>
</tr>
<tr>
<td>Biweekly Special Pay Subcode Chart</td>
<td>120</td>
</tr>
<tr>
<td>Monthly Special Pay Subcode Chart</td>
<td>121</td>
</tr>
<tr>
<td>Quick Reference</td>
<td>122</td>
</tr>
<tr>
<td>Biweekly Timesheet Corrections and Prior Period Adjustments Form and Instructions for Completing the Form</td>
<td>123</td>
</tr>
<tr>
<td>Instructions for Completing the HRS Recast Transaction Form</td>
<td>125</td>
</tr>
<tr>
<td>Commonly Used Payroll Advice Earnings Categories and Other Helpful Information</td>
<td>130</td>
</tr>
<tr>
<td>Commonly Used Payroll Advice Deductions</td>
<td>131</td>
</tr>
<tr>
<td>Special Payments Earnings Codes</td>
<td>134</td>
</tr>
<tr>
<td>EA Examples</td>
<td>135</td>
</tr>
</tbody>
</table>
Human Resource System

What is HRS?
The Human Resources System (HRS) is a mainframe software product to process employee and payroll information. HRS is a large database that stores a variety of information. Although access to some employee information is restricted, the following are examples of the type of employee and employer information that is available in HRS.

1. Demographic information (e.g., marital status, birth date, addresses, phone, education, etc.);
2. Personnel events (e.g., prior and current appointments, terminations, transfers, etc.);
3. Job classification including state classification codes (occupation codes);
4. Tax, benefit, and deduction information, work eligibility;
5. Wages (prior and current), payroll input capabilities.

For example, if a department wants to make sure OSU Human Resources received and processed an Employment Action form, they can look at HRS to determine if the new information has been entered.

In addition to being an information database, HRS has the capability for departments who report to the OSU/A&M Board of Regents to use HRS to input biweekly time, monthly confirmation, special payments, and labor distribution.

Confidentiality and HRS
HRS contains both confidential and sensitive information on individuals employed by Oklahoma State University and the A&M institutions. Such information must remain confidential and should only be used for work-related purposes involving a bonafide business need-to-know. Violating this confidentiality policy can result in serious disciplinary action, including termination. Information contained in HRS should not be released to sources outside of Oklahoma State University or to co-workers, unless such is part of the employee’s job description. HRS information should not be used for personal use.

User identification numbers, operator ids, and passwords are also considered confidential information. Employees are not authorized to release this information to anyone, including co-workers. Writing a user identification number, ID, and/or password on a readily accessible location shall be considered release of this information and is not permitted.

Obtaining Access to HRS
HRS is controlled by a hierarchical security system that enables authorized users to access specific screens and display data on those screens based on employee department and/or division identifiers. Generally, authorized users may view information related to employees in their department. Deans and directors may approve access to the information for employees in all departments that they supervise.
An Operator ID that is input by the user during the login process identifies users to the security system. An Operator ID is not the same as an employee’s Personalized Userid.

The ONLY screen on which the Operator ID is used is the SCTP log in screen. Before an employee receives an Operator ID, s/he must have a Personalized Userid. Information Technology (IT) normally creates personalized Userids automatically a few days after an employee’s initial Employment Action (EA) form has been entered into HRS. Employees can determine the Personalized Userid that has been issued to them by accessing the IT homepage at: home.okstate.edu and clicking on PR&SM or contacting IT, 113 Math Sciences, (405) 744-6301.

Once an employee has a Personalized Userid, s/he may request authorization to view information in HRS by completing an HRS Access Request Form. A blank HRS Access Request Form can be found in the reference section of this manual, or you may download a form from the OSU Human Resources web site at www.okstate.edu/osu_per/docfiles/docfiles.htm. Instructions for completing the form are included on the back of the form. Important: the HRS Access Request Form must be signed by the employee requesting access AND the employee’s department head. Substitutions or ‘signed by’ alternate names are not accepted. If access to departments outside of the department head’s administrative authority is requested, the appropriate unit administrator must approve that access by signing the form. For instance, if access is being requested to all departments within a college, the dean of that college must sign the access request form.

Accessing HRS
HRS is a mainframe software system. Logging in to HRS is accomplished through a mainframe terminal session. Whether you are using a mainframe terminal, a networked computer or a workstation with mainframe terminal emulation software, or accessing the mainframe via modem or a high-speed connection, the log in procedure is the same once a mainframe terminal session has been initiated. If you do not have mainframe terminal access or do not know if you have mainframe terminal access, contact your local computer support staff.

Software Requirements and Setup
LAN WorkPlace Pro 5.2 is the software application required to access HRS. The software for accessing HRS is found on your Desktop under OSU Delivered Applications, All, or OSU Delivered Applications, OKSTATE, Oklahoma State University or on the web at: go.okstate.edu/clients/. Take note of the serial number that appears when you first start the installation procedure. After installing the software on the computer, follow these setup procedures.

1. Start the Application.
2. Ensure the Terminal Type selected is 3270 and the Terminal Model is 3279.
3. Click on the Config button. **
4. From Category window select Host.
5. In the IP Host/Gateway window type: MVS.OKSTATE.EDU.
6. Click Save twice.
Click on Connect. Note: After the initial setup is completed, you simply start the LAN WorkPlace software and click on the Connect button.
** If the Config button is not shown, choose Connect. Next select Options from the menu items at the top of the screen and edit the Session Profile as mention in steps 4 through 6 above.

**Availability of the HRS Screens**

The standard hours of operation for HRS-PAYIN are 7:30am to 10:00pm, Monday through Friday and 9:00am to 6:00pm on weekends.

**Logging Into HRS**

Establish a mainframe terminal session by starting Lan WorkPlace Pro, Terminal Emulators, TN3270. Then Click on the “Connect” Button.

1. Type ‘SCTP’ and press <Enter>.
2. Next press the Pause/Break key and the screen will be cleared.
3. Type ‘ZCTL’ and press <Enter>.
4. The following screen will be displayed. This screen is the Systems and Computer Technology Plus 2000 log in screen.

   On the log in screen enter:
   System Number? 003 (or 3, or HRS)
   Your Operator Number? #### (your four-digit operator ID)
   Your Password? 1234abcd (your 7 or 8 character password)

5. The HRS MAIN MENU HRS / 001 screen will be displayed.

**Logging Out of HRS**

Type “SO” at the Screen Prompt:__. Press <Enter>.

Press the PAUSE/BREAK key to clear the screen.

Type “CESF LOGOFF”. Press <Enter>.

**Changing Your Password!**

For security reasons, when you sign-on to HRS for the very first time you are required to change your password. Follow this procedure anytime you feel the need to change your password.

- Key PWC into any screen prompt. <Enter>.
- Key your old password at the “old password” prompt. <Tab> if necessary to move to the next prompt.
- Key your new password at the “new password” prompt. <Tab> if necessary to move to the next field.
• Re-key your new password at the “verify password” prompt. <Enter> to complete the change and return to the previous screen you were viewing.

Exit this screen without changing your password by placing any character in the prompt at the bottom of the screen. <Enter> to return to the previously displayed screen.

If you enter an invalid password, HRS will request that you re-enter your passwords. Be aware that after five consecutive unsuccessful login attempts your login will be disabled.

Note: Do not confuse your Operator ID password with your OSU Personalized Userid password. Changing the Operator ID password does NOT modify your OSU Personalized Userid password!

If you forget your password or have problems obtaining access there are several options available. Contact Bob Schreiber, (405) 744-5759 or email schreir@okstate.edu. OSU Human Resources also follows the same procedures established by Information Technology for resetting a password. You may come in person to Employee Services, 106 Whitehurst, with your OSU picture ID, or fax a signed request to have your Operator ID password reset with a copy of your OSU picture ID and your Operator ID number to OSU Human Resources at (405) 744-8345. Your name, Employee ID (SSN) must be legible. Another method is to submit an HRS Password/Web for Employees PIN Reset Form and mail to: 106 Whitehurst, Stillwater, OK, 74078. This form is available on our Human Resources Download page at: www.okstate.edu/osu_per/docfiles/docfiles.htm.

Colleges/divisions may assume the responsibility for training an individual. Forward the completed form to OSU Human Resources, 106 Whitehurst, for processing. See the reverse side of the HRS Access Form for the following statement.

I agree to assume responsibility for training [individual’s name here] on the HRS system including, monthly confirmation documentation procedures for ledger 4 and 5 accounts (if applicable), so that the individual can gain access to the systems.

__________________________________________(Administrative Officer’s Signature) ______________(Date)

OSU Human Resources authorizes users to access HRS. If HRS is the first system the user has been authorized to access, the password will be set with a standardized initial password. OSU Human Resources will notify the user once access has been authorized and provide the initial password. To maintain access security, users are required to immediately modify their password.

It is critical that more than one person has access to the HRS Screens. Each department is responsible for insuring that their employees have appropriate access to cover employee absences.

**HRS Screens**

The **HRS MAIN MENU**, shown below, lists the supplemental menu screens within HRS. These sub menus are **SUPPLEMENTARY MENUS, SYSTEM MAINTENANCE, LIST MENUS, and OTHER SYSTEM MENUS**. Even though a screen is listed on these menus, it may not be accessible for various reasons.
The following is a brief explanation of the menus and the screens that are available to departments.

**Supplementary Menus**

The **Employee Data Menu (EMP)** lists screens that access general employment information. Screens that can be accessed from this menu are:

- 011 Empl/App Add/Maint
- 012 Corporation Root Add/Maint
- L16 Assignment List
- 016 Assignment Add/Maintain
- 017 International Information
- 020 Emergency Contact Add/Maintain
- L23 Education History
- 023 Education
- 026 Faculty/EEO/Union
- 046 Accrual Maint (Leave Accrual)
- L52 Time Input List
- 052 Time Input (Current)
- 053 Time Input (Adjust)
- LDT Expenses By Employee/Pay Period

The **Benefits Menu (BEN)** lists screens that access all employer-paid benefit programs. Screens that can be accessed from this menu are:

- BBC Current Employer Contribution List (Benefits)
- 083 Employer (Benefits)

The **Position Control Menu (POS)** lists screens that contain information related to employee positions within the university. Screens that can be accessed from this menu are:
L61 Position/Employee List
061 Position Add/Maint
062 Position Budget Summary
L63 Position/Funding List
063 Position Fund Source Info
064 Position Funding – Fed to Accounting
M63 Position Funding Information

The following Table Inquiry Screens are available:

IBK  Bracket/Step Inquiry
IBP  Benefit Plan Inquiry
IC0  Earnings File Inquiry
IC1  Tax File Inquiry
IC2  Deduction Inquiry
IC3  Benefit Inquiry
ICA  Job Attribute Inquiry
ICL  Calculation Control Inquiry
IJC  Job Master File Inquiry
IJT  Job Title Search
ISC  System Calendar Inquiry
ITT  Tax Treaty Inquiry
IU1  List of Valid Divisions/Departments

The following Payroll screens are available:

**UM1 Screen**

This screen lists all the screens that are available for inputting and viewing the various payroll screens.

**UM1 HRS Department Input Screens**

Pertinent information relating to each payroll input module.

**UX1 Displays Time Master File Control Data**

Biweekly Time

UT1 – Multiple Time Input
UT2 – Individual Time Input
UT3 – Approve Time Entry
UT4 – Wage Reporting

Monthly Confirmation

UC1 – Leave Input/Time Confirmation
UC2 – Employee Confirmation Detail
UC3 – Confirmation Approval

Special Pay

US1 – Input or Approve Special Pay By Employee
US2 - Approve Special Pay By Department
US3 – Special Pay Listed By Department  
US4 – Special Pay Listed By Employee Id

Labor Distribution

UL1 - Labor Distribution Add/Maint  
UL2 - Labor Distribution List  
UL3 - Labor Dist List By Div Department

HRS Screens

The following summary provides a listing of the HRS screens. Most of the data elements are explained in the reference material at the back of this manual. Each screen is organized by data category and screen number and lists all major screen data elements. Reproductions of these screens are provided in the reference area of this manual to provide a visual reference to all screen data. Where applicable, all valid data codes are listed by element/field. Not all data is used on each screen.

The Employee Data screens listed below display general employment information.

Screen 011 - Empl/Appi Add/Maint
Use this screen to view biographic information for an applicant or new employee to HRS, or to maintain a current employee’s personal information. It contains name, address, marital status, phone, gender, birth date, dependents, home and email address.

Screen 012 - Corporation Root Add/Maint
Use this screen to view employment information. It contains current hire date, service date, original hire date, primary div/dept, tax status, where W2/1099 mailed, benefits eligibility, and EEO information

Screen L16 - Assignments List
Lists employee screens for fiscal year indicated.

Screen 016 - Assignment Add/Maintain
Use this screen to view information such as Assignment Begin and End Dates; Assignment Numbers (Code:); Start and Stop Event Codes; Position Number; FTE; Hours Worked; Salary Amount (payrate); Class Code; Pay Periods per year; Timekeep location; Assignment Division & Department Number).

Screen 017 - International Information
Use this screen to view international information such as, Visa Type, Expire Date Entry Date, I-9 Date of Record, Work Eligibility, and Authorization Expire Date.

Screen 020 - Emergency Contact Add/Maintain
Provides name, phone number, and relationship of emergency contact.

Screen L23 - Education History
List various education certificates and degrees
Screen 023 - Education
Provides details of each certificate or degree.

Screen 026 - Faculty/EEO/Union
Provides faculty tenure and academic appointment information. Use this screen to view faculty information such as, Rank, Tenure Date, Tenure Track Date, Tenure Status, EEO Rank Date, and Tentrd Dept.

Screen 046 - Accrual Maint
Use this screen to view leave information such as the various Available Leave Balances, Current Period Accrual, Fiscal Year-to-date Hours Used, Current Pay Period Leave Used, Pay Type, Pay Periods.

Screen L52 - Time Input List
T2 = Time and Leave reported for both monthly and biweekly employees. T3 = Special Payments reported for both monthly and biweekly employees.

Screen 052 - Time Input (Current)
T2 - Time and Leave reported for both monthly and biweekly employees. Refers to current payroll input on the payroll input screens UT1/UC1

Screen 053 - Time Input (Adjust)
T3 - Special Payments reported for both monthly and biweekly employees. Refers to prior period adjustment e.g. paper special or on-line specials entered on the US1 payroll input screen.

Screen LDT – Expenses By Employee/Pay Period
This Screen list detail pay period expenses by employee.

Position Screens
Use these screens to view information on an employee’s position such as, Position Number, Job Class, Job Group, Division & Department Number, Funding and Encumbered amounts with Begin and End Dates Working Title, Salary Schedule Information, Employee Report Category, Benefit Rate, Total Liquidated Fiscal Year-to-Date, and Total Funded

Screen L61 - Position/Employee List
Lists employees’ position information for fiscal year.

Screen 061 - Position Add/Maint
Use this screen to view information on an employee’s position such as, Position Number, Job Class, Job Group, Division & Department Number, Funding Begin and End Dates Working Title, Salary Schedule Information, and Employee Report Category.
Screen 062 - Position Budget Summary
Use this screen to view information on an employee’s position such as, Benefit Rate, Total Liquidated Fiscal Year-to-Date, and Total Funded.

Screen L63 - Lists employee assignments for a FY
Lists account information, Begin and End Dates, and Encumbered Amounts for each position listed.

Screen 063 - Position Fund Source Info
View amplified data on a specific assignment.

Screen M63 - Position Funding Information
Use this screen to view information on an employee’s position such as, Account Number, Original Funding Position, Revised Funding Account, Funding Begin and End Dates, Amount/Percentage Information, and Alternate Benefit Account.

Screen 064 - Position Funding - Fed To Accounting
Use this screen to view information on an employee’s position such as, Account Number, Distribution Code, Dist. Amt/Percent, EBA520 Processed, Begin/End Dates, Revised Budget Account, Total Funded Amount, and Position Budget Available.
Note: Information from HRS Screen 064 is reflected in FRS on Screen 021 – Open Commitment by Account.

Benefits Screens
Use these screen to access all employer-paid benefit programs.

Screen BBC - Employer Contribution List
Use this screen to view information on an employee’s benefits. Each of the employer’s Contributions as of the selected date are listed. Selecting the line number will transfer you to the 083 screen and display amplified information on the selection.

Screen 083 - Employer - Health Care Plan-Reduc
Use this screen to view information on an employee's benefits such as Plan Type, Plan Code, Coverage Code, Coverage Begin and End Dates, and Tax Shelter Flag, Period Amount/Pct, Goal Amount, Goal Paid, and Calendar, Quarter, and Fiscal Year to Date.

Table Inquiry Screens
Table screen provide basic information pertaining to the various codes, plans, brackets and other pertinent data used throughout HRS.

IBK - Bracket/Step Table Inquiry
Use this screen to view specific or page through information for an entire salary range within a bracket/step schedule.
IBP - Benefit Plan Inquiry
Use this screen to view specific or page through all the details for a Plan type/Plan Code/Coverage and Code/Effective Date combination in the Benefit Plan Table.

IC0 - Earnings Table Inquiry
Use this screen to view specific or page through information for an individual earnings code.

IC1 - Tax Table Inquiry
Use this screen to view specific or page through accounting information and tax identifying information for a tax code.

IC2 - Deduction Table Inquiry
Use this screen to view specific or page through various information for an individual deduction code (plan type).

ICA - Job Attribute Table Inquiry
Use this screen to view specific or page through information for an individual job group.

ICL - Calculation Control Table Inquiry
To view specific or page through various date and deduction/benefit information for an individual payroll

IJC - Job Class Master Table Inquiry
Use this screen to view specific or page through various class code information for an individual job class.

IJT - Job Title Search
Use this screen to displays information on class codes for specific job titles.

ISC - System Calendar Table Inquiry
Use this screen to view or pages through information for an individual pay period within a calendar year.

ITT - Treaty Table Inquiry
Use this screen to view information for a series of tax treaties for a selected country. This screen is currently not used.

IU1 - List of Valid Division/Departments
Lists all valid combinations of divisions and departments.

HRS Payroll Input Screens
HRS also contains payroll input screens. These screens are used to input biweekly time, monthly confirmation, special payments and labor distribution.
It is critical that more than one person be authorized to enter and approve payroll information. The system will not allow the same person to both input and approve a payroll. This will insure that data is entered and approved correctly and in a timely manner.

Please note, at the top of each screen, the USER: ___ field must be 001 and the FY: ___ field must be the current fiscal year. When you enter HRS, these fields are default values.

**UM1 Screen - Department Input Screens**
The menu on this screen lists the various payroll screens.

**UX1 Screen - Displays Time Master File Control Data**
This screen displays payroll ID’s, periods start and end dates and fiscal year information.

**Biweekly Time**
Biweekly Time allows for on-line input and approval of hours worked and hours of leave for employees paid on the biweekly payroll. A designated employee enters hours for their department and another person approves the time. The following screens are available.

- UT1 – Multiple Time Input
- UT2 – Individual Time Input
- UT3 – Approve Time Entry
- UT4 – Wage Reporting

UT1 and UT2 are input screens, UT3 is an approval screen, and UT4 is the wage report screen.

**Monthly Confirmation**
Monthly Confirmation screens allow for on-line input and approval of hours worked, hours of leave and leave without pay for employees paid on the monthly payroll. A designated employee enters leave hours for their department and another person approves the time. The following screens are available.

- UC1 – Leave Input/Time Confirmation
- UC2 – Employee Confirmation Detail
- UC3 – Confirmation Approval

UC1 and UC2 are input screens and UC3 is an approval screen.

**Special Payments**
The Special Payments screens permit on-line input and approval of Special Payments. A designated employee enters the pay and labor distribution data for Special Payments and another person approves the payment. Specials will be paid only after they are approved.

The HRS Special Payment screens should be used for employees who have active assignments in the current fiscal year. The following screens are available.

- US1 – Input or Approve Special Pay By Employee
- US2 - Approve Special Pay By Department
- US3 – Special Pay Listed By Department
- US4 – Special Pay Listed By Employee ID
US1 is an input screen, US2 is an approval screen, and US3 and US4 are ‘view only’ screens.

**Labor Distribution System**

Labor distribution provides departments with the ability to update the current fiscal year labor distribution segments for positions in their area of responsibility without preparing an Employment Action (EA) form and routing it to University Human Resources. Changes made in the labor distribution module will be stored in a “hold” file during the business day and updated to HRS each business night. The following screens are available

UL1 - Labor Distribution Add/Maint
UL2 - Labor Distribution List
UL3 - Labor Dist List By Div Department

UL1 is an input screen. UL2 and UL3 are ‘view only’ screens

**System Maintenance**

All HRS screens default to the current fiscal year. If no year is entered it will display data of the current fiscal year.

**Screen PWC (Password Change)**

This screen allows users to change their Operator ID password. You will be required to enter your existing password and then your new password twice to confirm the change.

**Navigating HRS**

Navigating from one HRS screen to another is very easy. From anywhere in HRS, you can enter a screen number on the Command Line (top line of each screen) at the Screen field, and HRS will quickly change to the requested screen. Any time a field in the command line displays a red underline, as opposed to a green underline, you must enter data for the screen to display any information related to the screen.

For example, if you are on the HRS MAIN MENU screen and wish to view data on HRS screen L16 ASSIGNMENT LIST, simply type L16 at the Screen field, then type in the employee identification number at the ID field, and press <Enter>. HRS will take you directly to HRS SCREEN L16, ASSIGNMENT LIST, and will display the assignments for the given employee ID. If HRS needs additional information, such as a position number, fiscal year, etc, the system will highlight that field(s) with a red line. Enter the required information and press <Enter>, and HRS will display the screen you requested. If you wish to view the same screen data on a different employee, tab to the ID field and type another employee’s ID and press <Enter>. Screen information on the new employee will be displayed.

To return to the HRS MAIN MENU at any time, type HRS or 001 at the Screen field and press <Enter>.

Some information in HRS is keyed by employee ID (SSN), while other information is keyed by position number and fiscal year. Therefore, on some screens only the employee identification number is required to access data, but on other screens the position number and fiscal year are required to access data.
HRS Help Features

Many system-wide features are available in HRS to make retrieval of employee information quite easy and provide on-line help, if necessary. Such features include:

1. List Screens (‘L’ screens; e.g., L16);
2. Multiple-Input Screens (‘M’ screens; e.g., M63);
3. Element Help (F2);
4. Screen Help (F2);
5. Glossary and How-To’s (F1);
6. Exit the Help Menus (F4).

List Screens

Some departments fund wages for multiple employees, often students, by using one position number. When multiple employees are employed under the same position number, the positions are called ‘pooled’ positions. Departments may need to review labor distribution information on all these employees at one time. To do so, departments can use HRS List Screens. List Screens are designated by an ‘L’ followed by a 2-digit screen number.

There are two List Screen Menus available in HRS: LC1 - PAYROLL LIST MENU and LP1 - POSITION LIST MENU. The LC1 and LP1 menus list all the screens within HRS but only four screens are actually used by OSU (L16 ASSIGNMENTS, L61 POSITION/EMPLOYEE LIST, L63 POSITION/FUNDING LIST and L52 TIME INPUT LIST).

For example, to get to the L16 ASSIGNMENTS screen, type L16 at the Screen field and the employee ID in the ID field and press <Enter>. The L16 ASSIGNMENTS screen will be displayed for the employee you requested. Additionally, listed assignments can be limited to a single fiscal year by entering the requested two-digit fiscal year in the fiscal year field.

Multiple-Input Screens

Multiple-Input or ‘M’ screens are primarily reserved for data entry. Although departments cannot enter data in HRS, they can use ‘M’ screens to view multiple records. For example, screen 063 POSTION FUND SOURCE INFO, lists only one position funding source (account number) at a time, while M63 POSITION FUNDING INFORMATION displays all funding sources related to a specific position number. Both of these screens require you to enter a fiscal year and position number.

Element Help

If you do not understand a field on a screen, you can use Element Help. Element Help provides the following information: Element Name and Number; Description of the Element; Valid Values; and Default Values. The F2 key accesses Data Element HELP.

From any HRS screen, place the cursor in the appropriate data element field and press the F2 key.
The information about this data element will be displayed on the screen. NOTE: The actual number of screens used to describe an element will vary, depending on the amount of commentary and the number of allowable values.

To move forward one page in the documentation, press <Enter>. To move either backward or forward to a specific page, place the cursor on the Next Page field at the bottom of the screen. Type in the page number you wish to view, and press <Enter>.

To exit Help, press F4. If you are on the last page of Element HELP (the Next Screen field at the bottom center of the screen will display ‘END’), press <Enter>. Either action will return you to the screen on which you were working.

The following two screen prints are examples of how to use the F2 help function and the help screen it displays. If you are viewing screen 016 ASSIGNMENT ADD/MAINTAIN and want to know the valid values for JOB code, move the cursor to the right of the JOB field (E) and press the F2 key for Element Help.

```
W-Z0137  - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
016 ASSIGNMENT ADD/MAINTAIN
SMITH, H R
MANAGER

Assignmnt  Assignmntt  Event  Prior  Link  Position  Assigned
Begin  End  Start/Stop  Link Flg  Number  Flg  Assigned
10-01-2000  6-30-2001  G  A  N  330625  Y  1.00000  173.33

Pressing the F2 key for JOB ‘E’ will display the following help screen.
```

```
JOB CODE
(EBAZA)
Class: ALPHA-NUMERIC  Length: 01

* INDICATES THE PARTICULAR JOB OF THE EMPLOYEE TO WHICH THE *
* DATA IN THIS SEGMENT PERTAINS.  *
***********************************************************************
Values:
V  A - FACULTY 1 (EXEMPT) MNTH
V  B - FACULTY 2 (EXEMPT) (NOT USED OSU)
V  C - FACULTY 3 (EXEMPT) (OSU-OKMULGEE)
V  D - FACULTY 4 (EXEMPT)
V  E - ADM/PROF/EXEC REGULAR HI-1 (EXEMPT) MNTH
V  F - ADM/PROF/EXEC REGULAR HI-2 (EXEMPT) (NOT USED OSU)
V  G - ADM/PROF REG LO -1 (EXEMPT) MNTH
V  H - ADM/PROF REG LO -2 (EXEMPT) (NOT USED OSU)
V  I - CLASSIFIED REG -1 (NON-EX) EXC
V  J - CLASSIFIED REG -2 (NON-EX) EXC (NOT USED OSU)
V  K - CLASSIFIED REG -1 (NON-EX) POS (NOT USED OSU)
V  L - CLASSIFIED REG -2 (NON-EX) POS (NOT USED OSU)
V  M - STUDENT/TEMP (NON-EX) POS (NOT USED OSU)

Screen Help
If there are screens that you do not understand, you will want to refer to Screen Help. Screen Help headings include an explanation of the screen and its functions. To access Screen Help, follow these steps:
```

OSU Human Resources
Move the cursor to the **SCREEN** field on the Command Line (top line of each screen).

Press the **F2** key.

HRS will provide a synopsis of the function of the screen.

When you have finished reading the synopsis, press the **F4** key. If you are on the last page of the screen help, press <Enter>. Either action will return you to your initially viewed screen.

**Error Messages**

Anytime you enter information that is not in the correct format, an error messages will be displayed. When viewing data on a particular screen an incorrect entry on the command line will display an error message. Likewise, when entering information that is not in the correct format for a particular input field will display an error message and the data entered will appear in red, e.g., entering a number in a field that requires an alpha character. The error message “ERRORS FOUND IN EDITING PLEASE CORRECT” will be displayed at the top of the screen explaining, to an extent, information related to the error. The incorrect text will have to be corrected before you are allowed to proceed. There are a wide variety of error messages that provide more specific details as to input errors. If several errors are detected several error messages will be displayed. It will display the message “MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES”

**On-Line Reference System**

The HRS main menu screen, the glossary, the “How To” and using the “F2” key make up the on-line reference items. The most important characteristic of On-Line Reference is its availability. It provides immediate information about HRS screens or procedures you might be working on without referring to a manual. Learn to use it, and depend on it for answers to system-related questions.

<table>
<thead>
<tr>
<th>On-Line Reference System Menu</th>
</tr>
</thead>
</table>
| **REFERENCE SYSTEM:** enter the ID, type or name of your topic. For an INDEX of all topics by category, enter *.
| **WORD SEARCH:** enter one or more words, separated with commas. |
| **SCREEN OR DIAGNOSTIC MESSAGE HELP:** enter the screen or message ID. |

<table>
<thead>
<tr>
<th><strong>Topic ID</strong> ________</th>
<th><strong>Topic Type</strong> ________</th>
<th><strong>Topic Name</strong> ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td>_________________</td>
<td>_______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Word(s)</strong> ________</th>
<th><strong>Match All</strong> (Y/N)</th>
<th><strong>Time Limit</strong> (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td>_________________</td>
<td>_______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Screen ID</strong> ________</th>
<th><strong>Message ID</strong> ________</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td>_______________________</td>
</tr>
</tbody>
</table>

For INSTRUCTIONS, enter ? here ________

To EXIT the reference system, press PF4

**Glossary**

If there is a term you do not understand, you can look it up in Glossary. The Glossary defines HRS terms. To access the Glossary, press the **F1** key and type in **GL** in the **Topic**
**Type** field, then press <Enter>. Using the index move the cursor to the desired alpha character for the term in question and press <Enter>. e.g. Typing ‘A’ with display General Description and typing ‘B’ with display glossary terms beginning with the letter ‘A’.

### Glossary Screen

<table>
<thead>
<tr>
<th>A General Description</th>
<th>Tab to the letter(s) you would like to see and press ENTER.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B A</td>
<td></td>
</tr>
<tr>
<td>C B</td>
<td></td>
</tr>
<tr>
<td>D C</td>
<td></td>
</tr>
<tr>
<td>E D</td>
<td></td>
</tr>
<tr>
<td>F E - F</td>
<td></td>
</tr>
<tr>
<td>G G - H</td>
<td></td>
</tr>
<tr>
<td>H I - K</td>
<td></td>
</tr>
<tr>
<td>I L</td>
<td></td>
</tr>
<tr>
<td>J M</td>
<td></td>
</tr>
<tr>
<td>K N</td>
<td></td>
</tr>
<tr>
<td>L O - Q</td>
<td></td>
</tr>
<tr>
<td>M R</td>
<td></td>
</tr>
<tr>
<td>N S</td>
<td></td>
</tr>
<tr>
<td>O T</td>
<td></td>
</tr>
<tr>
<td>P U - Z</td>
<td></td>
</tr>
</tbody>
</table>

---

**Glossary Help Screen**

**Accumulator**
A dollar or hour total maintained automatically by the system for a specific time frame. For example, accumulators may be maintained for the pay period-to-date, month-to-date, quarter-to-date, fiscal-year-to-date and calendar-year-to-date.

**Action Codes**
Three separate one-position fields that define the rules for determining the actual dollar amounts or percentages for calculation of deductions and benefits, the presence or absence of dollar limits, and how the system should handle arrears.

**Additive Pay**
A flat dollar amount given in addition to an employee's base pay, usually given on a one-time-only basis. Examples include bonuses and stipends.

---

Page 003 of 040  Next page: 004  Change topic to: ________
‘How To’ Help Screen

The How-To information works very similar to the Glossary. To access the ‘How to’ help screen, press the **F1** key and type in **HT** in the **Topic Type** field then press ENTER. Select a specific How-To procedure and press ENTER, once again. Pressing ENTER will page you through all the help screens on that specific procedure and return you to the original How-To screen. As mentioned previously, pressing the **F4** key will return you to the original HRS screen.

I-Z0287 PRESS ENTER FOR MORE TOPICS

<table>
<thead>
<tr>
<th>Topic Search</th>
<th>Search by: (enter one)</th>
<th>Search for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID:</td>
<td>____________</td>
<td>Word(s): ________________</td>
</tr>
</tbody>
</table>

List HRS Topics: **Y**  Type: **HT**  Match All: **N**  (Y/N)

List ZSS Topics: **N**  Name: ________________  Time Limit: **1**  (minutes)

<table>
<thead>
<tr>
<th>Ln</th>
<th>Topic</th>
<th>Topic Name</th>
<th>Topic Type</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ACT010</td>
<td>ADDING A DISTRIBUTION-UNCONTROLLED PO</td>
<td>HT HOW-TO</td>
<td>6</td>
</tr>
<tr>
<td>02</td>
<td>ACT020</td>
<td>CHANGING A DISTRIBUTION-UNCONTROLLED</td>
<td>HT HOW-TO</td>
<td>5</td>
</tr>
<tr>
<td>03</td>
<td>ACT030</td>
<td>STOPPING A DISTRIBUTION-UNCONTROLLED</td>
<td>HT HOW-TO</td>
<td>3</td>
</tr>
<tr>
<td>04</td>
<td>ACT040</td>
<td>OVERRIDING A DISTRIBUTION</td>
<td>HT HOW-TO</td>
<td>4</td>
</tr>
<tr>
<td>05</td>
<td>ACT050</td>
<td>RECONCILING CARRIER BILLS (PAY PERIOD</td>
<td>HT HOW-TO</td>
<td>3</td>
</tr>
<tr>
<td>06</td>
<td>ACT060</td>
<td>RECONCILING CARRIER BILLS (MONTHLY)</td>
<td>HT HOW-TO</td>
<td>5</td>
</tr>
<tr>
<td>07</td>
<td>ACT070</td>
<td>RECONCILING CARRIER BILLS (OTHER)</td>
<td>HT HOW-TO</td>
<td>5</td>
</tr>
<tr>
<td>08</td>
<td>ACT090</td>
<td>DISTRIBUTING PAYROLL DOLLARS TO ACCOU</td>
<td>HT HOW-TO</td>
<td>7</td>
</tr>
<tr>
<td>09</td>
<td>ACT110</td>
<td>PROCESSING YEAR-END ACCRUALS</td>
<td>HT HOW-TO</td>
<td>6</td>
</tr>
<tr>
<td>10</td>
<td>ACT120</td>
<td>CHANGING A FUNDING SOURCE-POSITION CO</td>
<td>HT HOW-TO</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>APP010</td>
<td>ADDING/MAINTAINING APPLICATIONS</td>
<td>HT HOW-TO</td>
<td>9</td>
</tr>
<tr>
<td>12</td>
<td>APP020</td>
<td>ADDING/MAINTAINING POSITION DUTIES</td>
<td>HT HOW-TO</td>
<td>5</td>
</tr>
<tr>
<td>13</td>
<td>APP030</td>
<td>DISPLAYING POSITION DESCRIPTION INFOR</td>
<td>HT HOW-TO</td>
<td>12</td>
</tr>
<tr>
<td>14</td>
<td>APP040</td>
<td>ADDING/MAINTAINING POSITION REQUIREME</td>
<td>HT HOW-TO</td>
<td>6</td>
</tr>
</tbody>
</table>

PF4=exit Press ENTER for NEXT PAGE of topics.  Select topic on line: __
Additional HRS Tools

Administrative Procedures
Administrative Procedures are reference material to assist you in processing. Below is a list of procedures currently available on the Web. Please refer to this web page occasionally for changes and updates.

Internet Location: www.okstate.edu/osu_per/docfiles/admin-supervisor.htm#admin

- Employee or Independent Contractor
- Employment Checking Procedures
- Long-Term Disability Insurance Claim Procedures for Departments
- OTRS Gross-Up Salary Additive
- Payments to Military Reserve Employees Called to Active Duty
- Student Employment Titles/Codes
- Wireless Telephone Salary Additive EA Form Procedures

Benefits Information
Lists miscellaneous information related to OSU benefits

Internet Location: www.okstate.edu/osu_per/benefits/benefits.html

- Newsletters
- Benefits Guides & Forms
- Insurance Rates
- Information Sheets
- Survey Information

Benefits Vendors
List telephone numbers, Internet and mailing addresses of the various vendors in OSU Benefits directory.

Internet Location: www.okstate.edu/osu_per/benefits/benefits_helplines.htm

e~Print
Internet Location: eprint.okstate.edu/cgi-bin/eprint.cgi

e~Print is an online repository designed for the permanent storage of HRS, FRS, and SIS reports. It was implemented as a method to minimize paper costs at the University by providing departments with their reports through an electronic media. e~Print reports will remain on a server indefinitely, so there is no requirement for departments to print paper copies as a reference or for safekeeping.
Availability
The e~Print repository is located online at http://eprint.okstate.edu and is available 24 hours a day, seven days a week.

Software Requirements
The first step in using e~Print is to ensure you have the correct version of browser and Acrobat reader loaded on your computer. The incorrect setup can lead to printing problems. The following information situates the software requirements and setup.

Web Browsers:
Microsoft Internet Explorer, version 5.5 or higher. (IE is the preferred browser)
Netscape Communicator, version 4.7 or higher.
Acrobat Reader version 5.1 or higher. (Version 5.1 is preferred)

If using Acrobat Reader with Microsoft Internet Explorer, configure the reader to run outside the browser. This setup is done through Acrobat Reader. In Acrobat, go to Edit/Preferences/Options (Version 5), and Edit/Preferences/Internet (Version 6), deselect "Display PDF in Browser". When running outside the browser, Acrobat Reader and the browser run independently from each other.

If using Acrobat Reader with Netscape Communicator, configure the reader to run inside the browser. In Acrobat, go to Edit / Preferences / Options, select "Display PDF in Browser". When running inside the browser the forward and the back buttons of the browser are available for navigation.

e~Print Reports

e~Print reports (Electronic Print) provides various reports necessary for a department to utilize in checking payroll information such as overtime, compensatory time, sick and ordinary leave, hours worked, month-end payroll reports and labor distribution information. There is also the option to print these reports. It should be noted the login information is identical to HRS. Use your 4-digit Operator ID and HRS password.

e~Print reports are organized into separate repositories based on the administrative systems (HRS, FRS, or SIS) for which the reports are processed. Access to each e~Print repository is controlled by the security associated with a particular system. To access a specific e~Print repository, you must complete the proper access request form for that particular administrative system. If you have access to HRS, FRS, or SIS, you normally have access to e~Print.
The e~Print login screen is shown below. Be sure to log out when you exit by clicking in the word **logout** in the top right-hand area on the following screen.

On-Line Help

Each e~Print page includes a link in the upper right area of a web page. This link provides help information on the specific page you are viewing. In addition, each of these "context-sensitive" help pages includes links to the table of contents and an alphabetized index of all the help topics, and help with using the help features.

Support

Contact the HRS administrator for HRS repository login information. Contact your computer support technician for problems related to software versions and upgrading either the browser or Acrobat Reader and printing difficulties.

Forms and Guides

The following is a list of forms and guides that Human Resources provides for employees and their departments. As requirements change and procedures evolve, this list is subject to change.

**Internet Location:** [www.okstate.edu/osu_per/docfiles/docfiles.htm](http://www.okstate.edu/osu_per/docfiles/docfiles.htm)

**Forms**

- Classified Open Job Form
- Employee Leave Correction Form
- Employee Leave Correction Form
- Employment Action Form
- HRS Access Request Form
- HRS Password/Web for Employees PIN Reset Form
- Performance Evaluation Form
- Position Questionnaire Form
• Military Supplement Payments
• Performance Evaluation Form
• Position Questionnaire Form
• Special Payments Form
• Timesheet Corrections/Prior Period Adjustment

Guides
• e-print Tutorial
• Employment Action Form Guide
• HRStar Guide
• Payroll Sign-Up Guide
• Staff Employment Guide
• Web For Employees

Inside Information Newsletter
Inside Information is a monthly publication of University Human Resources, OSU, distributed to Administrative Heads, Administrative Officers, Forms Processors, Supervisors, Staff Advisory Council, and Faculty Council. It contains pertinent payroll and benefits information for key support staff that process payroll and human resource forms.

Internet Location: www.okstate.edu/osu_per/inside/inside.htm

Logins and Passwords Information
A quick reference web page with explanations and quick links for the most common OSU applications using login identification and passwords.

Internet Location: www.okstate.edu/osu_per/

News You Can Use
News You Can Use is a monthly publication of OSU Human Resources. It contains important benefits and payroll information as well as a myriad of information to enhance the overall job knowledge of OSU employees.

Internet Location: www.okstate.edu/osu_per/news_use/news_use.htm

Payroll Information
Payroll Advice Form and Tax Information sheet.

Internet Location: www.okstate.edu/osu_per/benefits/bypay.htm

The Budget Office
Data on fringe benefit rates.

Internet Location: www.okstate.edu/pbir/Budget/Fringe/FringeBenefitsFY0X.html
X = current fiscal year.
Policies and Procedures
A complete listing of Oklahoma State University Policies and Procedures.

Internet Location:  http://home.okstate.edu/Policy.nsf?OpenDatabase

Processing Schedules and Deadlines
These documents provide the cumulative events in the processing of OSU payrolls, such as; Work Period, EA Form, Paper Specials, On-Line Specials, Biweekly Time Input, Labor Distribution Changes, Date Check Issued, Which Deductions Are taken, Leave Corrections, and Insurance for Biweekly employees. Month Pay period, Prior Month Confirmation & Leave, EA Forms Due Date, LWOP Due Date, ‘Trial’ Monthly Confirmation, ‘Final’ Monthly Confirmation (Labor Distribution Changes Due), Last Day to Cancel Checks, Monthly Confirmation is Available for Input, Regular Pay Date, Paper & On-Line Specials Due Date, and Supplemental Pay date for Monthly employees. In addition there is a week by week schedule of events that occur in the Payroll Services Department.

Internet Location:  www.okstate.edu/osu_per/payroll/sch_deadlines.htm

Staff Pay Information
Classification Chart
Classification Structure
Campus Presentation
HR Advisory Board
Implementation Status Report
Total Compensation Report

Internet Location:  www.okstate.edu/osu_per/hr/pay_plan.htm

Supervisors Notes
This is a listing of information pertinent to personnel in supervisory positions.

Internet Location:  www.okstate.edu/osu_per/docfiles/admin-supervisor.htm#super
• Layoff Guide
• Unemployment Claims Appeal Tribunal Hearing Guidelines

Training Opportunities
Internet Location:  www.okstate.edu/osu_per/hr/training.html

There are several training opportunities available to OSU employees.

Ambassador Program
OSU staff are ambassadors for the university. Often, they are the most important contact for a person needing information, be it a student in need of assistance, or a person in need of answers. OSU Human Resources/Training Services has developed the OSU Ambassador Program to enhance the knowledge and skills of the people who play this critical role of interacting with the public.
Advanced Leadership Program
Available only to graduates of OSU's Leadership Development Program (LDP) who want to refresh, enhance, or deepen their leadership skills.

HRStar Performer Program
Four comprehensive courses designed to help navigate the Human Resource System (HRS).

Leadership Development Program
Designed specifically to provide supervisors with the perspectives, knowledge, and techniques necessary to perform more effectively in the workplace.

WebFOCUS
WebFOCUS is web-based application that provides various programs to aid departments in extracting and/or submitting a variety of information or reports using focus based programming.

Internet Location: osu-dms2.cis.okstate.edu/hrswf.nsf/OSU/?OpenForm
- Check Graduate Student HRS Assignment Eligibility
- Employee 5 Year Service Anniversaries
- Employee Assignment Listing
- My Job History
- EA Forms
- OSU Human Resources Department Applications

Login screen is displayed

Server Login
Please enter your Username and Password

Username: petep
Password: AqH23
Login

Web For Employees
This application provides an employee with the means to view Benefits, Payroll, and Personal information via the web. It also provides a means to update personal information in HRS on such data as address, phone, and emergency contact information. It should be noted the original PIN is a 6 digit number reflecting your birth date. Jan 31, 1954 = 013154. The first time you enter you will be required to change this default PIN.
Internet Location: prodhosu.okstate.edu/
Collecting Employee Data

The Payroll Sign-Up Packet has been developed to assist departments completing payroll sign-ups for new employees. The packet includes forms that are necessary to complete a payroll sign-up as well as other helpful information.

Sign-up forms, along with an Employment Action (EA) or Special Payments Form (not included in the packet) must be completed and delivered to Payroll Services, 106 Whitehurst, before an employee’s payroll data can be entered into the Human Resource System (HRS) database.

Payroll sign-ups should be attached to the original Employment Action (EA) form or Special Payments form, placed in a campus mail envelope and delivered to Payroll Services, 106 Whitehurst. 1st Exception: EAs for Work Study positions should be routed to Work Study Programs at 119 Student Union (Stillwater campus), who will forward the forms to Human Resources. 2nd Exception: EAs with faculty titles should be routed to the Office of Academic Affairs. They will then forward the EAs to Human Resources. However, branch campuses should send all EAs, including Work Study EAs, to Payroll Services, 106 Whitehurst. Payroll Services will route these forms to the Work Study Office.

Sign-up packets that are accurately and fully completed and meet current period processing deadlines will be processed with the next scheduled payroll calculation.

Requests for payroll sign-up forms should be directed to Employee Services, 106 Whitehurst, (405) 744-5449. Employee Services can also supply departments and employees with benefit forms and information.

Required Sign-Up Forms

Please staple completed sign-up forms to the EA or Special Payments form and deliver them to Payroll Services, 106 Whitehurst. The sign-up documents should be attached in the order shown in the following chart.
<table>
<thead>
<tr>
<th>Form/Document</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Action (EA) or paper Special Payments Form</td>
<td>Required</td>
</tr>
<tr>
<td>Health Insurance and Non-Resident Waiver Eligibility Certification Form</td>
<td>Required for Grad Students in Job Code O and Class Codes 1748, 1749, 1750, 6592, 3769, 3770 if the EA affects the assignment dates or FTE.</td>
</tr>
<tr>
<td>Copy of social security card, Abbreviated Numident, or Numident.</td>
<td>Required for all new hires and for name changes.</td>
</tr>
<tr>
<td>Personal Information Form (PIF)</td>
<td>Required for new hires. Highly recommended for employees who have had breaks in service or needing to make updates. Education section must be completed for employees hired in a continuous, regular position.</td>
</tr>
<tr>
<td>W-4 Form</td>
<td>Required for new hires. Highly recommended for employees who have had breaks in service or needing to make updates.</td>
</tr>
<tr>
<td>Loyalty Oath Form</td>
<td>Required for new hires only.</td>
</tr>
<tr>
<td>Work Clearance Form for Internationals</td>
<td>Required for international new hires and upon expiration of the work clearance.</td>
</tr>
<tr>
<td>I-9 Form</td>
<td>Required for new hires. Highly recommended for employees who have had breaks in service.</td>
</tr>
<tr>
<td>Automatic Deposit Transmittal Form (State Direct Deposit)</td>
<td>Optional – if not elected, paychecks will be picked up in Bursar’s Office, 113 SU, or at a priority check distribution location.</td>
</tr>
</tbody>
</table>

*Note: Break in service for continuous, regular employees is five work days. A break in service for a student/temporary is a period longer than the normal breaks – Christmas, spring and summer breaks.

**Health Insurance and Non-Resident Waiver Eligibility Certification Form**

All graduate students (Job Code O) in one of the class codes listed below must have the Health Insurance and Non-Resident Waiver Eligibility Certification form attached to the EA form. If the form is not attached, the EA will be considered incomplete and returned to the department for completion.

There are two exceptions when the form is not needed: 1) rate change only; or 2) separation. The form can be found on the web at the Human Resources website under
Download Guides and Forms located at www.okstate.edu/osu_per/docfiles/docfiles.htm and clicking on *Health Insurance and Non-Resident Waiver Eligibility Certification Form*. The affected class codes are:

- 1748 M.S. Graduate Assistant
- 1749 M.S. Graduate Research Assistant
- 1750 M.S. Graduate Teaching Assistant
- 6592 Doctoral Graduate Associate
- 3769 Doctoral Graduate Research
- 3770 Doctoral Teaching Associate

If there are any questions regarding this form, please contact the Graduate College, 202 Whitehurst, (405) 744-6368.

**Social Security Card Copy**

As indicated above, a copy of the employee’s social security card must be included with a completed Payroll Sign-Up. The Internal Revenue Service (IRS), the Social Security Administration (SSA), and the Oklahoma Office of State Finance (OSF) require Payroll Services to report all employee earnings by social security number. Payroll requires a copy of each employee’s social security card to ensure that we correctly report earnings and each name is spelled correctly in HRS. Most employees remember their social security number; however, it is not uncommon for an employee to transpose a number or misquote their social security number. A copy of the actual card helps eliminate these possibilities and the frustrations that employees can experience at retirement, years later, when the SSA has no records of their earnings. Also, the University is subject to a $50.00 fine for each incorrect social security number.

In lieu of a copy of the employee’s social security card, Payroll Services will accept an *Abbreviated Numident*. An *Abbreviated Numident* is issued by the SSA Office and includes the employee’s name and social security number. *Abbreviated Numidents* are free to employees. A regular *Numident* provides the employee’s social security number, full name, and other related information and costs the employee approximately $16.00.

In the unique situation that an employee is not able to obtain a social security card, *Abbreviated Numident* or *Numident*, please contact Payroll Services, (405) 744-6372.

**Personal Information Form**

All new employees must complete the *Personal Information* form (PIF). It is legal to ask new employees for the information on the PIF after they have accepted employment at OSU. OSU Human Resources, Affirmative Action, and the Budget Office use the information gathered to report to various agencies. The Budget Office uses PIFs in preparing reports for federal and state agencies. Affirmative Action reports veteran status information to the federal government. OSU reports faculty education information to the Oklahoma Regents for Higher Education.

*PIFs received without required information may be returned to the hiring department for completion.*
PIFs are included with the Sign-Up Packet, but departments or employees can also download a copy of the PIF by going to Human Resources’ web site at www.okstate.edu/osu_per/docfiles/docfiles.htm.

Complete PIFs using the following information:

Section 1: All employees must complete this section

<table>
<thead>
<tr>
<th>Employee ID Number</th>
<th>Title</th>
<th>Name (Last, First, Middle format)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mr.</td>
</tr>
</tbody>
</table>

☐ NEW EMPLOYEE (Please complete entire form)

☐ CHANGE CURRENT INFORMATION
(Complete Section 1 and only information that needs updated.)

*Check if a Name Change

1. Employees should record their employee ID number (social security number) accurately. The employee’s name should be written as shown on the social security card but in a Last, First, Middle name format.

   If the employee’s legal name has changed, s/he should check the name change box. The employee’s name will be changed in HRS payroll system, once s/he presents Payroll Services with a copy of the new social security card, Numident, or Abbreviated Numident. Employees can apply for a new social security card at the local Social Security Administration Office.

2. Check the box titled New Employee if the form is completed for a new employee (please complete entire form). For updates to existing employee records, check the box titled Change Current Information (complete Section 1 and only information that needs to be updated).

Section 2: All new employees must complete this section.
Section 2: All New Employees Complete

<table>
<thead>
<tr>
<th>Marital Status</th>
<th>Gender</th>
<th>Race or Ethnic Origin (mark ONLY one)</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>Male</td>
<td>Native American</td>
<td>(MM/DD/YYYY)</td>
</tr>
<tr>
<td>Divorced</td>
<td>Female</td>
<td>Asian</td>
<td></td>
</tr>
<tr>
<td>Married</td>
<td></td>
<td>Black</td>
<td></td>
</tr>
<tr>
<td>Widowed</td>
<td></td>
<td>Hispanic</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>White</td>
<td></td>
</tr>
</tbody>
</table>

Permanent Home Address (within USA) | Home Phone

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Home Phone (include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address Line 2

City | State | Zip Code
---|-------|-------

<table>
<thead>
<tr>
<th>Work Location Information (optional)</th>
<th>Work Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Campus</td>
<td>Work Location</td>
</tr>
<tr>
<td>Stillwater</td>
<td>On Campus (Provide Room Number and Building Name)</td>
</tr>
<tr>
<td>Okmulgee</td>
<td>Off Campus (Provide Full Work Address)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Address Line 1</th>
<th>Work Phone (Include Area Code &amp; Ext.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Work Address Line 2 |                                       |
|---------------------|                                       |

Emergency Contact Information (within USA)

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Phone Number (Include Area Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
</tr>
</thead>
</table>
| Contact Address (Street Address, City, State, Zip Code)

1. Complete Marital Status, Gender, Race or Ethnic Origin and Date of Birth (mm/dd/yyyy).

2. Complete the Permanent Home Address. The Permanent Home Address (within USA) is the address used for all correspondence from OSU Human Resources, including W-2 forms. Also, complete the Home telephone number (include area code).

3. Work Location Information is optional.

4. List Emergency Contact Information. This is someone, within USA, who should be contacted in case of an emergency. List his/her complete address, relationship, and phone number.

Section 3: All faculty and continuous, regular employees, and temporary teaching positions, must complete this Education section. This information is not required for students and temporary staff employees unless they will be teaching students – “D” job
codes. If you hire an employee in a temporary position and are then hire him/her into a continuous, regular position, please remember to complete the Education section of a new PIF and send to Payroll Services.

<table>
<thead>
<tr>
<th>Section 3: All Faculty and Regular Staff Employees Must Complete.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Students and Temporary Staff Employees do not complete.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Educational Background</th>
<th><em><strong>List Highest Degree or Diploma First</strong></em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Year Rec'd</td>
</tr>
<tr>
<td></td>
<td>Complete Institution Name &amp; Location</td>
</tr>
<tr>
<td></td>
<td>Field of Study</td>
</tr>
</tbody>
</table>

Complete the employee’s Educational Background. Include the degree granted, the year received, the full name and location of the institution granting the degree, and the major field of study. *This information is very important. Forms received without educational data may be returned to the hiring department for completion.*

Completed PIF forms should be attached to the EA or Special Payment form with the other sign-up forms. PIF updates for current employees should be sent directly to Payroll Services, 106 Whitehurst.

Complete relevant information on a new *Personal Information* form when:

1. Employees change their mailing address or phone number;
2. Employees change their name (requires copy of new social security card);
3. Employees change their marital status. Employees may also wish to complete a new W-4 form;
4. Faculty or staff employees earn a new degree; and
5. Employees wish to update their emergency contact information.

Current employees may also update their home address, marital status, and emergency contact information by using Web for Employees located at [http://prodhosu.okstate.edu/](http://prodhosu.okstate.edu/). This is an immediate update and requires no forms to fill out.

**Employee’s Withholding Allowance Certificate (W-4)**

A completed *Form W-4* should be included with all new employee payroll sign-ups. W-4 forms can also be downloaded from the web at [www.okstate.edu/osu_per/docfiles/w4.pdf](http://www.okstate.edu/osu_per/docfiles/w4.pdf). A W-4 form can be changed at any time and remains in effect until employees submit a new one to Payroll Services, 106 Whitehurst. The IRS and the Oklahoma State Tax Commission will impose penalties if too little tax is withheld. It is the employee’s responsibility to carefully complete their W-4 to ensure that sufficient taxes are withheld. Departments should not advise employees on how much federal or state income taxes they should withhold. This includes not advising employees about how many Withholding Allowances they should elect. Employees assume full responsibility for the accuracy of their W-4 elections and total taxes withheld.
It is very important to complete the W-4 correctly and legibly. W-4s that are not completed correctly or legibly are considered invalid. If the employee makes a mistake filling out his/her W-4, have him/her complete a new form or initial any changes.

**Employees should complete the W-4 using the following steps:**

1. Print the name as it appears on his/her social security card;
2. Enter the social security number as shown on his/her social security card;
3. Print employee’s current address;
4. Enter the Marital Status for both Federal and State tax:
   - Enter the correct marital status code (‘1’ for single; ‘2’ for married). When employees and their spouses both work, choosing a marital status code of “2” for state taxes will often under withhold. To withhold additional state taxes, employees can choose a State Tax Marital Status code of ‘4’- Married Both Spouses Working (state only).
   - *International employees must claim a marital status of “single” (code 1), regardless of their actual marital status.* By tax treaty, residents of Canada, Mexico, Japan, and the Republic of Korea are eligible to claim a marital status of “Married” (code 2);
5. Enter the number of Withholding Allowances for both Federal and State tax:
   - Federal and state tax withholdings are calculated separately. Generally, employees claim the same number of Withholding Allowances for federal as they do for state taxes. However, employees do have the option of claiming a different number of withholding allowances for federal taxes than they do for state. US citizens and resident aliens may claim as many withholding allowances as needed. However, if they claim ten or more withholding allowances, Payroll must report this to the Internal Revenue Service.
   - To more closely meet their tax liability, the IRS recommends that for the two-wage earner family (husband and wife both work), that the spouse with the greater income should claim all the Withholding Allowances and the other spouse should claim ‘0’ Withholding Allowances.
   - *International employees must claim either ‘0’ or ‘1’ withholding allowance.*
   - *However, by tax treaty, residents of Canada, Mexico, Japan, or the Republic of Korea are eligible to claim their spouse, if living with them, and the actual number of children living with them.*
6. Enter the amount of Additional Withholdings (if any) for both Federal and State tax:
   - This amount is added to the calculated taxes for federal and/or state taxes. The additional amount permits employees to adjust their total withholding to more accurately meet their tax liability.
   - *The IRS does not allow employees to withhold a fixed dollar amount or percentage of gross pay for federal taxes on regular salary and wages.*
   - *International employees, who are paid monthly, are required by the Internal Revenue Service to write $34.00 under Federal Additional Withholdings. International employees who are paid biweekly are required to write $16.00 under Federal Additional Withholding. Those paid on both monthly and biweekly payrolls must write $11.00 under Federal Additional Withholding.*
amount is subject to change each year. An additional withholding amount is not required for state taxes. By tax treaty, students from India are not required to withhold this additional amount.

7. Exempt Status:
Employees should read the requirements for electing exempt withholding status on the W-4, and exercise great caution when electing this withholding status. Employees who had no tax liability in the last tax year, and will have no federal or state income tax liability for the current tax year, may claim “Exempt” from withholding on their W-4. Employees claiming Exempt must write the word “Exempt” in the box provided on the right side of the W-4. Do not complete the following fields: Marital Status; Withholding Allowances; or, Additional Withholdings. The IRS levies stiff fines against those who elect Exempt status but still have a tax liability.

Exempt W-4s expire each February 15. A new Exempt W-4 form must be filed on or before February 15, to renew Exempt tax status for the current year. If Exempt status is not renewed, the employee’s Marital Status will revert to single marital status (code 1) with ‘0’ withholding allowances. Payroll uses the Notifications/Announcements section of the Payroll Advice to remind all employees of this February 15 expiration date; however, it is the employee’s responsibility to renew his/her exempt tax status. Employees with expired, exempt W-4s should complete new W-4s and submit them to Payroll Services, 106 Whitehurst. International employees cannot claim Exempt tax status.

8. Sign and date the W-4. Employees should sign their name as it is listed on their social security card. Unsigned W-4s are considered invalid and will be coded with single Marital Status and ‘0’ Withholding Allowances.

9. Employees not filing a form W-4 will have taxes withheld at the highest withholding rate, Single + -0- allowances.

Loyalty Oath
Oklahoma state law mandates that each state employee sign a Loyalty Oath when they are employed. Use the following steps to complete the Loyalty Oath:

1. Top Section – On the line that says Name of Officer or Employee, type or print the employee’s first, middle (if any), and last name. The employee’s name should be typed or printed in the same format as the name printed on their social security card.

2. Middle Section – The employee must sign his/her name in black ink on the line above Affiant. The employee must sign the form in the same first, middle, and last name format as his/her printed name.

3. Bottom Section – A Notary Public in your office must witness the employee’s signature. Following the employee’s signature, the Notary must print the name of the County and State, where the employee signed the form and complete the date the employee signed the form. The Notary must then sign the form and affix his/her notary seal or stamp. Please remember to include the commission expiration date.
**International Employment Clearance**

Foreign nationals must provide an OSU International Employment Clearance (Work Clearance) form with their sign-up. Work Clearance forms are not included with sign-up packets. The International Students and Scholars Office (ISS) issues this form only to international employees. Work Clearances carry an expiration date on the lower right-hand corner of the permits. *Internationals who wish to continue working must renew their Work Clearance forms prior to the expiration date.* Contact ISS for assistance in extending Work Clearance Permits. Resident Aliens must provide a copy of their Resident Alien Card or green card.

Employees are required to complete the top 1/3 of the form. ISS completes the rest of the form. The Immigration and Naturalization Services (INS) requires full-time student status during fall and spring semesters. These employees may work 100% FTE during the summer months or breaks (fall, spring and Christmas) even if they are restricted to 50% FTE during the academic year.

Once the Work Clearance form has been completed and required signatures have been obtained, it should be attached to the original EA or Special Payments form for delivery to Payroll Services, 106 Whitehurst.

*Please send the original, signed Employment Clearance form to Payroll Services. We cannot accept a Xerox copy of the form.*

*Important:* Employees may not begin work prior to the beginning date of the work clearance or work beyond the expiration date. It is illegal to allow internationals to work outside of their approved work clearance dates. Internationals cannot be paid for non-approved work.

**Form I-9 Employment Eligibility Verification**

The *Immigration Reform and Control Act of 1986* and the *Immigration Act of 1990* require all new employees to complete an I-9 form. I-9 information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. I-9s can be completed prior to employment; however, federal regulations require that all employees must complete an I-9 within three (3) business/working days of hire. *Failure to complete an I-9 can result in fines against OSU for as much as $10,000 per occurrence.* Fines levied by INS are the responsibility of hiring departments. *Employees who have not completed an I-9 within three days of employment should be informed that they cannot continue to work until an I-9 has been completed.*

I-9s require certification of work status, identification, and proof of eligibility to work in the United States. Employees must have a continuous assignment except for holidays and summer (semester) breaks. *A new I-9 is required if there has been a break in service and the date of the last I-9 verification is older than 3 years.* It is highly recommended that new I-9’s are completed whenever an employee has a break in service.

To confirm whether a new I-9 is needed or not, go to the bottom of HRS screen 017. The date the employee last signed his/her I-9 is listed as the *Date of Record.*

Use the following instructions to complete I-9s:
1. Section 1 – Employee Information and Verification
   a) Employees must provide personal information as requested on the form. Names should be in a last, first, middle name format. Complete the address section; home mailing addresses are preferred. Date of birth and social security numbers are also required.
   b) Employees must check the box for work eligibility (provide other information as requested). If the employee checks the first box as a Citizen or National of the United States, no additional information is required in this area.
      i) International employees who are Lawful Permanent Resident Aliens should check the second box and enter their Alien Number, and provide a copy of their Resident Alien Card.
      ii) International employees who check the third box must enter their 11-digit Admission Number (I-94 form) which was issued by the Immigration and Naturalization Service (INS). The ending date of the I-20 form must also be entered.
   c) Employees must sign and date Section 1. If a translator is needed, the section for translator certification must be completed and signed.

2. Section 2 – Employer Review and Verification (Hiring Official)
   a) The official examining the documents should complete this section. The hiring official’s name, title, business/organization name and address may be preprinted on the I-9.
   b) Employers must record:
      1) Document title (ex., social security card);
      2) Issuing authority (ex., Social Security Administration);
      3) Document number (ex., 444-44-4444);
      4) Expiration date, if applicable (required for List A, or Lists B and C).

   IMPORTANT: You cannot require that employees provide specific documents from List A, B, or C. Each employee must choose which documents to present.

   Expired United States passports from List A and expired documents from List B are acceptable for identification purposes. However, the document must reasonably appear to be genuine and to relate to the person presenting it. Examples from List B can include OSU ID cards and expired Driver’s Licenses.

   Carefully examine the documents provided by employees and list the data in Section 2 as required for List A or B and C. Fill in the document number and expiration date. Employees may provide one document from list A, or one document each from list B and C. Two documents from List B or two documents from List C are unacceptable.

   Photo IDs and original social security cards are the documents that are often used to certify employment eligibility. Payroll Services will accept a Social Security Administration Numident or Abbreviated Numident, with social security
number, as one of the documents from the “C” list. Social Security Administration receipts that do not list the employee’s social security number and name cannot be used for verification of employment eligibility.

Please do not attach copies of employee photo IDs or drivers’ licenses to the sign-up.

Note: Section 3, Updating and Re-verification, is not used. Departments should complete a new I-9 for returning employees, when the employee’s last form is older than 3 years and eligibility to work has not changed.

**Automatic Deposit Transmittal Form**

Employees can receive their pay through direct deposit, or pick up their paycheck at the Bursar’s Office, 113 Student Union, (Stillwater Campus) or a priority paycheck distribution location, if applicable. If employees do not complete an Automatic Deposit Transmittal form, their paycheck must be picked up. Employees should be encouraged to consider direct depositing of their pay. By using direct deposit, employees have access to their pay directly at their financial institution in cash, by check, and often by 24-hour automatic teller (A.T.M.). Direct deposit participants appreciate not having to stand in line on payday to get their money or delay a vacation because they have to return to get their paycheck.

The Automatic Deposit Transmittal direct deposit form (purple form) instructs the Office of Personnel Management (OPM), State of Oklahoma, to direct deposit an employee’s pay to the participating financial institution of their choice. OPM can deposit checks to any financial institution that participates in the Automatic Clearinghouse System (ACH). Employees may change where their pay is deposited or stop the deposit by completing a new Automatic Deposit Transmittal form.

*Please allow at least 30 days for a new direct deposit, change in account or banking institution, or a request to stop direct deposit.*

Employees should complete the Automatic Deposit Transmittal form themselves. This authorization agreement remains in effect until a new Automatic Deposit Transmittal form is received at the Office of Personnel Management. However, after 180 days, the automatic deposit stops if there have been no deposits. *Ask your employees to watch the Check Distribution area of their Payroll Advice to see when the actual direct deposit has started.* The financial institution’s name will be listed in the check distribution area when direct deposits have started.

Employees can complete the Automatic Deposit Transmittal form by following the instructions as printed on the back of the form. The employee’s name and social security number should be entered as shown on the social security card. *A voided check (write void across the check), canceled check, or an official document from a financial institution, must be attached to the form.* A voided check or document must include the financial institution’s transit routing number and the employee’s account number (both should be listed at the bottom of each check). Please verify that the bank’s transit routing number and the employee’s account number are clearly printed on the Automatic Deposit Transmittal form. The employee’s name and address must also be included on the check.
Departments may retain blank Automatic Deposit Transmittal forms for their own use. Questions concerning the Automatic Deposit Transmittal form can be directed to the Office of Personnel Management, Direct Deposit, (405) 521-2172.

Other Payroll Sign-Up Handouts

The following handouts (all included in the sign-up packet) should be given to the employee when he/she is completing the sign-up. This is important information about which the employee needs to know.

- Benefits and You: Important Benefits Notice;
- OSU Drug Free Workplace Statement;
- OSU Department of Public Safety Guide Summary;
- OSU Invitation To Self-Identify For Individuals with Disabilities, Vietnam Era Veterans and Other Veterans--return completed forms to the Director of Affirmative Action, 408 Whitehurst;
- Benefits and You: Payroll Advice.

Employment Action Forms

Basic Information

The Employment Action (EA) form is the primary personnel form used at Oklahoma State University. The EA, along with the payroll sign-up documents, is designed to provide the minimum of information necessary to input an employee into HRS while complying with various federal and state reporting requirements. It is used to add new employees to HRS and update the pay records of current employees, to allow university computer access by setting up personalized user IDs, to set labor distribution for new temporary and student positions (labor and benefit costs distribution), and to separate employees when they leave the university.

EA form templates are available in Microsoft Word or Excel formats. Departments can download copies of these files from the Human Resources website at www.okstate.edu/osu_per/docfiles/docfiles.htm. Click on the appropriate link for the EA form. Separation forms are available by using the WebFOCUS tool on the Human Resources website at http://osu-dms2.cis.okstate.edu/hrswf.nsf/OSU/?OpenForm.

For employees to be paid properly, departments must provide all required information on the EA form and meet all processing deadlines. Accurate EA data, along with a complete payroll sign-up, will steadily move the form through all administrative areas and Payroll. EA forms must be legible, and it is recommended that all EA forms be typed. EA forms must be printed on buff colored paper. This color is also required for Special Payments forms and Request for Leave of Absence forms. To ensure accurate processing, please use a font size of no smaller than 10 pt.

How to Complete the Employment Action Form

The following discussions explain each area of the EA form and the required data:
General Employee Information and Employment Action Type

Employee ID Number

HRS uses the employee’s social security number as the employee identification number. This is also the identification used to report wages to the Internal Revenue Service and the Social Security Administration. Inaccurate reporting to either federal agency can result in hardships to the employee, as well as to the University. For this reason, new employees will not be entered into HRS without providing a valid copy of their social security card with their payroll sign-up. All EA forms must have the social security number accurately entered in the ID space provided.

Date of Birth

All birth dates must be entered using the following format: mm/dd/yyyy. However, this field is optional.

Name

The employee’s official name within HRS is the name that appears on his/her social security card. The name should be listed in the following format: Last, First, Middle Name (or Initial). This format facilitates alphabetic filing of forms.

Is the Person on HRS?

*If the employee has an assignment in HRS, current or not, check the ‘Yes’ box.* If the individual is not shown in HRS, check the “No” box and complete an EA and “full” sign-up. Depending on authority level, departments can only see HRS records for employees in their own division or department(s). However, screen 017 is available on all OSU employees, and can be used to determine if employee is already in HRS.

Employment Actions (listed in priority order)

The action check boxes identify what employment action(s) is being requested for the employee. This information is used to complete Affirmative Action reports and establish a job history for the employee. Selection of the correct action is very important. More than one action can be selected, however, only the highest “priority” action will be recorded in HRS. For example, if Promotion and Rate Change are both selected, only Promotion will be entered in HRS. Human Resources is in the process of redefining Employment Action definitions and their priorities.

Appointment

Check *Appointment* if the employee has not been employed by the University during the current fiscal year. A person who has been paid only by special payments is still considered a new employee. *Appointment* is checked when a person moves from a temporary or student position into a continuous regular position. Also, choose *Appointment* for someone who has resigned or terminated from a previous position, within the current fiscal year, with a break in service greater than five working days.

Promotion

Check *Promotion* if an employee is moving into a higher rank or pay grade. The definition of a promotion is subject to change under Broadbanding.
Reappointment

Check Reappointment to indicate a return to pay status after a period of non-employment (holiday break or summer) within the same fiscal year. Reappointment is also used following the end of a current appointment. Reappointment is the normal Start Event code during the BDS process.

Transfer

Check this box to indicate that an employee is moving laterally (same pay grade) from one position to another, or is changing departments within the University. When an employee transfers to another department, the Present Status department will initiate the transfer EA form and forward it to the Proposed Status department. Since the hiring department assumes the responsibility for the leave balance of the transferring employee, leave balances must be included on the EA by the Present Status department. Both departments must sign the EA form before forwarding it through their administrative channels and to Payroll Services, 106 Whitehurst. All forms must adhere to payroll processing deadlines to ensure timely processing.

Title Change

Check this box to indicate that an employee’s working title has changed, but remains in the same job family and pay grade.

Rate Change

Check this box to indicate that the employee’s base compensation is changing. The pay rate is based on a full time 1.00 FTE. This change may be an increase or decrease in pay. For monthly-paid employees, the Pay Rate is the monthly rate. For biweekly employees, the Pay Rate is the hourly rate they are to be paid.

FTE (Full-Time Equivalent) Change

Check this box to indicate that an employee’s FTE has changed. The FTE reflects the amount of time an employee performs the duties of his/her position. Reporting changes in FTE is very important to ensure that employees receive correct pay and benefits.

Separation

Check this box, if the employee is leaving the University. This includes all terminations and resignations. This notification is required to properly terminate pay and benefits, and to provide employees with notices required by federal regulations, such as COBRA.

An EA should also be submitted when an employee changes from a continuous regular benefits-eligible position to a temporary or student position. In this instance, the EA is used to pay the separating employee for current pay, unpaid annual or compensatory leave, and to record accumulated sick leave. Complete the appropriate areas and use the Remarks section for further explanation.

Instead of using the standard EA form for separations, departments should use the new WebFOCUS Separation EA. The form was designed to serve two purposes. First, it was designed to make the EA coding process more efficient by placing information coded on the same HRS screen together. Secondly, it was developed to promote accuracy and less work for the department by pulling most of the information from HRS. There is less
typing by the department and less room for errors. See WebFOCUS EA Forms later in this guide.

Separation EAs are required for temporary or student positions only when the employees leave before the end of their current assignment.

Retirement

Check this box only if the employee has at least 10 years of continuous regular OSU service and is at least age 62; or has at least 25 years of continuous service with the University (at any age); or meets the Oklahoma Teachers’ Retirement System Rule of 80 or Rule of 90. Please submit retirement EAs at least 90 days prior to the employee’s retirement date.

Do not forget to notify Human Resources/Employee Services, 106 Whitehurst, that your employee is retiring so they can encourage the employee to sign up and attend a “How to Retire” session. Preparing a retirement EA and notifying Employee Services should take place no less than three months prior to the employee’s retirement date. Employee Services will give the employee a copy of the OSU Retirement Guide. This document addresses many issues involved with retiring, and will help make the transition a smooth one.

Death

Check this box in the event of an employee’s death. The date of death should be noted in the separation information area titled “Effective Separation Date”. This is the actual date of death. The department should pay the accumulated annual leave, not to exceed two years’ annual leave accrual (limited by Job Code, FTE, and years of service), and remaining compensatory leave, if any.

Please report employee deaths immediately to Employee Services, 106 Whitehurst, or by calling (405) 744-5449.

Present Status

Leave blank for new employees.

The Present Status is the information relating to an employee’s current fiscal year assignment(s). This information can be pulled directly from HRS. All of the following fields must be populated.

The OSU Position Title (working title), Pay Grade (salary schedule high), and Class Code Title (upper right hand corner) can all be found on HRS screen 061 for the particular position number.

The payroll cycle of Biweekly or Monthly should be checked according to how the employee is currently being paid.

The job code, position number, begin and end dates, FTE, Hours, and Pay Rate can all be found on HRS screen L16. The class code, HRS Div, and Assign Dept can all be found on HRS screen 016 or 061.

Proposed Status
The Proposed Status lists assignments for new employees as well as assignment changes for current employees. All assignments that continue or will change later in the fiscal year must be included in the proposed status. *Assignments not listed in the Proposed Status section will be ended.* This is only for assignments from the department submitting the EA form. Assignments in other departments will remain unchanged.

Assignments for employees in Job Codes A, C, E, G, I, P, or Q must cover the complete fiscal year, unless an assignment is ended by a Work Clearance expiration date. Assignments not coded for the entire fiscal year can cause problems with benefits and service dates, as well as employment verifications.

**OSU Position Title/ Pay Grade**

The OSU working title (20-character limit) is specific to the position, is familiar to employees, and can be found on HRS screen 061. Screen 061 requires that one enters the fiscal year and position number, before viewing a working title. When completing university forms, type in the OSU title. Continuous regular staff positions have been classified and assigned a job family and pay grade. The job family and pay grade, specific to the OSU working title, were assigned on the most recent Position Questionnaire. Please add the working title associated with the class code, and place the state title in parentheses.

**Biweekly/Monthly**

Check the appropriate box.

**Job Code**

This is a single alpha character that indicates type of position and pay cycle. The job code is determined when the position is established.

Continuous regular staff position numbers are created by submitting a Position Questionnaire to Human Resources/Partner Services, 106 Whitehurst. A position number and job code are assigned to each position and are included with the classification information on the questionnaire. Refer to HRS screen 061 to determine if a position number has been set up in HRS. Enter HRS screen number 061, the fiscal year (ex. 04) and position number, then press enter.

New continuous regular faculty positions numbers are established when the *Request to Staff* form is processed. Again, refer to HRS screen 061 to determine if a position number has been set up in HRS.

For student or temporary positions that do not require *Request-To-Staff* or *Position Questionnaire* forms and were not established in the budget, leave the EA position number blank or type ‘NEW’ in the gray area. Once assigned, a position number can be viewed on the HRS L16 or 061 screens.

More than one employee can fill a position and share the same position number and job code (a.k.a. pooled positions). Each employee assigned a pooled position number must have the same assignment department, state classification code, pay cycle, and labor distribution. Typically, pooled positions are only used for student and temporary positions.
Begin Date
The Begin Date is the first day of the proposed assignment and should be formatted mm/dd/yyyy. Please make sure you use slashes when formatting the begin date. This greatly improves processing efficiency.

End Date
The end date is the last day of the proposed assignment and should also be formatted mm/dd/yyyy. Again, please make sure you use slashes when formatting the end date. This greatly improves processing efficiency.

The end date for student and temporary positions cannot extend beyond the end of the current fiscal year. However, the end date for continuous regular positions (Classified, A/P, and Faculty) should be designated as FN (Until Further Notice) if an assignment continues into the next fiscal year. Continuous regular employees have assignments that cover one fiscal year at a time, therefore an FN assignment will be entered into HRS with an end date of 06/30/yyyy. Designation of ‘FN’ on an EA is important for benefits eligibility.

The pay for some continuous regular employees may end before June 30. For those employees who will continue to work in the following fiscal year, reflect continuing assignments, for “non-paid” months through June 30, with $0.00 pay rate and 0.00 FTE. A good example is faculty without summer teaching or research assignments. $0.00 assignments ensure that those employees will receive university benefits during non-paid months. It also promotes continuity and prevents a break in service.

FTE
FTE is the percent of full-time that employees work. FTE for employees paid on the biweekly payroll is calculated by dividing total work hours scheduled each week by 40.00 hours. For example, an employee scheduled to work 30.0 hours per week has an FTE of 0.75 or 75% (30.0 / 40.0). To determine FTE for employees paid on the monthly payroll, divide scheduled hours worked per month by 173.33. For example, a monthly employee who works 87.00 hours per month has an FTE of .50 or 50% (87.00/173.33).

Hours
This is the number of hours an employee is scheduled to work each pay period. The hours worked by full-time biweekly employees are 80.00 hours per pay period. For biweekly employees working less than full-time, hours are calculated by multiplying the FTE times 80.00. The hours listed on EAs for regular assignments for monthly employees should always be listed as 173.33, regardless of FTE.

The hours for additive assignments (cell phone, insurance additive, etc.) should be listed as 1.00.

Pay Rate
Pay rate is an hourly rate for employees paid on the biweekly payroll. For employees paid on the monthly payroll, the pay rate listed should always be based on working full-time, or at 100% FTE (Full-Time Equivalent). HRS calculates monthly pay by multiplying this pay rate times actual FTE.
Class Code

The class code on HRS refers to the broadbanding class code. A classification code is used to define the type of work to which an employee is assigned.

HRS DIV[ision] and Assign[ment] Dept.

The Division number is a 2-digit, alpha character code that designates the location of a department; division numbers can be found in the reference material of this guide. For example, AA is used for the main campus, general university; AD is used for OSU Okmulgee. Do not list the department number as part of the division code.

The Assignment Department is the 5-digit department number of the employing department (ex. D0401). The division and assignment department number are used to determine where the assignment will appear in the departmental input screens (biweekly time input and monthly confirmation). Each employee also has a Home Department number which serves as an employee’s home campus address.

The current assignment’s home department determines an employee’s home department—the one with the latest end date. If there are two assignments with the same latest end date, the home department of the assignment with the greatest FTE is used. If these are the same, the assignment with the earliest start date is used to determine the home department. Administrative assignments (ones with an assignment number greater than 990) are not used in the home department determination unless it is the only assignment.

Labor Distribution

Labor distribution account information is used to charge university departments for their share of employee labor and benefit costs associated with each position. Labor Distribution information need only be completed for ‘new’ temporary and student position numbers. Departments are responsible for maintaining the labor distribution accounts for existing positions by using the HRS Labor Distribution (screens UL1 – UL3), not by EA. A request for a new continuous regular staff position includes labor distribution information on the Position Questionnaire; a Request-To-Staff form for faculty positions also lists labor distribution information.

When pooled positions are used, each employee has the same labor and benefit account number(s). The Labor Distribution section of the EA need not be completed for existing positions. Labor distribution on existing positions within your department can be viewed on HRS screen L63 (Position Funding Information) and/or U63 (Position Funding – BDS).

Viewing is limited to your department only. Administrative Officers can view labor distribution data for all departments within their college.

Labor distribution account numbers must be valid Financial Reporting System (FRS) account numbers that the hiring department has financial responsibility for or permission to use. The account subcode must be a valid salary or wage subcode (Labor Distribution Account Subcodes can be found in the Reference Material at the end of this guide). There can be multiple accounts active at any one time, with each one charged its proportional share of labor and benefits costs. The sum of all distribution percentages for
each pay interval must total 100%. This 100% is not related to FTE, but means that 100% of the labor and benefit costs will be distributed to the listed account(s). This is completed in the Proposed Status section for labor distribution for all new student and temporary positions. Payroll Services does not change labor distribution on existing positions.

**Separation Information**

Enter the reason for an employee’s separation in the box provided and its related code. A listing of separation codes and reasons is listed in the Reference Material at the end of this guide. In the space provided, enter the effective resignation date and time of day. The effective date of resignation is used to calculate pay for full and partial days worked during the employee’s last pay period. Also, it lists the balance of annual leave hours due, compensatory time due, and sick leave balance at the time of separation. Please indicate whether the employee’s work shift is other than 8:00am to 5:00pm.

Terminal annual leave due and/or compensatory time due will be paid from this data, subject to the maximum amounts payable under OSU Policies and Procedures. Annual leave accrues at different rates depending on an employee’s job code, FTE, and length of service. No more than one year’s annual leave accrual will be paid at separation (two year’s accrual upon death or layoff). As an example, a full-time administrative/professional employee (job code E) who has accumulated 183 hours of annual leave, will only be paid 176 hours—one year’s accrual.

Annual leave due and compensatory time due will be paid with the employee’s last paycheck.

Sick leave hours are not paid at separation. However, sick leave balances are recorded for historical reasons and may be very important to separating employees. Accumulated sick leave, in some instances, may allow a separated member to receive an additional year of OTRS credit at retirement. If an employee is rehired within six months, the department head may restore a maximum of 80 hours of sick leave.

Do you have an employee who is terminating employment at OSU? If so, was the employee issued keys to your facilities, a Purchase Card (P/Card), or other departmental property? It is imperative that you collect this property before s/he leaves.

It is very important that the approving official for the department be contacted to be certain that all the documentation needed for any purchases the employee has made are turned in with his/her P/Card. This includes a transaction log, signed by employee, and any receipts or documentation pertaining to these purchases.

It is also important that a form canceling the P/Card be turned in, immediately, when the employee leaves. This is an application form, available from the P/Card Administrator’s Office, (405) 744-5984, marked delete, with the cardholder’s name on it, the reason for cancellation, and the department head’s signature on it.

If you are missing receipts from this cardholder, the cardholder/employee needs to contact the issuing bank and ask them to replace the missing receipts, before the card is canceled. Once the card has been canceled, this cannot be done. The cardholder must have a receipt for each transaction, so please confirm that you have all needed receipts.
before the card is canceled. If this cannot be done, or you have additional questions concerning P/Cards, contact the P/Card Administrator at (405) 744-5984.

**Faculty Appointment Details**

When employing faculty or adding a faculty assignment to an administrative/professional assignment, the academic department must complete the “Faculty Appointment Details” section. For new faculty, please verify this information by reviewing the letter of offer. Accuracy in completion of this section is very important as this information is frequently submitted to the Board of Regents with a request for approval of an appointment or change in appointment. Also, remember that the education section of the Personal Information Form must be completed for all faculty.

_Academic Affairs must sign all faculty EA forms before they are sent to Payroll Services for processing. Securing proper signatures avoids delays in processing._

For faculty, the assignment line should reflect the entire academic year (ex. 09/01/01 – 05/31/02), as well as the fiscal year. It is important to fill in with $0.00 pay assignments so faculty will have benefits for the full fiscal year.

Complete the Faculty Appointment Details section carefully with the following information. Policy and Procedures 2-0982 and the Faculty Handbook may provide additional helpful information.

1. List the name of the Academic Department Granting (faculty) Rank. This may be different from the Home Department. For example, a dean may have academic rank in an academic department, but be listed in the Office of the Dean of that respective college. Only Academic Departments can grant rank.

2. List the department number of the Academic Department.

3. If tenure has been granted, enter the date tenure was granted;

4. If the position is on the tenure track, check the Tenure Track “yes” box to so indicate.

5. If the action for which this form has been completed is an action that grants tenure, check the “yes” box.

6. Enter faculty Appointment Length by checking the appropriate box.

7. Enter the dates of Appointment (ex. 07-01-01 through 06-30-05).

8. The following information may be helpful in completing the Dates of Appointment and the Notification Date for Reappointment:

9. Instructors are appointed to the rank of instructor for a one-year period and reappointment occurs each year during the probationary period.

10. Assistant professors are initially appointed for four years. Reappointment may be granted for three additional years

11. Associate Professors are initially appointed to the rank of associate professor (without tenure) for five years. During the fourth year in rank, a recommendation must be made to: (1) reappoint as associate professors which confers tenure (2) promote to professor which confers tenure; or (3) not reappoint and give the required one year’s notice of termination.
12. Professors are normally granted tenure at the time of appointment and the appointment length is continuous. However, a probationary period, not to exceed three years, may be specified.

13. Enter the Notification Date for Reappointment.

14. Enter the Academic Assignment Length by checking the Sem, 9-, 10-, 11-, or 12-month Assignment Length box.

**Additional Information**

If the employment action is for a pay increase, please check the box to indicate that the increase is recommended after review of performance, market, and equity.

Check the appropriate Yes or No box to indicate whether the employee is exempt from overtime.

**Remarks and Signatures**

**Remarks**

The Remarks section of the EA can be used to record additional information to ensure accurate processing. The following are examples of how the Remarks section can be used.

1. To indicate that the employee is changing from the biweekly payroll to the monthly payroll, or vice versa.
2. To explain that a position has been reclassified.
3. To explain that the employee meets OSU retirement criteria.
4. To explain special instructions regarding benefits, including whether benefits should continue.

**Signatures**

Each administrative area determines EA signature requirements. Those authorized to sign should sign his/her own name. Signature stamps are not permitted. All faculty forms must be routed through the Executive Vice President for Academic Affairs office before they are sent to Payroll Services.

**Additional Guidelines for Employment Action Forms**

**WebFOCUS EA Forms**

**Overall Process**

The WebFOCUS Separation EA can be found on the Human Resources website at [www.okstate.edu/osu_per/adminhelps.htm](http://www.okstate.edu/osu_per/adminhelps.htm) and clicking on WebFOCUS. To login to WebFOCUS, use your personal userid and your Notes Internet Password. Clicking on EA Forms will display the HRS WebFOCUS Employment Action Forms information page. At the bottom of this page, click on Separation EA Form. This will display the Separation EA input form. Once the information is entered into the form fields, click the Submit button. The completed Separation EA form will be displayed in Adobe Acrobat.
The form can then be printed, reviewed for accuracy, copied on buff colored paper, routed for signatures, and sent to Payroll Services, 106 WH.

**Limitations**

Although WebFOCUS offers many advantages for both the department (no typing of a form) and Payroll (information in a logical coding order), there are some limitations. An employee can only be separated from one position on the form. If you wish to terminate the employee from more than one position, it will require a second separation form.

The printing options are also limited in WebFOCUS and only a certain amount of information can be placed on a single page.

A WebFOCUS login will time out. If a WebFOCUS application has been idle for approximately 15 minutes, the user will be logged out. This is a built-in security feature. Therefore, when a WebFOCUS EA is started, it should be completed prior to the user being logged out, or the information must be input again.

**System Requirements**

Minimum requirements for using the WebFOCUS EA application is Internet Explorer 5.0 or higher or Netscape 6.0 or higher. A browser identifier routine is included in the EA form application and it will not run unless an acceptable browser is identified.

Adobe Acrobat Reader 5.0 or higher is also required. The EA application works with Adobe Acrobat Reader configured to run inside or outside of the browser. However, with Internet Explorer and the Reader configured to run inside the browser, the toolbars can be confusing to the user and printing the completed EA form a challenge. (The user must use the Adobe print icon, the IE print icon and the IE File/Print commands will not work.) For this reason, it is recommended to run Adobe Acrobat Reader outside of the browser with Internet Explorer.

**Board Forms**

EA Forms requiring Board of Regents approval must adhere to Board deadlines, which are different from the regular Monthly Payroll Processing Schedule. Human Resources announces Board deadlines by sending a schedule of all Board dates to all Administrative Officers, prior to each calendar year. This schedule is also available on the Human Resources’ website at [www.okstate.edu/osu_per/payroll/sch_deadlines.htm](http://www.okstate.edu/osu_per/payroll/sch_deadlines.htm).

The earliest effective date for a Board form is the Monday following the last Board meeting. When submitting a Board form for processing, departments should indicate at the top of form, in bold letters, that the form is a “Board Action.”

The following personnel actions shall be included in the Board agenda for approval prior to implementation. Questions regarding personnel actions for Board approval may be addressed to Jimmie Feher, (405) 744-7420.

1. All permanent faculty actions that grant, potentially grant, or have already granted tenure. These include: appointments, reappointments, rate changes, title changes, promotions, sabbatical leaves, transfers, and corrections. Permanent faculty positions include Professors, Associate Professors, Assistant Professors, and Instructors.
Separations, retirements, and death are for information only. FTE, fund changes, or summer assignments are also not board items.

2. All permanent personnel actions for the president, provosts, vice presidents, deans, department heads, directors (excluding Cooperative Extension Service county and district directors), and head coaches are Board forms. These include: appointments, reappointments, rate changes, title changes, promotions, transfers, and corrections. Assistant (below level of director or department head) and/or Interim titles (Acting) do not require Board Action.

Salary Additive Assignments

Departments who compensate their employees for employment-related expenses incurred can do so by setting up Salary Additive Assignments. Salary additives are commonly paid for Oklahoma Teachers’ Retirement until employee is eligible for OSU retirement plan, cell phone, and other qualified employee expenses.

The following assignment elements must be included in the Proposed Section of the EA to request a salary additive(s): Job Code, Position Number, Begin and End Date, FTE, Hours, Pay Rate, Class Code, HRS Div, Assign Dept. The Hours field should be listed as 1.00. The Class Code field is used to indicate the type of salary additive (OTRS, Phone). The Pay Rate is determined in accordance with University Policies and Procedures. The OTRS Gross-Up amount should always be 7% of pay only. There are Administrative Procedures on the Human Resources web page for Cell Phone and OTRS Gross-Up Salary Additives. These can be found at www.okstate.edu/osu_per/docfiles/admin-supervisor.htm#admin.

Multiple Assignments

An OSU employee may only be paid on one payroll cycle (monthly or biweekly) at a time. If an employee has multiple assignments, all assignments must be paid on the same pay cycle.

Multiple assignments must be in the same type of position as well (continuing or temporary). The only exception is for a graduate student holding an assistantship position on the monthly pay cycle and a student position on the biweekly pay cycle.

FTE Changes

Human Resources must be notified of changes in FTE for continuous regular employees by completing a new EA form. This allows the Benefits staff to review changes that may affect benefits eligibility and Payroll to process changes affecting employee pay. The FTE of an employee will also affect the amount of payroll encumbrances. Submission of a new EA form is mandatory even when the change in FTE is entered during the BDS budget development cycle.

Common Mistakes Made When Completing EA Forms

Departments sometimes use old EAs or Special Payments forms as examples for completing new forms. Often, these old forms were not completed properly. This technique can create never-ending errors. When Payroll Services finds errors on EA and Special Payments forms, we contact the originating department(s) and request corrected
data or clarifying information. When departments and Payroll must correct these forms, workflows are interrupted and employees can be delayed in getting their computer access and, potentially, their paychecks.

The following lists some of the more common mistakes that Payroll Services finds on EAs and Special Payments forms.

1. Departments will often answer, “No,” in the Action Box (upper right) that asks, “[Is the Employee on HRS,” when the employee actually is in HRS. If an employee has ever been paid by OSU, they are in HRS, whether they have an active current assignment or not. You can confirm that an employee’s records are already in HRS by entering the employee’s social security number. If the employee is in HRS, his/her name will appear and departments should mark the “Yes” box. Departments can also determine if an employee has a current assignment by using the WebFOCUS program Employee Assignment Listing located on the Human Resources web page.

2. Processors often type a position number on EAs when the position has not yet been set up on HRS screens 061 (position) and M63 (labor distribution). Before listing a position number on an EA, confirm that the position has been set up on screen 061 and M63. Remember staff positions should be requested and set up with the Position Questionnaire. Faculty positions should be requested and set up with the Request to Staff form. Only student and temporary positions can be requested on an EA form.

3. Departments sometime ask for a new student/temporary position numbers without including the Labor Distribution data on the form. Please be sure this information is provided.

4. Departments sometimes list incorrect Job Codes on EAs. Confirm that the Job Code you are using is the correct one for the position listed on the EA. This can be verified by reviewing HRS Screen 061 for the position. The job code is listed under Job Group (upper left).

5. Continuous regular employees (Job Codes A, C, E, G, I, P, Q) should be appointed for the entire fiscal year. When the employee’s assignment does not cover the full fiscal year, it could interrupt the employee’s benefits. It also puts these employees in “limbo” creating a need for manual intervention and administrative oversight and review.

6. If a department is unsure of an employee’s future funding, the continuous, regular employee should be coded with zero FTE and zero pay to fill in the gaps until the funding is determined or a separation is in order.

7. For special leave situations, contact Employee Services, (405) 744-5449.
Payroll Processing

Biweekly Payrolls

OSU employees are either paid on a monthly payroll or a biweekly payroll. Biweekly employees are those employees who are not exempt from overtime pay. These employees are responsible for keeping track of the amount of time they work and turning in a timesheet every two weeks.

Biweekly employees can be continuous, regular employees, students, or temporaries. These employees will fall into one of the following Job Codes.

- Job Code P – continuous, regular employee subject to overtime rate of 1.0
- Job Code Q – continuous, regular employee subject to overtime rate of 1.5
- Job Code U – student or temporary employee subject to overtime rate of 1.0
- Job Code V – temporary employee subject to overtime rate of 1.5
- Job Code W – student employee subject to overtime rate of 1.5

An Overview of the Biweekly Process

The biweekly payroll process takes the combined efforts of the employee, the department, Payroll Services, and the State of Oklahoma.

Employee Responsibility Overview

The employee must keep track of the number of hours they work each week and the number of leave hours taken in the biweekly period. This record keeping is most accurate if the employee fills out a timesheet daily with hours worked and hours of leave taken. The employee must turn the signed timesheet into his/her supervisor at the end of the payroll period for approval. Prior to each pay date, the employee will receive a Payroll Advice listing all his/her earnings, taxes, deductions, and benefits. It will also include leave balance information and announcements. The employee should review this form carefully and report any discrepancies to his/her department.

Departmental Responsibility Overview

The employee’s supervisor must review the timesheets and sign off that these hours were worked and leave taken. Each department then inputs the time worked and leave taken into HRS using the UT Time Input screens. Once the timesheets are input into HRS, a different individual must approve it before it will be accepted for processing.

After a payroll has been tested and the final calculation made, the department must check screens or reports to verify that the employee’s pay is correct.

The departmental responsibility will be discussed in more detail in the sections below.
Payroll Services Responsibility Overview
Payroll Services codes EA forms daily as they are received to insure that all employees are entered into the system promptly. This will also insure that employees will have appropriate assignment lines on the biweekly input screens.

Once all payroll data is entered into HRS, Payroll Services will then process the payroll by running a test calculation for the departments and Payroll Services to review. Payroll Services runs various edits to make sure the pay is within limits, work clearances are not out of compliance, etc. After the biweekly payroll is final and complete, the payroll is electronically sent to the State for processing.

State Responsibility Overview
The Office of State Finance (OSF) reviews this information and, in concert with the State Treasurer’s Office, issues OSU’s paychecks. The State direct deposits most of these payments to the employee’s account and then issues paper paychecks for the rest. Paper paychecks are sent to the OSU Bursar’s Office who in turn distributes the paychecks to OSU employees at 113 Student Union (Stillwater campus) or sends to a priority distribution location for distribution.

The Biweekly Processing Schedule
Below is a summary of biweekly processing events and when they happen. Each event is followed by a brief description of what processors should do for each event. This summary is intended to give an overview of the departmental processing functions so all biweekly employees are paid accurately and timely. For exact dates and times, please refer to the Biweekly Processing Schedule or the HRStar Processing schedule located on the Human Resources webpage.

EA prepared/sent to Payroll Services by the second Monday of the pay period

• As employees are hired or have employment actions requiring an EA form, the department should prepare the EA, route for signature, and get to Payroll Services by 5:00 p.m. on the deadline. Be sure all appropriate paperwork is attached.

Time Input (UT screens) are available to departments the last Friday of the pay period

• Start requesting supervisor-approved timesheets of biweekly employees.
• Input into the UT1 or UT2 screen can begin today if information is available.

Paper special payments are due the last Friday of the pay period

• For employees without a current assignment on the Time Input Screens.
• Departments should prepare, route for signatures, and get to Payroll Services by the 5:00 p.m. deadline. Be sure all appropriate paperwork is attached.
• Verify there is a Time Input line for all employees in the department – if there is not one, a paper special may be needed.

Time Input should be complete and approved by the Tuesday following the end of the pay period by 3:00 p.m.
• Inputter should verify that time has been turned in and input for all biweekly employees to insure all are paid.

• Inputter should verify that there is an input line for all employees who turned in a timesheet.

• Inputter should verify that the time is input for the correct employee.

• Inputter should total the hours in each category for all timesheets turned in and make sure all hours are accounted for in the appropriate category and tie to the totals on the approval screen.

• Approver should spot check the input and approve only if the totals are correct.

On-line special payments are processed and the biweekly payroll is tested **Tuesday night after the end of the pay period.**

• Departments should verify that special payments have been entered and approved for the dates covered by the payroll.

UT4 Wage Reporting screen, available in HRS, as well as OSU Trial Biweekly Report of Pay, OSU Trial Biweekly Report of Pay by Department, OSU Trial Biweekly Report of Pay Index, and OSU Biweekly Completed Time Report available on e-Print the **Wednesday morning following the biweekly test calculation.**

• Departments should review the UT4 screen or one of the above reports to ensure employees are being paid properly.

Time changes (Current Period Corrections and Prior Period Adjustments) are due to Payroll by **Wednesday at 3:00 p.m. following a biweekly test calculation.**

• For current corrections make sure the current correction box is checked.

• For prior period adjustments make sure the prior period adjustment box is checked. These adjustments can be sent to Payroll anytime they are ready (as soon as possible) but must be received by the above deadline to affect this payroll calculation.

Labor distribution updates can be entered anytime HRS is available but must be in by **Wednesday night following a test calculation** in order to affect the payroll.

• Departments should make sure labor changes are made by the above deadline or a recast entry will need to be done.

Biweekly payroll finals Wednesday night following the pay period and a test calculation.

UT4 Wage Reporting screen, available in HRS, as well as OSU Biweekly Report of Pay, OSU Biweekly Report of Pay by Department, and OSU Biweekly Report of Pay Index, are available on e-Print the **Thursday morning following the biweekly final calculation.**

• Departments should review the UT4 screen or one of the above reports to ensure employees were paid properly. Notify Payroll immediately of any discrepancies.

Employee Payroll Statement (Leave Statements) are available on e-Print the **Thursday morning following the biweekly final calculation.**
• Departments should review these reports for accuracy of leave balances by reconciling back to the department records.

Biweekly Time Screens
HRS Biweekly Time consists of three input screens and one view screen. Departments use these screens to input employee’s time, approve employee’s time, and review for accuracy.

- UT1 – Multiple Time Input
- UT2 – Individual Time Input
- UT3 – Approve Time Entry
- UT4 – Wage Reporting (view screen)

Access to Biweekly Time Input will be granted only after the Administrative Officer attending class has trained the designated employee(s). Below is a detailed description of using the Biweekly Time Input Screens.

Entering Biweekly Time
It is very important that each department has plenty of staff with access to and training in inputting biweekly time. Departmental payroll processing functions are very consistent and there should be no reason why a department would not have someone available to input employees’ time.

Inputters should be very careful and make sure that time is input on the correct employee. Some departments may have employees with similar names and care should be taken not to confuse the hours reported and input.

Inputters must check to see that there is a timesheet turned in for every employee with a biweekly input line. If they do not have a timesheet, they should follow up to determine what action they need to take. It could be that they need to separate the employee or put the employee on leave.

If there is a timesheet and no input line, inputters should also follow up. Perhaps an EA and sign-up has not been completed. They should take appropriate action by preparing the correct documentation and/or letting Payroll know in order to determine appropriate options.

The various hours reported on the timesheets should be totaled and compared to the total hours reported on the UT3 screen. The totals should match in all categories to insure that all timesheets have been input.

Biweekly Time can be entered for an employee on either the UT1 or the UT2 screen. Both screens allow you to do the same thing. The main difference between the UT1 and the UT2 screens is that the UT2 screen only addresses one employee at a time and also shows the labor distribution for the employee’s position. The decision on which screen to use is up to the inputter. Most departments use the UT1 because they can input several employees on the same screen.

Multiple Time Input – UT1 Screen
UT1 lists all the biweekly employees in a particular department with a current assignment for the current pay period.

The UT1 screen is accessed by typing UT1 after the word SCREEN: ___ prompt in the upper left hand corner of the screen. The UT1 screen will be void until you type in a two digit Division and a five digit Department. Please note, at the top of the each screen, the USER: ___ must be 001. Once this data is entered, a list of the biweekly employees with a current assignment in that department will appear in alphabetical order. To begin entering time input for the first employee, Tab to the first input field, HOURS WEEK1.

You can use the tab key to advance to the next field. Pressing the <Enter> key will save the data and return the cursor to the SCREEN line. Pressing the <Enter> key once again will page you to the next screen to continue inputting time for the balance of the department.

The NAME: ____ field can be used to search for individuals. You can enter a last name and HRS will bring employees with that last name to the top of the screen. If you type a letter followed by a space and then hit <Enter>, HRS will place the first last name that starts with that letter at the top.

The UT1 screen allows input of the following information. The fields that can be input will show in green. This is important to note since some employees (students and temporaries) don’t have leave.

**HOURS WEEK 1/WEEK 2**

Total hours worked are broken down by the first week of the pay cycle and the second week of the pay cycle. Enter actual hours worked for each week. Hours worked over 40 hours will be paid or accrued at straight time or time and a half based on the employee’s classification.

**PAY OT?**

This field defaults to ‘N’ (no) which will not pay the overtime and will credit the individual with compensatory leave time. If you want to pay overtime, you must enter a ‘Y’ (yes). The maximum number of compensatory leave hours is 240. If the compensatory leave balance becomes more than 240 hours, these hours will be paid to the employee.

**HOURS OF LEAVE - ANNUAL/SICK/COMP TAKEN/OTHER/HOLIDAYS**

Annual leave taken (VAC) and sick leave taken (SICK), compensatory leave taken (COMP TAKEN), other leave taken (OTHER) such as funeral leave and/or administrative leave, and holiday leave taken (HOLIDAY), should be entered into the appropriate fields. The total time allowed for any of these leave fields is 80 hours.

**TOTAL HOURS**

This is the total number of hours reported for the employee in the pay period. This is a system calculated total based on the above input. The maximum figure for TOTAL HOURS is 180 hrs. This number should tie to the number of hours reported by the employee on his/her timesheet.
**Individual Time Input – UT2 Screen**

The UT2 requires the same input data as the UT1 with additional information provided relating to labor distribution.

Distribution information is added to the bottom portion of this screen. It contains FRS Account Numbers, Pay Rate and Percentage. In most instances the total distribution should be 100%. In special instances you could have two 100% distributions in the event one distribution is tied to week 1 and another to week 2.

**UT2** is accessed by typing **UT2** after the word **SCREEN:___** prompt in the upper left hand corner of the screen. The **UT2** screen will be void until you type in a two digit Division and five digit Department. The **USER:___** must be 001. Once the Division/Department is entered, the first employee alphabetically will appear. The same input fields are available as on the **UT1** screen. Be sure to enter all the appropriate hours and check the OT flag. (Remember, the OT flag defaults to ‘N’ to accrue the leave, not pay.) The Total Hours are calculated and based on the input. Be sure the total hours for each employee ties to the number of hours the employee turned in on his/her timesheet.

Press the <Enter> key to save the data for the employee. Typing ‘N’ in the code field will advance you to the next individual. The **NAME:_______** field can be used to search for individuals.

**Special Situations Involving the Input of Biweekly Time**

If an employee has more than one active assignment during a pay period, there will be more than one input line for that employee for that pay period. This most frequently happens when an employee’s pay changes during a pay period. It is important that the inputter puts the hours in on the right assignment line and for the right week.

For example, if Joe Doe receives a pay increase on 02/05/03 and the pay period covers 02/01/03 – 02/14/03, Mr. Doe would have two lines of input on **UT1** and **UT2** screens. One line would cover the original pay rate and the second line would cover the new payrate. On the line with the employee’s name, you will find additional information regarding the assignment and pay that goes with the payrates. If we assume that Mr. Doe worked 80 hours (M – F, 8 hours/day) during the two-week period, his time would be input as indicated below.

<table>
<thead>
<tr>
<th>UT1 MULTIPLE TIME INPUT</th>
<th>A GOOD DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCREEN: ___</td>
<td>ID:</td>
</tr>
<tr>
<td>DIV: AA</td>
<td>DEPT: D0001</td>
</tr>
<tr>
<td>HOURS</td>
<td>HOURS</td>
</tr>
<tr>
<td>WEEK1</td>
<td>WEEK2</td>
</tr>
<tr>
<td>DOE,JOE</td>
<td>444-44-4444</td>
</tr>
<tr>
<td>16.00</td>
<td>0.00</td>
</tr>
<tr>
<td>DOE,JOE</td>
<td>444-44-4444</td>
</tr>
<tr>
<td>24.00</td>
<td>40.00</td>
</tr>
</tbody>
</table>
Notice that in Week 1 a total of 40 hours was input – 16 hours for Monday and Tuesday on assignment line 1 and 24 hours for Wednesday, Thursday and Friday on the second assignment line. This will insure that Mr. Doe is paid correctly.

**Approving Biweekly Time**

It is very important that each department has plenty of staff with access to and training in approving biweekly time. Departmental biweekly payroll processing functions are very consistent and there should be no reason why a department would not have someone available to approve employees’ time.

Approvers should review the biweekly input and then verify that the total hours in each category agree to the totals obtained when adding the timesheets together. If they do not, he/she should not approve until the totals agree. This check will help insure that employees are paid accurately.

The UT3 screen is accessed by typing UT3 after the word SCREEN: ___ prompt in the upper left hand corner of the screen. The UT3 screen will be void until you also type in a two digit Division and five digit Department. Please note at the top of each screen, the USER: ___ must be 001.

To approve time, type in ‘Y’ (Yes). Then enter approvers name on the line provided. Press the <Enter> key to save the approval.

Typing ‘Y’ prevents any further updates to the UT1 and UT2 screens for that specified department. If changes need to be made to the UT1 and UT2 screens after the approval has been set to ‘Y’, the approval must be changed to ‘N’. After corrections are made, the approval must be changed back to ‘Y’ to approve the department’s biweekly time. It is important that all of this is done by 3:00 pm on Tuesday.

**Reviewing Biweekly Time**

As stated above, it is the responsibility of the department to review the payroll calculation after both the test and final. By reviewing the UT4 screen or one of the e~Print reports after the test, departments can make adjustments to correct pay before the payroll finals. These corrections must be to Payroll Services on Wednesday by 3:00 pm so they can run through the final calculation. The corrections must be submitted on a Timesheet Correction and Prior Period Adjustments form. These corrections should be used to correct the hours turned in on the UT1 or UT2 screens. The form should not take the place of entering biweekly time.

Departments should review the final calculation on UT4 or one of the e~Print reports on Thursday morning. If there is a problem, the department should contact Payroll Services to determine the best corrective action.

In reviewing UT4 or one of the e~Print reports, the department should verify that the hours worked and the leave hours are correct, that the gross amount of the pay is correct (which includes the time reported, specials pays, and prior period adjustments), and that employees are paid on the correct account. This information is available for review both after the test and final and on both the UT4 and e~Print reports. By reviewing one of the following, departments insure that employees are paid accurately and timely.
Wage Reporting - UT4

The UT4 screen displays Wage Reporting information. This is a view only screen. The data is sorted by account number within a department. Totals by subcode and account numbers are provided. Press the <Enter> key to page through all of the distributions for the department.

The preliminary UT4 Wage Reporting will be available on Wednesday morning following a trial calculation and the final Wage Reporting will be available Thursday morning following a final calculation. UT4 screens will be blank from Friday of the second week of the pay period until Wednesday morning after the trial calculation.

The UT4 screen is accessed by typing UT4 after the word SCREEN: ___ prompt in the upper left hand corner of the screen. The UT4 screen will list all account information for a specific department in numeric order. The UT4 screen will be void unless a two digit Division and a five digit Department are entered.

When the UT4 screen is initially displayed, the screen will reflect data for the first account for the department selected. The accounts are sequentially listed. Pressing the <Enter> key will advance you to the next page of accounts.

ACCOUNT NUMBER

This lists the campus code/ledger/account number/subcode (CC/L/Acct/Subc) the employee is paid from. If an employee is being paid on the wrong account, labor distribution can be changed on Wednesday and the account correct before the payroll finals. If the incorrect labor distribution is not discovered until Thursday morning, a recast will have to be done to correct the labor distribution for this payroll. The labor distribution will also need to be changed in HRS to affect future payrolls.

EMPLOYEE NAME

Name of employee. The employees are listed in alphabetic order under each account number.

HOURS

Total number of hours reported on UT1 or UT2, as well as hours pulled from special payments and Timesheet Corrections and Prior Period Adjustments will be reflected on the UT4 as submitted for the employee for the given pay period. Wednesday morning the hours will reflect everything that ran through the test calculation. Thursday morning the hours will reflect everything that processed on the final calculation.

AMOUNT

Total gross pay for the employee for the given pay period. This is what the trial calculation (Wednesday morning) and final calculation (Thursday morning) determines as the gross pay for the employee.

e~Print Reports

There are four e~Print reports available to review after the biweekly test. These reports will be available on Wednesday morning following a test calculation. There are three e~Print reports available for departmental review on Thursday morning after the
biweekly payroll finals. These reports are created from the same information that creates
the UT4 screen. A brief discussion of each one follows.

**OSU Trial Biweekly Report of Pay**

This report can be found on e~Print by searching for the above title in the Description
field or by using the drop-down box at the bottom and clicking on OSWGTRL. The
actual title on this report is *Report of Biweekly Pay*. Right under the report title is the
payroll ID and the dates the payroll period covers. The report is organized by
department, then by account number, with subtotals after the subcodes. Under each
subcode it lists employee name, social security number, position number, regular hours,
overtime hours, leave hours, total hours, and gross pay. This report is available after a
biweekly test and is used to verify that hours reported and the gross pay for the biweekly
employees is correct for each account.

**OSU Trial Biweekly Report of Pay by Department**

This report can be found on e~Print by searching for the above title in the Description
field or by using the drop-down box at the bottom and clicking on OSWGTRLD. The
actual title on this report is *Report of Biweekly Pay by Assignment Department*. Right
under the report title is the payroll ID and the dates the payroll period covers. The report
is organized by department. It lists employee name, social security number, position
number, account number, class code, regular hours, overtime hours, leave hours, total
hours, and gross pay. This report is also available Wednesday morning after a test
calculation and basically gives the same information as the above report and verifies the
same information. The main difference is that this report stresses the employee rather
than the account.

**OSU Trial Biweekly Report of Pay Index**

This report can be found on e~Print by searching for the above title in the Description
field or by using the drop-down box at the bottom and clicking on OSWGTRLX. The
actual title on this report is *Report of Biweekly Pay Index*. Right under the report title
is the payroll ID and the dates the payroll period covers. There are two options for viewing
this report – by department and by account. The first option is organized by department,
then by account number. Under each department, the report will list the associated
account numbers and the gross pay for each subcode. It does not list individual
employees. The second option is organized by account number and lists the gross pay for
each subcode and also has the department listed. These reports are good if you want to
look at just the totals for each account and subcode rather than looking at each employee.
This report is available after a biweekly test and is used to verify that gross pay for each
account is correct.

**OSU Biweekly Completed Time Report**

This report can be found on e~Print by searching for the above title in the Description
field or by using the drop-down box at the bottom and clicking on OSWGTIME. The
actual title on this report is *Biweekly Payroll Completed Time Report*. Right under the
report title is the payroll ID and the dates the payroll period covers. This reports lists the
biweekly employees in alphabetical order. It lists the employee name, social security
number, classification code, assignment information, hours worked, hours of leave, and
total hours reported. It also gives the percentage split of the labor distribution for each employee. This report is just a paper version of the UT1 or UT2 hours reported. It is available Wednesday morning after a test calculation. It does not include current period corrections, prior period adjustments, or special payments.

OSU Biweekly Report of Pay

This report can be found on e~Print by searching for the above title in the Description field or by using the drop-down box at the bottom and clicking on OSWGRPT. The actual title on this report is Report of Biweekly Pay. This report is the same report as the OSU Trial Biweekly Report of Pay. The difference is that this report is prepared after the biweekly final calculation.

OSU Biweekly Report of Pay by Department

This report can be found on e~Print by searching for the above title in the Description field or by using the drop-down box at the bottom and clicking on OSWGRPTD. The actual title on this report is Report of Biweekly Pay by Assignment Department. This report is the same report as the OSU Trial Biweekly Report of Pay by Department. The difference is that this report is after the biweekly final calculation.

OSU Biweekly Report of Pay Index

This report can be found on e~Print by searching for the above title in the Description field or by using the drop-down box at the bottom and clicking on OSWGRPTX. The actual title on this report is Report of Biweekly Pay Index. This report is the same report as the OSU Trial Biweekly Report of Pay Index. The difference is that this report is after the biweekly final calculation.

The UT4 screen and the e~Print reports are all tools the department can use to review and verify the biweekly payroll for correctness. It is important that a department uses at least one of these tools. It is up to the department to determine which tool works best for them.

Biweekly Time Input Corrections

Occasionally, an error is discovered after time has been entered into Biweekly Time Input and must be corrected prior to the final calculation of the biweekly payroll. Corrections can be entered and approved into HRS until Tuesday, 3:00pm, the day of the test calculation.

If a mistake is found, a person who has approval access must first unapproved the time entered. The person who entered the time must make any necessary changes to the time reported. Finally, an approver must re-approve the hours for the department(s). Remember that the person who inputs time for the pay period cannot approve time worked, and vice versa.

Pay will only be calculated on time that is entered and approved by the processing deadline. If time is not corrected by the time input deadline, a Timesheet Corrections (current period corrections) and Prior Period Adjustments form must be submitted to Payroll Services, 106 Whitehurst, following the test calculation. This form and
instructions can be downloaded at www.okstate.edu/osu_per/docfiles/docfiles.htm

Special instructions are provided for making correction to overtime hours.

**IMPORTANT:** A current period correction does not take the place of entering hours on HRS Time Input screens **UT1** or **UT2**. A current period correction only replaces time already reported in HRS Time Input. Hours for the current or a prior period cannot be adjusted by adding or subtracting hours from the next pay period. A Timesheet Correction and Prior Period Adjustments form does not allow departments to miss biweekly time input deadlines.

The labor accounts used for current and prior period adjustments will be the accounts currently active for the assignment being corrected. When comments are necessary to clarify your corrections, include a written explanation in the space provided.

*Current period adjustments* are identified by placing an ”X” in the appropriate box at the upper right-hand corner of the form. These corrections are used to increase or decrease total labor and/or leave hours reported for Week 1 and Week 2 of the current biweekly pay period. For example, a department reported that an employee worked 40 hours in Week 1 and 40 hours in Week 2; however, the employee actually worked only 38 hours in Week 1 and 40 in Week 2. The department then submitted a Time Sheet Corrections and Prior Period Adjustments form and reported that 38 hours should be paid for Week 1 and 40 for Week 2. Current period corrections replace all labor and leave hours that have been reported on line in Biweekly Time Input. Current period corrections should be submitted to Payroll Services by 3:00pm, the Wednesday before the final biweekly payroll calculation. All biweekly processing deadlines are listed on the Biweekly Schedule or HRStar Calendar and can be downloaded at www.okstate.edu/osu_per/payroll/sch_deadlines.htm. Do not net hours when submitting Current Period corrections. Also, report Current Period and Prior Period Corrections on separate forms.

*Prior period corrections* are identified by placing an ”X” in the appropriate box at the upper right-hand corner of the form. These corrections are used to increase or decrease hours previously reported and paid. For example, if an employee was paid for 37 hours worked in Week 1 in a previous pay period, but should have been paid for 38 hours in Week 1, 1.00 hour would be reported under Hours Worked in Week 1, only; leave Week 2 blank, in this example. If hours are overstated, negative (-) hours can be reported as a correction. Only report negative adjustments when you know the employee has turned in enough hours during the current period to cover the prior period negative hours. Otherwise, there will not be enough hours to offset the negative hours.

Prior period adjustments can be used to correct hours that were estimated in a prior period for a university holiday such as Christmas.

Since prior period adjustments are entered only as adjustments to original pay, departments must indicate whether the adjustment affects overtime pay. This is done by entering an asterisk (*) next to the hours reported that affect overtime pay. Refer to the back of the Time Sheet Corrections and Prior Period Adjustments form for further instructions.
As an alternative to the Prior Period Correction form, departments are encouraged to correct biweekly prior period amounts by using the on-line special pay system. This is done by using earnings code 120, Retro Pay - Biweekly Prior Period Adjustment. This method should only be used for reporting positive hours.

The hours worked on the on-line special pay screen should be the number of additional hours to be reported for the prior period. Enter the employee’s normal pay rate for the prior period along with the dates, account information, and comments.

If any of the additional hours being reported for the prior period result in overtime for the employee, earnings code 030 or 031 should be used instead of 120. Use earnings code 030 for job codes Q and V and earnings code 031 for job code W.

**Overtime Calculation**

Employees often have multiple assignments. Payroll Services runs a report each pay period that identifies overtime hours worked (hours worked in excess of 40 hours per week). Each assignment is examined to determine if employees worked more hours than they were scheduled to work, based on FTE, by assignment. If an employee is scheduled to work .50 FTE in position 1 (20 hours) and .50 FTE in position 2, but actually works 25 hours in position 1, a total of 45 hours is reported for the pay period. In this example, all 5 hours of overtime were worked in position 1, consequently, 5 hours are charged to department 1. However, if more than 1 department allows the employee to exceed his/her scheduled hours, the overtime is prorated between those departments based on the number of hours the employee exceeded his/her scheduled hours.

**Monthly Payrolls**

Most monthly employees are exempt from overtime pay and minimum wage. However, there are some classified monthly employees who are not exempt and must keep track of the hours worked for the month. Monthly employees can be continuous, regular employees, students, or temporaries. Monthly employees will fall into one of the following Job Codes.

- Job Code A – continuous, regular faculty (exempt)
- Job Code C – continuous, regular faculty at OSU-Okmulgee (exempt)
- Job Code D – temporary faculty (exempt)
- Job Code E – continuous, regular administrative/professional high (exempt)
- Job Code G – continuous, regular administrative/professional low (exempt)
- Job Code I – continuous, regular classified (non-exempt)
- Job Code N – temporary (exempt)
- Job Code O – student (exempt)

**An Overview of the Monthly Process**

The monthly payroll process also takes the combined efforts of the employee, the department, Payroll Services, and the State of Oklahoma. The monthly payroll is based on exception meaning that the employee should receive the same pay each month unless
an exception is made. It is not like biweekly employees who only get paid if hours are entered into the system (positive input).

**Employee Responsibility Overview**

Non-exempt monthly employees (Job Code I) must keep track of the hours they work and the leave taken daily and turn in a timesheet at the end of each month. The exempt employees must keep track of his/her leave during the month and report it to his/her department at the end of the month. Therefore, the employee’s leave is reported in the month following when it was actually taken. Employees on grants and contracts are also responsible to see that salary is charged appropriately by keeping track of the time they spend on various projects.

**Departmental Responsibility Overview**

For non-exempt employees, a supervisor should review the timesheets and sign off verifying that the information (hours worked and leave taken) is correct. For exempt employees, the department should collect leave sheets and verify that all leave has been reported.

Each department must input the leave information for all of their monthly employees. This includes annual leave taken, sick leave taken, and compensatory leave taken and earned for non-exempt employees. Once this information is entered, a different individual must approve the hours reported before it will be accepted for processing.

The department should review the test confirmation prior to the final calculation to verify that pay is appropriate and account numbers are accurate.

The departmental responsibility will be discussed in more detail in the sections below.

**Payroll Services Responsibility Overview**

As stated above in the biweekly information, Payroll Services codes all EAs as they are received to insure all assignment information is up-to-date for processing. They also run and review various edits to check for any problems or discrepancies. Once the monthly payroll is final and complete, Payroll sends the information to the State for Processing.

**State Responsibility Overview**

The State’s responsibility is the same for monthly as biweekly. They direct deposit most of the payments and produce paper checks for the rest. They send the checks to the Bursar’s Office who in turn distributes the checks to employees or sends them to a priority distribution location.

**The Monthly Processing Schedule**

Below is a summary chart of the monthly processing events, when they happen, and what processors should do for each event. It is intended to give the department an overview of the monthly processing functions so employees are paid timely and accurately. For exact dates and times, please refer to the Monthly Processing Schedule or the HRStar Processing schedule located on the Human Resources webpage.

EA prepared/sent to Payroll Services by the 5th workday of the month
• As employees are hired or have employment actions requiring an EA form, the department should prepare the EA, route for signature, and get to Payroll Services by 5:00 p.m. on the deadline. Be sure all appropriate paperwork is attached.

Monthly Confirmation due in HRS for the previous month by the 5th workday of the month

• Inputter should verify that leave sheets and timesheets have been turned in and input for all monthly employees.
• Inputter should verify that there is an input line for all employees who turned in a timesheet or leave sheet.
• Inputter should verify that information is input for the correct employee.
• Inputter should total the hours for each category for all timesheets and leave sheets turned in and make sure all hours are accounted for in the appropriate category and tie to the totals on the approval screen.
• Inputter should mark each employee with a ‘Y’, ‘N’, or ‘C’. If ‘N’ or ‘C’ is marked, an appropriate comment must be entered.
• Approver should verify the total hours on the approval screen by category are equal to the leave hours turned in by employees before signing the screen.

Monthly LWOP due in Payroll or on-line in HRS by the first night the regular payroll is tested

• Department should make sure the LWOP is entered or sent to Payroll by deadline in order to avoid overpayments.

Review Test Confirmation thoroughly the day after the first and second test of the monthly payroll

• This is one of the most important steps departments should do regarding the monthly payroll.
• Departments should review the pay and labor distribution for the monthly payroll by reviewing the UC1 or UC2 screens or the OSU Confirmation Payroll Preliminary Report on e~Print for accuracy of pay and labor distribution.
• Departments should notify Payroll Services if pay is not correct so the pay can be fixed prior to the final calculation avoiding an under or overpayment.
• Departments should correct labor distribution if the labor is not charged correctly prior to the final calculation avoiding a recast entry later.

Labor distribution updates can be entered anytime HRS is available but must be in by the night of the final calculation in order to affect the payroll.

• Departments should make sure labor changes are made by the above deadline or a recast entry will need to be processed.

Last day to cancel a monthly payroll check before it is sent to the State is the day after the monthly payroll finals.
• Departments should check the OSU Confirmation Payroll Preliminary Report for the final calculation for accuracy of pay.

• Departments should notify Payroll Services of any problems or pay issues.

Monthly Confirmation input is made available the day after the monthly payroll finals

• Not necessary to do anything yet but should remind monthly employees to turn in leave statements and timesheets on the last day of the month.

Paper special payments must be in Payroll Services by the **last day of the month**

• Departments should prepare paper specials for employees who do not have a current assignment.

On-line special payments must be in HRS by the **day before the supplemental payroll finals**

• Departments must make sure special payments are entered and approved in HRS by the deadline with appropriate dates for the payroll.

**Monthly Confirmation Screens**

The Monthly Confirmation screens allow for on-line verification of earnings and labor distribution for the monthly payroll in compliance with OMB Circular A-21 according to University Policy and Procedure 3-0321 *Monthly Time and Effort Confirmation*. A designated employee verifies earnings and enters hours of leave for their department and a different person reviews and approves earnings and leave for the department. *Leave entries will only be accepted on entries that are input and approved by the deadline.*

Individuals certifying (approving) time worked must have first-hand knowledge of the time worked in order to comply with A-133 federal regulations. Documentation of earnings and leave must be maintained by each department and may be audited by the Office of Internal Audits on a periodic basis to ensure compliance.

HRS Monthly Confirmation consists of the following three input screens

• UC1 – Leave Input/Time Confirmation (multiple employee)

• UC2 – Employee Confirmation Detail (single employee with comment)

• UC3 – Confirmation Approval

The UC1 (Leave Input/Time Confirmation), UC2 (Employee Detail) and the UC3 (Confirmation Approval) screen will be available for input the day after monthly payroll finals.

The UC3 must be approved with a ’Y’ and contain the approver’s name by 5:00 p.m. on the fifth working day of the month following the month being reported.

The confirmation screens are available for "view only" during the two testing days of the monthly payroll calculation. Departments should review the calculated earnings on the UC1 or UC2 screens for the employees in their department and immediately report any problems to Payroll Services, (405) 744-6372.
Entering Leave Information and Confirming Pay

It is very important that each department have plenty of staff with access to and training in inputting monthly leave and confirming the pay. Monthly payroll processing schedules are readily available on the Human Resources web page at www.okstate.edu/osu_per/payroll/sch_deadlines.htm There should be no reason why a department would not have someone available to input employees’ leave and confirm pay.

Inputters should be very careful to make sure leave is accounted for on all employees in his/her department. They can do this by verifying that a leave sheet or timesheet is turned in for each monthly employee. They should also make sure the leave is input for the correct employee. Taking these small steps will avoid leave corrections in the future.

The various hours reported on the timesheets and leave sheets should be totaled by category and compared to the totals on the UC3 screen by the inputter to help insure that they have accounted for all the leave prior to approval.

Departments should be aware that they are inputting leave and confirming pay for the previous month. In other words, the pay on the UC1 or UC2 screen is what was paid in the previous month. The leave entered on these screens reflects the leave taken in the previous month.

Leave Input/Time Confirmation - UC1

UC1 is used for on-line earnings confirmation and leave input. Only individuals who have been granted input access may enter or modify data on this screen.

The UC1 screen is accessed by typing UC1 after the word SCREEN:___ prompt in the upper left hand corner of the screen. The UC1 screen will be void of data until you type in a two digit Division and the five digit Department. Please note, at the top of the screen, the USER:___ must be 001.

Once a division/department is typed in, a list of the monthly paid employees in that department will appear. To begin entering information, tab to the first input field, CONF?.

You can use the tab key to advance to the next field. Pressing the <Enter> key will save the data and return the cursor to the SCREEN line. Pressing the <Enter> key once again will page you to the next screen to continue inputting confirmation and leave for the balance of the department.

The NAME: _______ field can be used to search for individuals. You can enter a last name and HRS will bring employees with that last name to the top of the screen. If you type a letter followed by a space and then hit <Enter>, HRS will place the first last name that starts with that letter at the top.

The information that can be input will show in green. This is important to note since the compensatory leave taken and earned cannot be entered for exempt employees. The UC1 screen allows input of the following information.

CONF?:
Each employee’s record must have a ‘Y’, ‘N’, or ‘C’ entered before departmental earnings and leave entries can be approved on the UC3 screen. A ‘Y’ should be entered on the UC1 Screen to confirm that the pay and labor distribution for the previous month as listed on the screen is correct. If an ‘N’ (Not Confirmed) or ‘C’ (Confirmed with Comment) is required, it must first be entered using the UC2 screen. A comment must be entered along with a ‘N’ or ‘C’. When this data is entered on the UC2 screen it will be duplicated on the UC1 screen with a ‘N’ or ‘C’. The confirmation system will not permit a ‘N’ or ‘C’ without entering a comment.

The earnings in the far right column of the UC1 screen reflect the amount (pay rate x FTE) that the employee was paid in the previous month and this is the amount being confirmed. The confirmation is an after the fact event.

If the earnings amount is correct but the funding (either the account or labor distribution) is incorrect, enter a ‘C’ for CONF? and enter an explanation of the problem on the comment lines. Submit a recast transaction to Grants and Contracts, 402 Whitehurst, (405) 744-5885, to correct the funding and/or labor distribution.

If the earnings amount, pay rate, or FTE are incorrect (causing either an over or under payment), enter a ‘N’ in the CONF?, enter an explanation of the problem on the comment lines, and contact Payroll Services, (405) 744-6379 to determine corrective action.

**VAC/SICK TAKEN**

Enter the total hours taken as annual leave and/or sick leave within the month being reported.

**COMPENSATORY EARNED/TAKEN**

This is the total hours of compensatory leave earned and taken within the month being reported for non-exempt employees.

The following additional information is provided on the UC1 screen:

**TOTAL HOURS**

This is the total number of hours of annual leave (VAC), sick leave and compensatory leave taken and earned for the employee in the month being reported. This is a system generated total. This is reflected on the same line as the hours reported.

**JOB CODE/ASSN**

This is a combination of job code and assignment number. It is on the same line with the name and social security number.

**ASSIGNMENT PERIOD**

This is the begin and end dates of the current assignment in mm/dd format. This is listed right after the Job Code/Assignment Number.

**POSITION NUMBER**

The position number/s active during the month being reported is/are also displayed. This is listed right after the assignment period dates.
PAY
This is the amount of Pay the employee was paid on the last monthly payroll. It is next to the Position Number.

Employee Detail – UC2
The UC2 screen is accessed by typing UC2 at the word SCREEN: ___ prompt in the upper left hand corner of the screen. The UC2 screen will be void of data until you type in the two digit Division and the five digit Department.

Once a division/department is typed in, the first employee in that department will appear.

The UC2 screen is an amplified replication of the UC1 screen containing additional information as specified below. The screen reflects the information entered on the UC1 screen for each employee. It includes the following information:

JOB CD/ASSN
This is a combination of job code and assignment number.

BEG/END DATE
These fields shows the beginning and ending dates of the current assignment in mm/dd format.

POS NO
Lists the position number(s) active during the month being reported.

FTE
Indicates the full time equivalent value for this particular job assignment.

PAY RATE
This is the amount of pay the employee was paid in the previous month.

CONF?
This indicates whether or not the employee’s leave and earnings have been confirmed for the month being reported. If a ‘N’ (Not Confirmed) or ‘C’ (Confirmed with Comment) is required, it must be entered on the UC2 screen with a comment. When this data is entered on the UC2 screen it will be duplicated on the UC1 screen with a ‘N’ or ‘C’. The confirmation system will not permit a ‘N’ or ‘C’ without entering a comment.

VACATION/SICK TAKEN
This is the total hours taken as annual leave and/or sick leave within the month being reported (previous month) for each employee.

COMPENSATORY TAKEN/EARNED
This is the total hours of compensatory leave earned and taken within the month being reported for non-exempt employee.

TOTAL HOURS
This is the total number of hours of leave and compensatory time reported for the employee in the month being reported. This is a system generated total.

**COMMENT 1 AND COMMENT 2**

If the employee’s leave/earnings confirmed code is a ‘N’ or a ‘C’, there will be an entry on one or both of these lines. A ‘Y’ does not require a comment. The Inputter should type a brief explanation that will explain the ‘N’ or ‘C’.

**FRS ACCOUNT #**

Account number(s) funding for the assignment is displayed.

**SEQ NUMBER**

The Sequence Number is displayed before the FRS Account #

**PAID**

This is the monthly amount (rate of pay x FTE) for the period worked within the month being reported. Salary deferral amounts will appear as a negative amount and "DEFERRAL" will appear in the FRS ACCOUNT # field. Salary payback amounts will appear as a positive amount and “PAYBACK” will appear in the FRS ACCOUNT # field.

**PERCENT**

The percent of funding for the corresponding account number.

**Approving Monthly Confirmation**

**Confirmation Approval – UC3**

The UC3 screen is accessed by typing UC3 after the word SCREEN: ___ prompt in the upper left hand corner of the screen. The UC3 screen will be void of data until you type in the two digit Division and the five digit Department.

Once a department is selected, a summary for the hours reported by the department is presented. The department should compare the total hours reported on the UC3 screen with the number of leave hours turned in by employees to verify that all hours have been reported in the correct category.

UC3 presents a departmental summary of the UC1/UC2 screen. Only someone with approval access may make changes (approve/revoke approval) and sign this screen. Each employee's earnings must be confirmed on the UC1 screen (with a Y, N, or C) before an approver will be allowed to approve the department's confirmation. If the confirmation is incomplete, the approver will not be able to approve the screen. The following message will appear at the top of the screen “R-H0320 CANNOT APPR; CONFIRM INCOMPLETE.”

Once a division/department is typed in, the departmental summary will be displayed. Input the following information into the appropriate fields.

To approve Monthly Confirmation, type a ‘Y’ after the word APPROVE: . Then the approver should enter his/her name after the APPROVER NAME.
Pressing <Enter> saves the data and prevents any further updates to the UC1/UC2 screens for the specified department. If changes need to be made to the UC1/UC2 screens after the data has been saved an ‘N’ must be typed after Approve; and the <Enter> key must be pressed. After the changes have been made to the UC1/UC2 screens (by someone other than the approver), the approver must then re-approved as mentioned previously. Approval must be completed by 5 p.m. on the fifth working day of the month following the month being reported.

After approving monthly confirmation, the approver may view the UC1/UC2 screens to verify the green text has changed to blue, indicating those screens cannot be updated/changed.

If the monthly confirmation includes labor distribution charged to Ledger 4 and/or Ledger 5 accounts, the approval must be performed by each principal investigator (P.I.) for their account(s) so charged. In the absence of the P.I., the P.I. may delegate the duty to the department head or another delegate. However, in those cases when the monthly confirmation is performed by an individual other than the P.I., the P.I. will document their approval by signing a paper printout of the UC3 screen. Such auditable documentation must be maintained by each department and will be routinely audited by the Office of Internal Audits.

**Reviewing Test Confirmation**

Two monthly test confirmations are available each month. The first test confirmation can be viewed on-line (UC1 or UC2) after the first monthly test. The second test is available the next day after the second monthly test calculation. Check one of the payroll schedules for the exact dates. The test confirmation can also be viewed on e-Print on the same days as the on-line. One of the test confirmations must be reviewed by the department in order to insure that employees are paid accurately and timely. By reviewing the test confirmations and notifying Payroll of any problems or discrepancies, employee’s pay can be corrected before the monthly payroll is finaled.

**UC1 or UC2**

During the monthly test confirmation, the UC1/UC2 screens are view only. Changes cannot be made to these screens. Changes (incorrect data) must be relayed to Payroll Services in order to affect the pay of any employee. Departments should call Payroll Services to determine the best course of action to correct the pay information before the payroll finals.

**E-Print Report – OSU Confirmation Payroll Preliminary Report**

This report is available the morning after a monthly test. It can be found on e-Print by searching for the above title in the Description field or by using the drop-down box at the bottom and clicking on OSCNFPRE. The actual title on this report is Confirmation Payroll Report. Right under the report title is the payroll ID and the dates the payroll period covers, along with the word Preliminary. This report lists the monthly employees in alphabetical order. It lists the employee name, social security number, classification code and title, and assignment information. It also gives the percentage split of the labor distribution for each employee.
On-Line Special Payments

The Special Payments screens permit on-line input and approval of Special Payments. A designated employee enters the pay and labor distribution data for Special Payments and another person approves the payment. Specials will be paid only after they are approved. The HRS Special Payment screens should be used for employees who have active assignments in the current fiscal year.

Typical examples of special payments are to pay faculty overload compensation, to pay overtime compensation for monthly non-exempt employees, and to make payments for "casual labor" (employment of a very sporadic nature). Non-continuing employees who are hired to complete a project or work temporarily should also be paid by special payment. Special payments are entered using the HRS US screens.

If an employee has a current assignment, Special Payments must be paid on-line. Paper special payments received for employees who have active assignments may be returned to the originating department. Departments can determine if an employee has a current assignment by going to HRS screen L16 or 016. Screen 016 lists the employee’s position number, class code, assignment beginning and ending dates, and FTE by Job Code. If you cannot access HRS screens 016 and L16, you can use Web FOCUS to determine whether an employee has a current assignment, at http://osu-dms1.cis.okstate.edu/hrswf.nsf/OSU/?OpenForm. This FOCUS program will list all employee assignments by social security number. If you are not authorized to run this on-line program, check with the Administrative Officer of your area. Your AO can then request that you be given access.

Special Pay Schedule

Specials may be entered anytime the system is on line. The Special Payment screens allow you to track past payments as well as newly created payments.

On-line monthly Special Payments are due on the day the supplemental payroll is tested. Monthly paper specials are due the last working day of the month. Biweekly paper specials are due in Human Resources on the Friday prior to testing the payroll; however, on-line Specials can be entered through the Tuesday before the biweekly test calculation.

Special Payments are paid based on the work ending date. To be paid currently, the ending date of a Special must be on or before the end date of the pay period currently being processed. Once a Special Payment is approved, it will be paid on the next available monthly (job codes A-O) or biweekly (job codes P-W) payroll calculation meeting the ending date criterion.

Special Payment Screens

The special payments screens allow departments to input and approve special payments for employees with current assignments. Departments can also view proposed and processed special payments by department or by employee.

HRS Special Payments consists of the following screens:

- US1 – Input or Approve Special Pay By Employee
- US2 - Approve Special Pay By Department
US1 – Input or Approve Special Pay by Employee

Use the US1 screen to enter or approve special payments by employee. Only personnel that have been granted input or approval access may enter/modify or approve payment data on this screen.

To access the US1 screen, enter US1 at the SCREEN: ___ prompt and press <Enter>. Please note, at the top of the each screen, the USER: ___ must be 001.

To input a special payment, you are required to enter the ID (employee’s SSN), 999 in the CODE: field, DIV and DEPT codes.

E/C

An earnings code (E/C) must be entered. Only certain earnings codes are available on the on-line special payments. The earnings codes are job code qualified as listed below.

080 – Awards – Job Codes A,C,D,E,G,I,N,O,P,Q,U,V,W
030 – 1.5 Overtime – Job Codes Q,U,V
031 – 1.5 Overtime – Job Code W
035 – 1.0 Overtime – Job Code P,Q
036 – 1.0 Overtime – Job Code U
120 – Retro Pay – Job Codes P, Q, U, V, W
134 – Extra Time – Job Codes P,Q,U,V,W
501 – Cell Phone – Job Codes P,Q

Monthly Specials Earnings Codes

014 – Regular Special Pay – Job Codes O
032 – 1.5 Overtime – Job Code I
037 – 1.0 Overtime – Job Code I
130 – Extra Time – Job Codes A,C,D,E,G,I,N
131 – Professional Practice Plan – Job Codes A,E,G at Center for Health Sciences
425 – Leave Without Pay (LWOP) – Job Codes A,C,D,E,G,I,N,O

Note: Depressing the F 2 (Help) key in the EC field will display the earnings codes that are listed above.
HRS WRKD
The number of hours worked by the employee. When entering hours for LWOP (leave without pay) on monthly employees, enter negative hours (ex. -8.00).

RATE
Hourly rate of pay. Enter overtime hours at the straight time (1.0) rate and use the correct overtime earnings code from the above list. The system will calculate the correct overtime pay. The rate should be left blank for monthly leave without pay.

AMOUNT
A system calculated total equal to the rate of pay times hours worked. The value will be negative if the entry is for leave without pay.

FROM DATE/TO DATE
The beginning and ending date(s) of the period when the work was performed. Use a Month, Day, and Year format (MMDDYYYY). Note that all four digits of the year must be entered.

CC FRS ACCT
The 12-digit alpha-numeric campus code, account number, and subcode. The account number and subcode should be entered without dashes and is validated against active Financial Reporting System (FRS) accounts. If the account is invalid or deleted, the system will display an error message at the top left of the screen. Account numbers are not required for leave without pay entries. The subcode used is based on the earnings code, job code, and assignment and account number. Refer to Special Pay Subcode Chart in the reference section.

If the message “TEN DIGIT ACCOUNT DOES NOT EXIST” appears at the top of the US1 screen when saving a Special Pay, press the <Enter> key again and the account/subcode information will be validated. The HRS screen displays this message in white text. If this or a similar message persists, then the account/subcode is most likely invalid.

When entering a special payment for the cell phone for a biweekly employee, make sure the earnings code is 501 and the subcode is 2301.

EXT CD
Extension Code. Enter the university or college extension program code, if applicable. Leave blank, if the payment is not charged to an extension program.

TOT
System generated figures displaying total hours worked and the total payment.

COMMENT 1&2
The reason the special payment is being made. The comment(s) must cover the purpose(s) of the payment(s). This information is required. At least one comment field must be completed. When only 1 comment is used, it must explain why all specials listed on the screen are being paid to the employee.
Departments can only view special payments that originate from their own department. Specials entered by other departments are listed on HRS screens US3 and US4, however, each will display the message “SECURITY – ACCESS NOT ALLOWED”. The account number of the paying department and amount of the payment are not shown.

To accept the Special Pay information just input, press the <Enter> key. This will then bring up the approval access on the screen.

**APPROVED__(Y/N)**

A ‘Y’ code indicates that the payment has been approved. If the field is blank it is not approved. This must be entered by someone other than the inputter.

**APPROVED BY**

The approver is required to type their name in this field to approve a special payment. The approver attests to the following statement, as listed on the screen.

> “I have reviewed the specials being approved as represented by the department totals above. I certify the payments are a reasonable estimate of the work performed and supported by proper documentation maintained in this office.”

**Corrections**

Corrections can be made to any special payment prior to its approval. If a Special Payment requires adjustment after it has been approved, the approval code (Y) must first be removed, corrections may be made, then the approver must approve the payment, again.

**Deleting a Special Pay**

If a special payment is to be deleted, type “del” in the Earning Code (E/C) field and press <Enter>.

**Viewing other Special Payments**

Type ‘N’ (as the first character) in the Code: ___ prompt and press <Enter> to access the next special payment for the selected individual. Note: When you come to the last entry for that individual the cursor will jump to the SCREEN: ___prompt. You may also go to the US4 screen to get a complete list of the employee’s special pays.

**US2 – Special Pay Approve By Department**

Use the US2 screen to approve special payments. Only individuals who have been granted approval access are allowed to approve or remove approval on this screen. An employee may be paid from multiple departments, but the approver will only see special payments for their department.

The **STATUS** prompt allows you to display the status of Specials that have already been entered in the system. The definition of the status codes follows.

- **P** - To display all departmental specials that have been processed.
- **N** - To display all departmental specials that are not processed.
- **A** - To display all approved Specials for the department.
U - To display all unapproved specials for the department.

**Blank** - To display the status of all departmental special payments.

**APPR:** (Y/N)

A ‘Y’ code indicates that the payment has been approved. If the field is blank it is not approved.

**APPROVER NAME**

The approver is required to type their name in this field to approve a special payment. The approver attests to the following statement when they sign the screen.

> “I have reviewed the specials being approved as represented by the department totals above. I certify the payments are a reasonable estimate of the work performed and supported by proper documentation maintained in this office.”

If you enter unacceptable data, the system will display those fields in red type after the <Enter> key is pressed.

The US2 Screen reflects the payment data entered on the US1 screen. Tab to any payment requiring approval at the APPR (approval) prompt on the left side of the screen. For each payment, either leave the field blank (denoting not approved), or enter a ‘Y’ (Yes) for approved. Review each payment carefully, before selecting an approval code.

**Note:** whenever entering an ‘N’ the special payment is unapproved but the field will display a blank in the (Y/N) field.

Entering a ‘Y’ prevents any further updates to that Special Payment on the US1 screen. If corrections need to be made on the US1 screen after the approval flag has been set to ‘Y’, change the APPR field to ‘N’ (a blank field will appear). Someone, other than the approver, must then make the necessary corrections on US1. The approver can now change the field back to ‘Y’ to re-approve and allow the payment.

After approving the Special Payment(s), the approver can confirm which payments have been approved, by viewing screens US3 or US4.

**US3 - Special Pay Listed By Department**

The US3 screen is used to view special payments listed by department. Only individuals who have been granted view access may review this screen.

To access this screen, enter US3 at the HRS SCREEN: ___ prompt and press <Enter>. Enter the DIV: ___ division and the DEPT: ___ department. This will bring up a list, by department, of all special payments already entered in the system. Pressing enter again, will bring up the next page, if applicable.

**Special Payments may only be viewed on the US3 screen.** Multiple payments are listed by line number on the left side of screen. To select a payment, enter the line number at the LINE: ___ prompt and press <Enter>. This will switch you to the US1 screen which displays the payment in detail. Type US3 at the SCREEN: ___ prompt and press <Enter> to return to the US3 screen.
US4 – Special Pay Listed by Employee ID

The US4 screen is used to view special payments by employee ID. Only individuals who have been granted view access are allowed to view this screen.

To access this screen, enter US4 at the HRS SCREEN: ___ prompt, enter Employee ID, then press <Enter>. This will bring up a list of all existing special payments on the employee.

The Paying Division and Department are listed along with the Total Amount. The AP (Approved) code on the right-hand side of the screen (Yes or blank for No) indicates whether a special has been approved. The PR (Processed) code in the next column indicates whether a special has been processed (Yes or blank for No).

Multiple payments are listed by line number on the left-hand side of screen. To select a special payment, enter the line number at the LINE: ____ prompt and press <Enter>. This will switch you to the US1 screen, which displays the payment in detail. To return to the US4 screen, again, enter US4 at the HRS SCREEN: ___ prompt and press <Enter>.

Additional Information

- On-line Special Payments may not be entered for employees who do not have an active assignment for the current fiscal year. However, these employees can be paid by paper Special (may require a complete sign-up). Once this paper special is paid you will have access to assignment information. This will allow you to continue paying the employee through the end of the current FY. To download a paper Special Payment form and instructions, go to: www.okstate.edu/osu_per/docfiles/docfiles.htm and click on Special Payments Form.

- Three lines (payments) may be entered on a special payment for a single employee. However, all lines are treated as part of a single special payment and none will be processed until the latest ending (TO) date is earlier or equal to the pay period end date being processed.

- A monthly Leave Without Pay (LWOP) correction must be entered on a special payment line by itself. Leave Without Pay corrections should not be processed on line for biweekly employees. To correct time reported for biweekly employees, submit a Timesheet Correction/Prior Period Adjustment (paper form) to Human Resources, 106 Whitehurst. To download a copy of this form, go to: www.okstate.edu/osu_per/docfiles/docfiles.htm and click on Timesheet Corrections/Prior Period Adjustment.

Paper Special Payments

Special payments must be paid on-line if an employee has an active assignment. Paper special payments received for employees who have active assignments may be returned to the originating department. Departments can determine if an employee has a current assignment by going to HRS screen L16 or 016. However, the department will only be able to see assignments in their own area. A department can use WebFOCUS to determine whether an employee has a current assignment, at http://osu-
This FOCUS program will list all employee assignments by social security number. If you are not authorized to run this on-line program, check with the Administrative Officer (AO) of your area. Your AO can then request that you be given access.

If an employee does not have a current assignment, departments can complete a paper special payments form and a payroll sign-up, if necessary. Biweekly paper specials are due in Payroll Services every other Friday (the last day of the pay period), and are paid with employees regular biweekly paychecks. Monthly paper specials are due in Payroll Services at the end of each month, and are paid on the monthly supplemental payroll, approximately half-way through the following month. Refer to one of the processing schedules for exact pay dates. A copy of the paper special payments form can be downloaded at www.okstate.edu/osu_per/docfiles.htm/. Please print the form on buff-colored paper when reproducing special payments forms.

Payroll sign-up packets can be obtained in Human Resources, 106 Whitehurst, or by calling Employee Services at (405) 744-5449. Each sign-up packet includes a Personal Information form (PIF), a W-4 form, Loyalty Oath I-9 Employment Eligibility form, an Automatic Deposit Transmittal form (used when the employee chooses to direct deposit his/her paychecks), and several handouts. Direct deposits are administered by the State Office of Personnel Management (OPM) and may require 30 days to implement. International employees must have a completed Work Clearance form before they can work. Work Clearance forms are issued by the International Students and Scholars Office (ISS) and are located at room 076 Student Union (Stillwater Campus).

**Biweekly Paper Specials**

A paper special payment for a *biweekly employee* is processed as an addition to the employee's normal pay and is paid on the regular biweekly payroll. If an individual is hired for a specific job and will only receive one or two payments (casual labor), and the individual does not have a current assignment, complete a paper special and submit it to Payroll Services, 106 Whitehurst. The form must meet biweekly payroll deadlines and will be processed on the next available biweekly payroll.

The biweekly payroll will treat a monthly payment (work performed over 4 weeks) as a single biweekly payment and will over-withhold taxes. For the employee who is paid on the biweekly payroll and will receive a fixed amount per month, *convert his/her monthly payment into two biweekly payments*. To do this, divide the monthly payment by two and submit two biweekly specials over two successive biweekly pay periods. This will help the employee avoid excessive tax withholding.

**Monthly Paper Special Payments**

When preparing paper special payments for *monthly non-exempt employees*, remember that overtime is determined by and based on the employees' workweek. Since the workweek very seldom begins or ends at the beginning or ending of a month, you must include the requisite part of the preceding or succeeding month to properly calculate any overtime. The most effective way to determine overtime is to review hours worked for each workweek that ends during the current month. For example, the October 2002, monthly pay period ends on Thursday, October 31, 2002. If a non-exempt employee...
works more than 40 hours during the week of October 28, 2002, through November 1, 2002, hours worked in excess of 40 for the week must be paid at the employee’s overtime rate.

If a monthly employee separates and receives a paper special payment within three months of separation, the payment may be processed against his/her terminated monthly assignment.

SPECIAL PAYMENT POLICIES: See Policies/Procedures Guidelines to Govern Compensated Outside Activities of A/P Staff Members (3-0732); and Guidelines To Govern Overload Assignments, Outside Professional Activities, Outside Professional Activities, And Other Outside Activities Of Faculty Members (2-0111).

Completing Paper Special Payments
Paper special payment forms require the following information:

Employee ID Number
Enter the employee’s social security number.

Employee Name
Enter the employee’s name in Last, First, Middle format. It should be the same name as on the social security card.

Division
Enter the two-digit division code.

Paying Department
Enter the department paying or issuing the special payment. This is not always the employee’s home department.

Class Code, and Class Code (Working) Title
Enter the correct class code for the work performed. Enter the Working Title for the Class Code used.

Job Code
If you are paying a non-student or student employee, who does not have a current assignment, enter a “V” job code for the non-students and a “W” for student employees. Employees who have separated from OSU for less than 3 months, will be paid on the same payroll they were last paid from (monthly or biweekly). Those who have been gone for more than 3 months will be paid on the biweekly payroll.

Period (mm/dd/yyyy): From/To
Enter the beginning and ending dates corresponding to the date(s) the work was performed. These dates are entered into the payroll system and maintained as documentation. The special payment will be paid, currently, if the work was completed on or before the end date of the current pay period. For example, if the work period ends on April 30, the work performed must be completed on or before April 30; otherwise, the special will be paid with the next available pay period that includes that end date.
**Earnings Code**

Enter one of the special payments earnings code. For a listing of Special Payments earnings codes, please refer to the Earnings Codes reference at the end of this guide.

**Hours**

For non-exempt employees, enter the hours worked. For exempt employees who are performing a job based on a contractual amount, enter 1.00. For contractual pay, the hours worked are not significant; however, the Office of State Finance will not process a pay record that does not list hours worked. If multiple accounts are to be charged, list the hours that are unique to each account on a separate line.

**Amount**

For payments that are based on contractual amounts or specific pay for a completed job, enter that specific amount. If the payment is based on an hourly pay rate, enter the Hour(s) x Rate(s) total(s) for each account charged.

**Account Number: A (Division Code) - L (Ledger) - Department - Subcode**

Enter the accounting system 12-digit alphanumeric account number (HRS Campus Code, Ledger, departmental account, and subcode). The Special Payment will be charged to this account(s). The account subcode must match the duties of the class code (3718, temporary administrative support = 2410; 3719, temporary professional = 2250, and etc.). Federal Work Study accounts must carry the corresponding work study subcodes of 247X or 245X. A chart of labor distribution subcodes can be found in the Reference Material at the end of this guide.

**Totals**

Enter the total amount of the Special Payment. This is the total amount of all accounts to be charged. This area should be a total of the Amount column.

**Rate**

For non-exempt employees, enter an hourly rate. For exempt employees who are performing a job based on a contractual amount, the pay rate may be omitted.

**Description of Work Performed**

Enter a sufficient description to indicate why the payment is being made. The purpose entered should be such that a person unfamiliar with your area can understand it. Paper forms that do not clearly state the purpose of payment may be returned to the department for clarification.

**Remarks**

Include additional remarks as necessary to clarify the reason for or method of special payment. If a problem exists or clarification is needed, Payroll will contact the appropriate administrative area.

**This form prepared by**

Indicate who prepared the form, his/her campus extension number, and the date the form was prepared.
Certification
The payment approver certifies that they had first-hand knowledge that the job or work was performed, completed, and documented.

Approval (signatures) and Date
ALL signatures must be original signatures and obtained prior to being delivered to Payroll Services. No stamped signatures will be accepted. Enter the date the form was signed.

When the special payment form is completed and all original signatures obtained, deliver the form to Payroll Services, 106 Whitehurst.

Labor Distribution

Overview
Labor distribution provides departments with the ability to update the current fiscal year labor distribution segments for positions in their area of responsibility without preparing an Employment Action (EA) form and routing it to Human Resources. Changes made in the labor distribution module will be stored in a “hold” file during the business day and updated to HRS each business night.

Accessing the Labor Distribution Screens
Labor Distribution is accessed by typing the appropriate screen designator at the SCREEN: ___ prompt in the upper left hand corner of the screen. The following labor distribution screens are available:

UL1 - Labor Distribution Add/Maint
UL2 - Labor Distribution List
UL3 - Labor Dist List by Div Department

Please note, at the top of the each screen, the USER: ___ must be 001.

UL1 - Labor Distribution Add/Maint
The UL1 -Labor Distribution Add/Maint screen is the only labor distribution input screen. Only individuals who have been granted input access may enter or modify data on this screen. This screen is used to initiate a new labor distribution. Enter a position number and begin date to initiate a labor distribution. The screen displays the Position Title and the Working Title in the top right hand side of the screen. The input fields are: position number, earnings code (if applicable), begin date, campus code, account information, and percent.

POS
This is the unique, six digit identification number that is assigned to a position and is used to access the position record.

EARN CODE
An earnings code is used only when assigning a separate labor distribution to an additive assignment linked to a position. Common additive assignments include the cell phone
additive (earnings code 501) and the insurance additive for NASA and Eglin employees (earnings code 018).

BEGIN DATE
The date the new labor distribution will take effect. Date format is MMDDYYYY. You may use dashes as separators (MM-DD-YYYY).

ADD DETAIL RCDS AS DISPLAYED (Y): __
Used to save the labor distribution when there are no changes made to the account detail other than the BEGIN DATE and/or EARN CODE. This may be used when a previous labor distribution is used as a template and no changes to the account or percentages is needed.

DELETE ENTRY (Y): _
Deletes a newly entered (proposed) labor distribution.

CC
Campus code is a two-character field indicating the campus code.

LGR
Ledger is a one-digit field indicating the type of account.

ACCT
Account is a five-digit field indicating the unique cost center or department.

SUBC
Subcode is a four-digit field indicating the type of payroll.

PERCENT
Indicates the percentage of the funding to be encumbered and expensed to the account specified.

To input labor distribution information, you must first enter the six digit position number. The EARN CODE: ____ and BEGIN DATE: ____ are cleared. The Earn Code is an optional field.

When a position number is entered on Screen UL1 along with a ‘Begin Date’, the position number is validated as an existing position in the current fiscal year. The title of the position and the job code assigned to the position are displayed on the screen. If the position does not exist in the current fiscal year, an appropriate error message is displayed at the top of the screen.

The labor distribution information displayed on the screen depends on the ‘Begin Date’ as well as entries that may already exist in the proposed labor distribution data. If no date is entered in the ‘Begin Date’ field, no labor distribution information can be viewed or entered. If a date is entered in the ‘Begin Date’ field, the proposed labor distribution data is scanned for new entries with a begin date equal to the ‘Begin Date’. If any proposed entries are found, they are displayed on the UL1 screen. If a date match is not found, the screen will become available to input a new labor distribution. When accounts are
displayed in the body of the UL1 screen, their account short titles from the Financial Records System (FRS) are also displayed.

Once the UL1 screen is displayed with entry lines and/or account information, you can input or edit the account number and percent information.

For any changes to the UL1 screen to be accepted by the system, a Begin Date (effective date for the labor distribution modification) must be entered. Date format is MMDDYYYY. You may use dashes as separators (MM-DD-YYYY).

To modify an account number, <Tab> to the ‘CC/LGR/ACC SUBC/PERCENT fields to enter the new account information and press <Enter>. To modify existing data, use the arrow keys to position the cursor on the data you wish to change, and type in the new information, overtyping the old number, and press <Enter>. Account information will be checked against FRS to ensure that they are valid and active accounts. If the account information is not validated in FRS, error messages will be displayed at the top of the screen when the <Enter> key is pressed. The “10-digit account not found” error message is simply a warning message (preceded by a “W”) informing the user that the subcode selected has not previously been used with this account. If the subcode is correct, press <Enter> and the account and subcode will be accepted. The second error message, “6-digit account not found,” is a rejection message (preceded by an “R”) notifying the user that the account entered is not valid in FRS. An invalid account cannot be entered in labor distribution; therefore, pressing <Enter> a second time will only result in a repeat of the same error message.

To change the percentage of funding <Tab> to the ‘Percent’ field and type in the new percent amount. To remove an account that is listed on the UL1 screen from the labor distribution, change the percentage distribution to 0% or delete the account information.

Note: The percentage distribution for all accounts listed on UL1 must total 1.00000.

Typing ‘999’ in the CODE: _____ field will clear the screen. It will not delete any data that was saved previously. At this time, a new labor distribution can be initiated.

PERCENT must total 1.00000. The only exception occurs when one of the labor distributions has an earnings code.

UL2 - Labor Distribution List

The UL2 screen is a list screen that provides the ability to view both the newly created (proposed) labor distribution and the past (active) labor distributions. Information on the UL1/UL2 will be processed in the next batch processing cycle, normally each business night.

The UL2 screen can also provide a template by which labor distribution can be changed on the UL1 screen. When using this option, change the position number and earnings code (if applicable), and the begin date then press the <Enter> key and change the labor distribution. If you do not press the <Enter> key after entering the begin date, the labor distribution changes will not take affect.

SELECT DATE
Displays the labor distribution records for a specific date. Date format is MMDDYYYY. You may use dashes as separators (MM-DD-YYYY).

**EARN CODE**

An earnings code is used only when assigning a separate labor distribution to an additive assignment linked to a position. Common additive assignments include the cell phone additive (earnings code 501) and the insurance additive for NASA and Eglin employees (earnings code 018).

**LINE:** __

Entering the line number of a labor distribution automatically transfers you to the UL1 screen and sets up a template for changing the existing labor distribution.

**DISPLAY**

If the **DISPLAY:** __ field is left blank, it will default to a ‘B’, displaying both active and proposed labor distributions. Otherwise, it will display what is entered in the **DISPLAY:** __ field.

- **A** – Active Displays the active labor distribution that is in effect on the specified date entered in the **SELECT DATE:** __ field.
- **B** – Both Displays both active and proposed labor distributions.
- **P** – Proposed Displays only proposed labor distributions.

**SRCE (Account Source)**

- **ACTV** = Active at present time
- **PROP** = Proposed labor distribution

**ACCOUNT TITLE**

Displays the account short titles found in FRS.

**CC**

Campus code is a two-character field indicating the campus code.

**LGR**

Ledger is a one-digit field indicating the type of account.

**ACCT**

Account is a five-digit field indicating the unique cost center or department.

**SUBC**

Subcode is a four-digit field indicating the type of payroll.

**PERCENT**

Indicates the percentage of the funding to be encumbered and expensed to the account specified.
UL3 - Labor Dist List by Div Department
This screen is a view only screen that displays departmental information on the active positions. It displays the valid position numbers, position titles, and working titles for a specific department once the two-digit DIV and five-digit DEPT is entered.

LINE: ___
Entering a line number will transfer you to the UL2 screen. Enter a SELECT DATE on the UL2 screen to display detailed labor distribution information.

Please Note
When updating the accounts for a position with the on-line labor distribution system, be sure to use the correct position number. Experience in processing EA’s has shown that incorrect position numbers are occasionally entered on an EA form. An employee's current position number can be easily verified on the HRS L16 Screen.

Departments/Colleges/Administrative areas are responsible for maintaining the labor distribution information for all of their positions by using the on-line labor distribution system. Payroll Processing enters the labor distribution on new student/temporary positions only.

All labor distribution updates must be processed by the responsible area. Payroll does not need to see “fund change only” EA forms.

Leave and Leave Corrections
Continuous regular employees with .50 FTE or greater are eligible for leave benefits. Leave accrual and maximums are proportionate to the percentage of full time equivalent (FTE) employment and are maintained on the Human Resource System. Each employee’s Payroll Advice has a section that reflects current leave balances. In case of a question, the department is responsible for maintaining accurate leave records.

Employees paid monthly must have an active, paying assignment on the 16th of the month to accrue leave. Employees paid biweekly must have an active assignment on the first Friday of the pay period to accrue leave. Leave accruals continue until they reach the maximum.

Your employees should monitor their leave records and discuss any discrepancies with their department. Employees can monitor their leave balances by looking at their Payroll Advice or by using Web For Employees at http://prodhouse.okstate.edu/.

Annual Leave
All full-time (1.0 FTE) staff earn annual leave as per the following table:

<table>
<thead>
<tr>
<th>Length of Service For Leave Accrual</th>
<th>Job Code</th>
<th>Job Code Description</th>
<th>Accrual Amount</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through 5 years (60 months)</td>
<td>Q, I</td>
<td>Classified – biweekly Classified – monthly</td>
<td>14 workdays/year 4.31 hours/pay period 9.33 hours/month</td>
<td>224 hours</td>
</tr>
<tr>
<td>Service Length</td>
<td>Code</td>
<td>Pay Frequency</td>
<td>Workdays</td>
<td>Hours/Period</td>
</tr>
<tr>
<td>----------------</td>
<td>------</td>
<td>---------------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td>6 years (61 months) through 10 years (120 months)</td>
<td>Q, I</td>
<td>Classified – biweekly</td>
<td>20</td>
<td>6.15</td>
</tr>
<tr>
<td>11 years (121 months) and over</td>
<td>Q, I</td>
<td>Classified – biweekly</td>
<td>22</td>
<td>6.77</td>
</tr>
<tr>
<td>Through 4 years (48 months)</td>
<td>G</td>
<td>Admin/Prof – monthly</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>5 years (49 months) and over</td>
<td>G</td>
<td>Admin/Prof – monthly</td>
<td>22</td>
<td>14.67</td>
</tr>
<tr>
<td>Any amount of service</td>
<td>C, E</td>
<td>Faculty-OKM – monthly Admin/Prof/Exec - monthly</td>
<td>22</td>
<td>14.67</td>
</tr>
</tbody>
</table>

### Annual Leave Accrual

All full-time (1.0 FTE) staff earn annual leave as shown in the table above based on job code and length of service.

Annual leave accumulates proportionately for staff employed on a part-time basis, provided they are working 0.50 FTE or more. For example an employee working 0.75 FTE will receive leave accruals in the amount of .75 X (Full Leave Accrual). Employees working less than 0.50 FTE receive no annual leave.

Leave accruals are not prorated. Staff who are in active pay status for less than a full pay period, due to initial employment, termination, or leave of absence without pay, accrue annual leave as follows:

**Monthly** – must be in pay status on the 16th of the month to accrue leave

**Biweekly** – must be in pay status on the Friday of the first week of the pay period to accrue leave

Annual leave continues to accrue during periods of absence with pay except during terminal vacation or an LTD elimination period; however, leave does accrue during the elimination period if annual leave is used to pay the employee. Once annual leave runs out, leave accrual stops. If annual leave accrues during an LTD elimination period, the department should send Human Resources a leave correction.

### Annual Leave Accrued/Taken

Leave can be accrued and taken in the same pay period for biweekly employees, but not for monthly employees.

Biweekly annual leave accrual is added to the leave balance before the final payroll calculation. Leave taken is subtracted from the leave balance during the calculation.

Monthly annual leave accrual is added after employee pay is calculated. Leave taken is reported at the end of the month using HRS Confirmation, and is credited against the next month’s payroll calculation.
Classified employees are not allowed to take annual leave within the first 90 days of employment. A/P (exempt) employees are allowed to take annual leave at any time.

**Maximum Annual Leave Accumulation**

Employees accumulate annual leave based on their Job Code, FTE, and length of service. They can accumulate a maximum leave amount of two years’ accruals (see chart at the beginning of this section). Leave in excess of 2 years’ accrual is forfeited.

**Annual Leave Record Keeping**

Each department is responsible for keeping accurate, up-to-date annual leave records for their employees. It is the department’s responsibility to make adjustments to leave balances, when necessary, by sending leave corrections to Human Resources, 106 Whitehurst. Departments can access employee leave records by using the web-based e-Print System.

**Lump Sum Payments of Annual Leave**

OSU prohibits the lump sum payment of accumulated employee annual leave except in cases of separation, death, layoff, or retirement. This limitation also prohibits current employees from being paid for accumulated leave, without actually taking leave.

Staff who separate from OSU, except for death or layoff, should be paid for unused annual leave not to exceed one year’s accrual. Staffs who separate from OSU due to death or layoff should be paid for unused annual leave not to exceed two years’ accrual.

Maximum payout of accrued leave is calculated from the last day of actual work. An employee contemplating termination who has more than one year’s accumulation should take sufficient leave prior to last day of actual work in order to avoid forfeiting excess leave (leave in excess of one year’s accrual).

Departments report terminal annual leave on separation EA forms. Payroll, except for separations due to death or retirement, will reduce the amount of terminal annual leave requested, if the total exceeds one year’s accumulation. HRS will not pay more annual leave than is recorded in the system.

When the department reports the number of hours of annual leave to pay, they should consider the amount the employee would accrue during the current pay period as well as any anticipated leave. For example, if an employee is separating and takes off two days during the pay period, the department’s calculation should add the current HRS leave balance + the current period leave accrual, if any, – 16 hours of leave taken during the period.

To calculate the dollar amount of terminal annual leave, use the following formulas:

For biweekly employees, the number of leave hours reported is multiplied by the employee’s hourly pay rate.

For monthly employees, the number of leave hours reported is multiplied by the calculated hourly rate (monthly pay rate/173.33).

Terminal annual leave is taxed at the supplemental flat tax rate for separations and retirements. Terminal annual leave for layoff is taxed at the regular rate.
Transfers and Annual Leave

When an employee transfers from one department to another, all leave balances should be included on the EA form. The leave balance(s) is transferred with the employee to the new department.

If the employee’s new department is unwilling to accept the liability of the accrued annual leave balance, they can negotiate the start date and have the employee take leave before transferring, or the current department can transfer funds to the new department to offset the expense incurred.

Sick Leave

All full-time (1.0 FTE) staff earn sick leave as per the following table:

<table>
<thead>
<tr>
<th>Length of Service For Leave Accrual</th>
<th>Job Code</th>
<th>Pay Period</th>
<th>Accrual Amount</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Staff and Okmulgee Faculty</td>
<td>C, E, G, I, P, Q</td>
<td>Monthly</td>
<td>14.67 hours/month</td>
<td>1,600 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biweekly</td>
<td>6.77 hours/pay period</td>
<td>1,600 hours</td>
</tr>
<tr>
<td>All other Faculty</td>
<td>A</td>
<td>Monthly</td>
<td>19.56 hours/month for academic year – September through May</td>
<td>1600 hours</td>
</tr>
</tbody>
</table>

Sick Leave Accrual

All full-time (1.0 FTE) staff earn sick leave as shown in the table above.

Sick leave accumulates proportionately for staff employed on a part-time basis, provided they are working 0.50 FTE or more. For example an employee working 0.50 FTE will receive leave accruals in the amount of .50 x (Full Leave Accrual). Employees working less than 0.50 FTE receive no sick leave.

Leave accruals are not prorated. Staff who are in active pay status for less than a full pay period, due to initial employment, termination, or leave of absence without pay, accrue annual and sick leave as follows:

- Monthly – must be in pay status on the 16th of the month to accrue leave
- Biweekly – must be in pay status on the Friday of the first week of the pay period to accrue leave

Sick leave continues to accrue during periods of absence with pay except during terminal vacation or an LTD elimination period. If sick leave is being used to pay the employee, leave accrues until the sick leave is exhausted. If sick leave accrues, incorrectly, during an LTD elimination period, the department should send Human Resources a leave correction.

Sick Leave Accrued/Taken
Leave can be accrued and taken in the same pay period for biweekly.

Biweekly sick leave accrual is added to the leave balance before the final payroll calculation. Leave taken is subtracted from the leave balance during the calculation.

Monthly sick leave accrual is added during the final calculation, but cannot be used in the current pay period. Leave taken is reported at the end of the month using HRS Confirmation, and is credited against the next month’s payroll calculation.

**Maximum Sick Leave Accumulation**

Employees accumulate sick leave based on their Job Code and FTE. They can accumulate a maximum of 1,600 hours of sick leave.

**Sick Leave Record Keeping**

Each department is responsible for keeping accurate, up-to-date sick leave records for their employees. It is the department’s responsibility to make adjustments to leave balances, when necessary, by sending leave corrections to Human Resources, 106 Whitehurst. Departments can access employee leave records by using the web-based e-Print System and on screen 046, for those who have HRS access.

**Lump Sum Payments of Sick Leave**

OSU prohibits the lump sum payment of accumulated sick leave.

**Transfers and Sick Leave**

When an employee transfers from one department to another, all leave balances should be included on the EA form. The leave balance is transferred with the employee to the new department.

The maximum accumulation for sick leave is 1,600 hours or 200 days. Sick leave is an absence from assigned duty with pay when such absence results from an illness or disabling injury. Staff must certify sick leave to the supervisor and notice of absence given as soon as possible. The department head may require staff to furnish satisfactory proof of illness or disabling injury. Satisfactory proof shall be accomplished by submitting medical certification from any licensed medical practitioner. The department head may also require medical certification that the employee is physically and/or mentally fit to return to work or continue working.

Sick leave may also be used on those occasions when the employee is the primary care giver for a member of his/her immediate family who is ill or incapacitated. The immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandfather, grandmother, grandson, granddaughter, or corresponding in-law relationships. Contact your Fiscal Officer if you have questions as to what relationship is included. The department head may require medical certification for dependent sick leave.

Employees are not paid for unused sick leave. Employees who return to OSU within six months of their date of termination may request that up to ten working days of his/her previous balance of sick leave be reinstated. Reinstating leave requires the approval of the department head.
Faculty
While full-time faculty accrue sick leave at 22 days per fiscal year, it is accrued at a different monthly rate than staff leave. The accrual is based on the academic year instead of the fiscal year. This encompasses all eligible faculty, regardless of the academic assignment period (nine, ten, eleven or twelve months). All eligible faculty accrue sick leave at 19.56 hours per month from September through May. There is no accrual for the months of June, July and August. Sick leave balances are maintained on the Human Resource System (HRS); however, all inquiries should be directed first to the department.

e~Print Leave Reports
After each regular payroll leave reports are generated and available on e~Print. You can find these reports by logging into e~Print and selecting OSU Departmental Leave Reports in the Description field or by clicking on the OSLVRPT in the drop-down box at the bottom of the screen. The title on the report is Employee Payroll Statements for Pay ID.
The report is printed by department and lists the employees on the selected payroll ID in alphabetical order. The report provides the earned, taken, and balance for annual leave, sick leave, and compensatory leave.
Departments should use this report to verify that leave is correct in HRS for their employees. Departments are the official keepers of the leave.

Leave Corrections
Departments are the official keepers of an employee’s leave. They should have some kind of internal system to track the employees’ leave taken and earned. HRS keeps track of the leave reported and accrued according to calculations built into the system. Departments are responsible for reconciling the leave in HRS to the official leave they track and make adjustments to HRS as needed. To balance departmental leave records to HRS, and pay employees accurately, departments must understand how the payroll cycles accrue and report leave.
Monthly leave accrues after employee pay is calculated. The monthly payroll cycle is current for leave accruals, but is one month in arrears for leave taken and comp time earned or taken—leave taken and comp time earned is reported in the following month. The biweekly payroll cycle leave is current. In other words, the leave accrued and leave taken is reported as of the current payroll cycle. Monthly employee leave taken is reported on HRS Monthly Confirmation in the month following when the leave was taken. Biweekly employee leave taken is reported in the same period the leave was taken, on HRS Time Input.
The monthly payroll system automatically generates a check for each employee who is to be paid. Since the payroll system calculates leave accruals as part of the payroll calculation, leave accrues in the current pay period; however, the accrued leave cannot be used in the current period. Leave taken is reported after the end of each month; therefore, corrections cannot be entered into the monthly payroll calculation until the next month. Leave accrues for monthly-paid employees who have an active assignment on the 16th of the month. Corrections to leave must be received by the 5th working day of the month in order to be processed correctly.
The biweekly hours worked are paid two weeks in arrears. This allows the biweekly payroll system access to leave taken and compensatory leave earned at the same time as it has access to hours worked for a particular pay period. The calculation includes an employee’s pay, leave accrual, and leave taken. For biweekly-paid employees, leave accrues if the employee has an active assignment on the first Friday of a pay period. Leave corrections must be received by the last Thursday of a pay period for correction of the previous pay period.

**Form Instructions**

Whenever employee leave is reported incorrectly, departments can correct leave balances by completing and submitting a Leave Correction form. Two Leave Correction forms are printed on each sheet to facilitate copying. The form can be used to correct annual, sick, and/or compensatory leave balances, and can be downloaded at [www.okstate.edu/osu_per/docfiles/docfiles.htm](http://www.okstate.edu/osu_per/docfiles/docfiles.htm).

It is not necessary to make leave corrections for monthly employees whose leave was reported on the last confirmation.

HRS screen “046” lists leave balances for those employees eligible to accumulate leave. This information is very important when reconciling and correcting employee leave. Remember that leave balance reports are available using the university’s web-based e-Print system following each payroll calculation.

**Leave Correction Data**

The following information must be completed on Leave Correction forms:

**Home Department**

Enter the employee’s 2-digit and 5-digit alphanumeric campus code and home department number (AA D0401).

**Department Title**

Enter the department name.

**Date**

Enter the date the form is being prepared (mm/dd/yyyy).

**Employee ID Number**

Enter the employee’s social security number whose leave balances are to be corrected.

**Employee Name**

Enter the name of the employee whose leave balances are to be corrected (Last, First, Middle)

**Earned As Of**

Enter the date through which leave is accrued (mm/dd/yyyy).

**Taken As Of**

Enter the date through which leave was last reported (mm/dd/yyyy).
NOTE – These dates are normally the end of pay periods. For biweekly employees these dates should be the same. For monthly employees, the Earned As of date will normally be the month-end after the Taken As of date since leave is reported in arrears.

**Annual/Sick/Compensatory Leave Balances**

Enter the correct leave balances in the designated areas

**Comments**

Indicate the reason for the leave correction. Explanations should be explicit in the event a discrepancy should occur between employee and the department. Each department is responsible for determining leave balances and corrections. Leave corrections are only kept in payroll processing for a limited time; therefore, it is up to the department to maintain leave correction records on a long-term basis.

**This Form Prepared By**

Enter the name of the person completing the form.

**Phone**

Include the telephone extension of the person preparing the form in case Payroll has a question about the form.

**Signature of the Department Head**

This form requires an original signature of the department head or of an authorized individual. When the form is complete, send it to Payroll Services, 106 Whitehurst.

**Payroll Advice**

Every employee who will be paid on a forthcoming payday will receive a Payroll Advice a few days before each payday. The Payroll Advice assures employees they will be paid, how much the net and gross pay and deductions will be, and how his/her check will be disbursed. If an employee does not receive a Payroll Advice, the employee should immediately notify his/her department, and request assistance in resolving this problem.

Specifically, the Payroll Advice is an employee's detailed earnings, taxes, deductions, and benefits statement. It also functions as a leave statement and provides up-to-date personnel and payroll information through its Notifications/Announcements section. In addition to the Payroll Advice, employees can now track their pay, benefits, and demographic data by using the on-line service called Web For Employees (WFE). WFE allows employees to track their current pay and benefits as well as make certain real-time updates to their records. WFE can be accessed at [http://prodhouse.okstate.edu/](http://prodhouse.okstate.edu/).

If you have questions about WFE, you can send an e-mail to osu-es@okstate.edu, or call OSU Employee Services, (405) 744-5449.

Payroll Advices are distributed to employees’ home departments. If an employee works in more than one department, home department is determined by length of assignment (the department employing the employee longest). If length of assignment for all departments is the same, the department with the greatest FTE is the home department. If FTE and assignment length are the same, home department is the first employing department. Only one Payroll Advice is generated per pay period and pay from all
departments is added together. If an employee is paid from both the monthly and biweekly payrolls (only monthly paid graduate assistants/associates/student professionals holding simultaneous biweekly paid student positions), the employee will receive separate Payroll Advices from each payroll.

The following information is listed on each Payroll Advice:

**Basic Pay Information**

**Name**
The employee's name, as carried on Human Resources System (HRS).

**Payroll**
Identifies the payroll period. The first character identifies the type of paycheck as a monthly (1) or biweekly (4). The second character identifies whether the paycheck is a regular (R) or a supplemental (X). The final two digits indicate the pay period number in the fiscal year (July 1 through June 30). There are 12 monthly periods or 26-27 biweekly pay periods in the fiscal year.

For example, 1R09 indicates a monthly, regular paycheck, paid in the 9th pay period of the fiscal year (March).

**Issue Date**
The day the check is issued.

**Soc Sec Num**
The employee's social security number as recorded in HRS.

**Pay Period End Date**
The last day of the pay period when the dollars were earned.

**Earnings/Deductions/Taxes**
This section is a statement of an employee’s earnings, deductions and taxes. It includes the type of earnings as well as the current pay period and calendar-year-to-date amounts. Deductions and taxes are listed here by type, current amount, and calendar year-to-date deductions.

**Check Distribution**
Indicates how the paycheck will be distributed. A bank name means that the check will be direct deposited to an account in that bank (specified by the employee). PICKUP at Bursar’s Office means that the check will be available in the Bursar's Office, 113 Student Union, or at a priority distribution center.

The net pay is located immediately to the right of the check distribution.

**Marital Status**
Reflects the employees tax status (1 - single, 2 - married, 4 - married both spouses working--state tax only). The codes are translated on the reverse side of the Payroll Advice.
Allowances
The number of exemptions an employee is claiming.

Additional Amount
The whole-dollar amount per paycheck, if any, of additional federal or state income tax withholding requested by the employee.

Current Tax Amount/Tax Gross
This column reports the current taxes withheld and the gross earnings subject to that tax. Additional details are given on the reverse of the form. Social security (SOCIAL SEC), Medicare (MEDICARE), federal (FED W/H) and state (OK W/H) earnings are listed individually.

Year-to-Date Tax Amount/Tax Gross
Year-to-date taxes and taxable gross for each earnings category are reported here (social security, medicare, federal, and state).

Benefit Section
The two columns in this area report all benefits paid by the university for employees. Current, calendar year and fiscal year totals are provided for each benefit. Taxable benefits, subject to federal, state, and FICA taxes are indicated, where applicable.

Employee Leave Statement

Position Title
The employee's title as carried in HRS.

Continuous Employment Date
The date the employee began working in a continuous regular position at OSU. The HRS continuous employment date for student and temporary positions defaults to 01-01-1901, since these positions are not eligible for university benefits.

Pay Period Ending
The last day of the pay period that leave is reported for. For monthly employees, the first date reflects leave taken. The second date indicates leave earned.

Annual Leave, Sick Leave, Compensatory Leave
Each column reports the maximum leave accumulation, leave earned, leave taken, and the leave balance. Remember that for monthly employees, leave taken is reported in the following month.

Notifications/Announcements
This section of the form is used to notify employees of changing conditions, important deadlines, and upcoming events that may affect pay or benefits. General announcements are also printed in this section.
Payroll Accounting

Tax Treaties

The United States has established Tax Treaties with many countries to provide special income tax consideration to the citizens of participating countries. Departments need to be aware that tax treaties do exist and how they affect taxes.

A tax treaty provides exemption from the withholding of federal and state income taxes for those citizens of foreign countries with which the United States has established a tax treaty. Each individual treaty determines total earnings excluded from withholding and the duration of the exemption from federal and state income tax withholding. The purpose of an international’s visit to the United States has a direct bearing on the tax status of these employees. Not all internationals are exempt from federal and state income tax withholding; more internationals are probably subject to withholding than are not subject to withholding.

For withholding purposes, the state of Oklahoma defines taxable income the same as the federal government does. Internationals who qualify for federal income tax withholding exemptions also qualify for state income tax withholding exemptions.

To file for a tax treaty status, internationals should go to International Students and Scholars (ISS), 076 Student Union, to complete the necessary forms. Those eligible will be required to complete an IRS Form 8233 - Exemption From Withholding on Compensation for Independent Personal Services of a Nonresident Alien Individual. ISS collects additional information to determine the eligibility for treaty status. The employee must bring her/his passport, I-94 and social security card to ISS to complete Form 8233. An employee on his I-797. Once these forms have been completed and processed by Payroll Services, the individual’s income will be exempt from federal and state tax withholding to the end of the calendar year, or until the specified earnings limit has been reached. Tax treaty status must be renewed each calendar year. Payroll Services will not refund taxes withheld prior to the filing of tax treaty status; however, the international may be eligible for a refund when he/she files income tax forms.
Average Fringe Benefit Rate

An average fringe benefit rate describes the process of charging a department for employee benefits based on an established benefit rate, which is a percentage of the employee’s earnings. Average fringe benefit charges are assessed to departmental accounts under subcode 2700 based on actual salary dollars paid to employees. Which benefits an employee is enrolled in or even if an employee is enrolled in benefits is not considered.

OSU is required to use an average benefit rate for charging benefits to departmental accounts by the Office of Naval Research (ONR). ONR is the federal audit agency assigned to oversee the federal grants and contracts at OSU. ONR insures that the federal government is not paying more than their fair share of the institution’s direct and indirect costs through charges to federal grants and contracts. OSU would be out of compliance with federal regulations if it operated without an average rate system.

By design, an average fringe benefit rate incorporates all direct, employee-related benefits like health insurance, life insurance, FICA, workers’ compensation, unemployment insurance, and retirement. Certain established costs of administering the benefit program are included as well. Employee categories were determined primarily by benefits eligibility and segments were established according to the structure established for the calculation of indirect costs. Direct costs that are included in the average fringe benefit rate cannot be included in the indirect cost calculations.

Currently, OSU has approval for up to 42 average fringe benefit rates based on seven segments and six different employee classifications. The seven segments are General University, Agricultural Sciences, Veterinary Medicine, OSU-Okmulgee, OSU-Oklahoma City, OSU-Tulsa and the OSU Center for Health Sciences. The six employee classifications are Faculty, Non-Retirement Faculty, Staff, Temporary, Graduate Student, and Student. OSU-Stillwater is divided into General University, Agricultural Sciences, and Veterinary Medicine and is the only campus currently utilizing all six employee classifications.

Advantages of Using an Average Fringe Benefit Rate

Determining if benefit charges assessed to an account are appropriate is relatively easy and straightforward once rates are established and approved. One simply has to determine the classification for an employee’s labor and apply the established rate. When actual benefit costs are charged directly to departmental accounts, the review to determine if the benefit charges are appropriate is much more extensive. Also, departments preparing grant proposals have a much easier task in determining the direct, employee-related costs that will be charged to a grant or contract. Administrative Officers will also find fiscal year budgeting much easier and more accurate as the average benefit rate provides the capability of encumbering funds for benefits based on average costs.

Disadvantages of Using an Average Fringe Benefit Rate

Some departments will see increases in their benefit costs. By definition, an average cost means that there are costs both above and below the average cost, therefore, some departments may experience increases in benefit costs while others may experience decreases. And, departments with employees assigned to less than .75 FTE of regular
employment will still be assessed the full average fringe benefit rate even though their employees may not be eligible for benefits.

**Calculating the Average Fringe Benefit Rates**

Each year a series of calculations known collectively as the Composite Fringe Benefit Rate Proposal are performed by OSU Human Resources in cooperation with OSU Grants and Contracts Financial Administration and submitted to ONR for approval. The calculations are based on the actual wages and actual benefit costs from the previous fiscal year adjusted for surplus/deficit carry forwards from the past fiscal year and proposed increases in benefits for the current and one future fiscal year. Once approved, the rates become effective the following fiscal year.

**Determining the Rate Assigned to Each Employee**

A rate is established for each position. The position’s home department, which segment the home department belongs to, and the position’s employee classification determine the rate. The rate is entered into HRS into the Benefit Rate field, which can be viewed on HRS screen 062. The applicable job codes are indicated on the Average Fringe Benefit Rate Schedule provided in the reference material at the back of this guide.

The job code is the primary determinant of the employee classification. The **Faculty** category includes all positions designated by job codes A and C except for those with class codes of 6608, 6589, 1979, and 1971 which are included in **Non-Retirement Faculty**. **Staff** includes all positions designated by job codes E, G, I, P, and Q. **Temporary** includes all positions with job codes N and V. **Graduate Student** includes positions in job code O with employee type G. **Student** includes job codes O, U, and W with employee type U. Employee type is shown on HRS screen 061 under **Employee Report Category**.

**Rates for Employees with Multiple Assignments**

Average fringe benefit charges follow labor. If an employee has two different assignments working in two different departments, benefits would be paid according to the percentage of labor distributed to each department.

**Rates for Special Payments**

All special pays are subject to the average benefit rate. The benefit charge follows the labor distribution established for the assignment. When a special pay is processed using an administrative assignment (position no. 000001), however, HRS does not have the information it needs to assign an average fringe benefit rate based on a position’s campus code. HRS will instead charge the department a default rate based on the job code used to process the special payment. The default rate charged equates to the highest average fringe benefit rate among all **seven** segments for the job code used on the special pay. This means, at the current rates, a temporary employee from the Oklahoma City campus would be charged the OSU-Tulsa rate of 13.29%, not the OSU-Oklahoma City rate of 10.00%.

Incorrect charging can be easily avoided by the completion of an Employment Action (EA) form on every employee paid by the department. Assigning an employee to a regular
position gives HRS the information it needs to charge the correct average fringe benefit rate based on campus code and employee category.

Questions About Average Fringe Benefit Rates
Calculation and administration of the average benefit rate structure is a joint effort of multiple areas of the University. All questions should be directed to Sherry Curd, Payroll Services, (405) 744-5971.

Month End Payroll Accounting Reports
Month end payroll accounting reports are processed at the close of each month. They are made available for viewing, printing, and downloading on e~Print, an online repository located at http://eprint.okstate.edu. Access to e~Print may be obtained by contacting Bob Schreiber, Human Resources, (405) 744-5759.

Report of Detail Payroll Accounting Transactions (HRS 419)
The HRS 419 report is a detailed listing of all payroll transactions charged to a department each month through monthly and biweekly payrolls, cancels, and HJV’s. The transactions are organized within a department by account, subcode, and payroll ID and are totaled by account and subcode. Employees are listed alphabetically by payroll ID within each subcode.

The HRS 419 report is the report of choice when reconciling departmental payroll expenditures. The total expenditure per subcode shown in the amount column on the HRS 419 report can be identified directly with the Current Month Actuals column and the Rev/Exp column on the FRS FBM 092 report. These two reports should be reconciled carefully after each month end and any discrepancies should be reported to Sherry Curd, Payroll Services, (405) 744-5971.

Labor Distribution by Account (HRS 440)
The HRS 440 report is an abbreviated listing of all labor transactions charged to an account through monthly and biweekly payrolls, cancels, and HJV’s. The transactions are organized within a department by account and subcode and are totaled monthly and fiscal year to date by employee, by subcode, and by account.

Labor Distribution by Department (HRS 444)
The HRS 444 report is a detailed listing of all labor and benefit transactions charged to a department through monthly and biweekly payrolls, cancels, and HJV’s. The transactions are organized alphabetically by name and totaled monthly and fiscal year to date by employee and by department.

Employee by Position (HRS 574)
The HRS 574 report is a detailed listing of the encumbered amount, the liquidated amount and the remaining encumbrance for each employee by position within a given department. The transactions are organized within a department by position number and are totaled by position and by department.
The HRS 574 report is the report of choice when reconciling departmental payroll expenditures and remaining encumbrances.

**Position by Account (HRS 578)**

The HRS 578 report is a listing of the encumbered amount, the liquidated amount, and the remaining encumbrance for each position within a specified account. The transactions are organized by subcode and totaled by employee, subcode, and account.

The HRS 578 report is an abbreviated version of the HRS 574, which omits employee names and labor distribution changes. It may be an effective substitute for the HRS 574 report if one is familiar with the position numbers of all employees within a department. The liquidated amount and the remaining encumbrance on the HRS 578 can also be identified by position on the FRS FBM 092 report under the *Open Commitments Status* section and by subcode in the *Commitments* column.
### Report of Detail Payroll Accounting Transactions

**For the Month Ending 01/31/2002**

**Department:** AA D0406  Payroll Processing Section  
**Account:** AA-1-23456  DisneyWorld

<table>
<thead>
<tr>
<th>CODE</th>
<th>NAME</th>
<th>EMP ID</th>
<th>NUMBER</th>
<th>ID</th>
<th>AMOUNT</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2220</td>
<td>DUCK, DAISY</td>
<td>444-44-4444</td>
<td>444444</td>
<td>1R07</td>
<td>3,573.00</td>
<td>173.33</td>
</tr>
<tr>
<td>2400</td>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>4R12</td>
<td>734.40</td>
<td>80.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>4R13</td>
<td>734.40</td>
<td>80.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>4R14</td>
<td>734.40</td>
<td>80.00</td>
</tr>
<tr>
<td>2400</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,203.20</td>
<td>240.00</td>
</tr>
<tr>
<td>2460</td>
<td>DUCK, DONALD</td>
<td>111-11-1111</td>
<td>111222</td>
<td>4R12</td>
<td>186.88</td>
<td>32.50</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td>222-22-2222</td>
<td>111222</td>
<td>4R12</td>
<td>215.25</td>
<td>41.00</td>
</tr>
<tr>
<td></td>
<td><em><strong>PAYROLL 4R12 SUBTOTAL</strong></em></td>
<td></td>
<td></td>
<td></td>
<td>402.13</td>
<td>73.50</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td>222-22-2222</td>
<td>111222</td>
<td>4R13</td>
<td>126.00</td>
<td>24.00</td>
</tr>
<tr>
<td></td>
<td>DUCK, DONALD</td>
<td>111-11-1111</td>
<td>111111</td>
<td>4R14</td>
<td>19.50</td>
<td>36.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td>222-22-2222</td>
<td>111222</td>
<td>4R14</td>
<td>288.75</td>
<td>55.00</td>
</tr>
<tr>
<td></td>
<td><em><strong>PAYROLL 4R14 SUBTOTAL</strong></em></td>
<td></td>
<td></td>
<td></td>
<td>308.25</td>
<td>81.00</td>
</tr>
<tr>
<td>2460</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>836.38</td>
<td>178.50</td>
</tr>
<tr>
<td>2700</td>
<td>DUCK, DAISY</td>
<td>444-44-4444</td>
<td>444444</td>
<td>1R07</td>
<td>1,196.59</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>DUCK, DONALD</td>
<td>111-11-1111</td>
<td>111222</td>
<td>4R12</td>
<td>3.02</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>4R12</td>
<td>245.94</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td>222-22-2222</td>
<td>111222</td>
<td>4R12</td>
<td>252.44</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td><em><strong>PAYROLL 4R12 SUBTOTAL</strong></em></td>
<td></td>
<td></td>
<td></td>
<td>252.44</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>4R13</td>
<td>245.94</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td>222-22-2222</td>
<td>111222</td>
<td>4R13</td>
<td>2.04</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td><em><strong>PAYROLL 4R13 SUBTOTAL</strong></em></td>
<td></td>
<td></td>
<td></td>
<td>247.98</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>DUCK, DONALD</td>
<td>111-11-1111</td>
<td>111111</td>
<td>4R14</td>
<td>.31</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>4R14</td>
<td>245.94</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td>222-22-2222</td>
<td>111222</td>
<td>4R14</td>
<td>4.67</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td><em><strong>PAYROLL 4R14 SUBTOTAL</strong></em></td>
<td></td>
<td></td>
<td></td>
<td>250.92</td>
<td>.00</td>
</tr>
</tbody>
</table>
**DEPT: AA D0406  PAYROLL PROCESSING SECTION**
**ACCOUNT: AA-1-23456  DISNEYWORLD**

<table>
<thead>
<tr>
<th>CODE</th>
<th>NAME</th>
<th>EMP ID</th>
<th>NUMBER</th>
<th>ID</th>
<th>AMOUNT</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2700</td>
<td>FRINGE BENEFIT CONTL</td>
<td></td>
<td></td>
<td></td>
<td>1,947.93</td>
<td>.00</td>
</tr>
</tbody>
</table>

**TOTAL AA-1-23456**

<p>|        |        |        |        |    | 8,560.51 | 591.83 |</p>
<table>
<thead>
<tr>
<th>SUBC</th>
<th>EMPLOYEE NAME</th>
<th>EMP ID</th>
<th>POS NO</th>
<th>RCD</th>
<th>DIRECT</th>
<th>REALLOC</th>
<th>DIRECT</th>
<th>REALLOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2220</td>
<td>DUCK, DAIKY</td>
<td>444-44-4444</td>
<td>444444</td>
<td>LBR</td>
<td>3,573.00</td>
<td>.00</td>
<td>24,633.00</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL 2220 ADMIN - PROFESSIONAL</td>
<td></td>
<td></td>
<td></td>
<td>3,573.00</td>
<td>.00</td>
<td>24,633.00</td>
<td>.00</td>
</tr>
<tr>
<td>2400</td>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>LBR</td>
<td>2,203.20</td>
<td>.00</td>
<td>11,545.60</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL 2400 CLASSIFIED REGULAR</td>
<td></td>
<td></td>
<td></td>
<td>2,203.20</td>
<td>.00</td>
<td>11,545.60</td>
<td>.00</td>
</tr>
<tr>
<td>2460</td>
<td>DUCK, DONALD</td>
<td>111-11-1111</td>
<td>111111</td>
<td>LBR</td>
<td>19.50</td>
<td>.00</td>
<td>19.50</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td>222-22-2222</td>
<td>111222</td>
<td>LBR</td>
<td>630.00</td>
<td>.00</td>
<td>630.00</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL 2460 NON-WORKSTUDY STUDENT</td>
<td></td>
<td></td>
<td></td>
<td>836.38</td>
<td>.00</td>
<td>2,845.00</td>
<td>.00</td>
</tr>
<tr>
<td>2700</td>
<td>DUCK, DAIKY</td>
<td>444-44-4444</td>
<td>444444</td>
<td>BEN</td>
<td>1,196.59</td>
<td>.00</td>
<td>8,249.49</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>DUCK, DONALD</td>
<td>111-11-1111</td>
<td>111111</td>
<td>BEN</td>
<td>.31</td>
<td>.00</td>
<td>.31</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>BEN</td>
<td>737.82</td>
<td>.00</td>
<td>3,866.34</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td>222-22-2222</td>
<td>111222</td>
<td>BEN</td>
<td>10.19</td>
<td>.00</td>
<td>10.19</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL 2700 FRINGE BENEFIT CONTL</td>
<td></td>
<td></td>
<td></td>
<td>1,947.93</td>
<td>.00</td>
<td>12,161.75</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td>ACCOUNT TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>8,560.51</td>
<td>.00</td>
<td>51,185.35</td>
<td>.00</td>
</tr>
</tbody>
</table>
## DEPT: AA D0401  PAYROLL PROCESSING SECTION

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>EMP ID</th>
<th>POS NO</th>
<th>ACCOUNT</th>
<th>DIRECT</th>
<th>REALLOC</th>
<th>DIRECT</th>
<th>REALLOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUCK, DAISY</td>
<td>444-44-4444</td>
<td>444444</td>
<td>AA-1-23456-2220 LBR</td>
<td>3,573.00</td>
<td>173.33</td>
<td>24,633.00</td>
<td>1,213.31</td>
</tr>
<tr>
<td></td>
<td>AA-1-23456-2700 BEN</td>
<td></td>
<td>1,196.59</td>
<td>.00</td>
<td>8,249.49</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2700 BEN</td>
<td></td>
<td>-1,196.59</td>
<td>.00</td>
<td>-8,249.49</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2701 BEN</td>
<td></td>
<td>98.14</td>
<td>.00</td>
<td>352.22</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2702 BEN</td>
<td></td>
<td>581.35</td>
<td>.00</td>
<td>3,835.03</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2704 BEN</td>
<td></td>
<td>227.82</td>
<td>.00</td>
<td>1,495.26</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2706 BEN</td>
<td></td>
<td>18.92</td>
<td>.00</td>
<td>129.80</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2707 BEN</td>
<td></td>
<td>7.15</td>
<td>.00</td>
<td>7.15</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2708 BEN</td>
<td></td>
<td>19.29</td>
<td>.00</td>
<td>132.99</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2709 BEN</td>
<td></td>
<td>270.70</td>
<td>.00</td>
<td>1,857.91</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td>DUCK, DONALD</td>
<td>111-11-1111</td>
<td>111111</td>
<td>AA-1-23456-2460 LBR</td>
<td>19.50</td>
<td>26.00</td>
<td>19.50</td>
<td>26.00</td>
</tr>
<tr>
<td></td>
<td>AA-1-23456-2700 BEN</td>
<td></td>
<td>.31</td>
<td>.00</td>
<td>.31</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2700 BEN</td>
<td></td>
<td>-.31</td>
<td>.00</td>
<td>-.31</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2708 BEN</td>
<td></td>
<td>.10</td>
<td>.00</td>
<td>1.50</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>111222 AA-1-23456-2460 LBR</td>
<td></td>
<td>186.88</td>
<td>32.50</td>
<td>2,195.50</td>
<td>384.75</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-23456-2700 BEN</td>
<td></td>
<td>3.02</td>
<td>.00</td>
<td>35.42</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2700 BEN</td>
<td></td>
<td>-3.02</td>
<td>.00</td>
<td>-35.42</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2708 BEN</td>
<td></td>
<td>1.00</td>
<td>.00</td>
<td>11.80</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td>MOUSE, MICKEY</td>
<td>333-33-3333</td>
<td>333333</td>
<td>AA-1-23456-2400 LBR</td>
<td>2,203.20</td>
<td>240.00</td>
<td>11,545.60</td>
<td>1,280.00</td>
</tr>
<tr>
<td></td>
<td>AA-1-23456-2700 BEN</td>
<td></td>
<td>737.82</td>
<td>.00</td>
<td>3,866.34</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2700 BEN</td>
<td></td>
<td>-737.82</td>
<td>.00</td>
<td>-3,866.34</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2701 BEN</td>
<td></td>
<td>155.23</td>
<td>.00</td>
<td>809.11</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2704 BEN</td>
<td></td>
<td>227.82</td>
<td>.00</td>
<td>1,495.26</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2706 BEN</td>
<td></td>
<td>8.58</td>
<td>.00</td>
<td>58.30</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2707 BEN</td>
<td></td>
<td>4.41</td>
<td>.00</td>
<td>6.65</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2708 BEN</td>
<td></td>
<td>11.88</td>
<td>.00</td>
<td>62.24</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>AA-1-29800-2709 BEN</td>
<td></td>
<td>166.84</td>
<td>.00</td>
<td>865.70</td>
<td>.00</td>
<td>0</td>
</tr>
</tbody>
</table>
DEPT: AA D0401  PAYROLL PROCESSING SECTION

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>TYP</th>
<th>------DIRECT------</th>
<th>*-----REALLOC-----</th>
<th>------DIRECT------</th>
<th>*-----REALLOC-----</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMP ID</td>
<td>POS NO</td>
<td>ACCOUNT</td>
<td>RCD</td>
<td>AMOUNT</td>
<td>HOURS</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>--------------</td>
<td>---------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>MOUSE, MINNIE</td>
<td>222-22-2222 111222</td>
<td>AA-1-23456-2460 LBR</td>
<td>630.00</td>
<td>120.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AA-1-23456-2700 BEN</td>
<td>10.19</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AA-1-29800-2700 BEN</td>
<td>-10.19</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AA-1-29800-2708 BEN</td>
<td>1.55</td>
<td>.00</td>
<td>0</td>
</tr>
<tr>
<td>DEPARTMENT TOTAL</td>
<td></td>
<td></td>
<td>8,560.51</td>
<td>591.83</td>
<td>0</td>
</tr>
<tr>
<td>CLASS CODE</td>
<td>TITLE</td>
<td>POS NO</td>
<td>EMP NO</td>
<td>BEGIN</td>
<td>END</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------</td>
<td>--------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>5057</td>
<td>ADMIN SVCS MANAGER</td>
<td>444444</td>
<td>444-44-4444</td>
<td>07/01</td>
<td>09/30</td>
</tr>
<tr>
<td></td>
<td>DUCK, DAISY</td>
<td></td>
<td>444-44-4444</td>
<td>07/01</td>
<td>09/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10/01 06/30</td>
<td>3,573.00</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>POSITION TOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0338</td>
<td>ADMIN SUPP CONTRIBUTOR</td>
<td>333333</td>
<td>333-33-3333</td>
<td>07/01</td>
<td>09/30</td>
</tr>
<tr>
<td></td>
<td>MOUSE, MICKEY</td>
<td></td>
<td>333-33-3333</td>
<td>07/01</td>
<td>09/30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>10/01 06/30</td>
<td>9.18</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>POSITION TOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1767</td>
<td>STUDENT EMPLOYMENT</td>
<td>111222</td>
<td>111-11-1111</td>
<td>07/01</td>
<td>08/10</td>
</tr>
<tr>
<td></td>
<td>DUCK, DONALD</td>
<td></td>
<td>111-11-1111</td>
<td>07/01</td>
<td>08/10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>08/13 12/16</td>
<td>5.75</td>
<td>.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MOUSE, MINNIE</td>
<td></td>
<td>222-22-2222</td>
<td>12/13</td>
<td>12/21</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01/02 01/27</td>
<td>5.25</td>
<td>.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>01/28 05/31</td>
<td>5.35</td>
<td>.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASS CODE</td>
<td>TITLE</td>
<td>POS NO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OSU WORKING TITLE</th>
<th>ASSIGNMENT</th>
<th>C DISTR</th>
<th>ENCUMBERED</th>
<th>LIQUIDATED</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEPT: AA D0401 PAYROLL PROCESSING SECTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>EMP ID</th>
<th>BEGIN</th>
<th>END</th>
<th>PAY RATE</th>
<th>FTE A AMT/PCT</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
<th>AMOUNT</th>
<th>ENCUMBRANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DOLLARS

<p>| TOTAL ENCUMBRANCE | 64,720.40 |
| TOTAL LIQUIDATIONS | 38,283.40 |
| TOTAL REMAINING ENCUMBRANCE | 26,437.00 |</p>
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DISTRIBUTION DATES</th>
<th>ENCUMBERED</th>
<th>LIQUIDATED</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>POS NO  OCC CODE  CLASS TITLE</td>
<td>START   END       AMOUNT</td>
<td>AMOUNT</td>
<td>ENCUMBRANCE</td>
<td></td>
</tr>
<tr>
<td>SUBC: 2220 DESCRIPTION: ADMIN - PROFESSIONAL</td>
<td>07/01/2001 06/30/2002</td>
<td>42,498.00</td>
<td>24,633.00</td>
<td>17,865.00</td>
</tr>
<tr>
<td>444444 004 5057 ADMIN SVCS MANAGER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>42,498.00</td>
<td>24,633.00</td>
<td>17,865.00</td>
<td></td>
</tr>
<tr>
<td>SUBC: 2400 DESCRIPTION: CLASSIFIED REGULAR</td>
<td>07/01/2001 06/30/2002</td>
<td>18,928.00</td>
<td>10,482.40</td>
<td>8,445.60</td>
</tr>
<tr>
<td>333333 004 0338 ADMIN SUPP CONTRIBUTOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>18,928.00</td>
<td>10,482.40</td>
<td>8,445.60</td>
<td></td>
</tr>
<tr>
<td>SUBC: 2460 DESCRIPTION: NON-WORKSTDY STUDENT</td>
<td>07/01/2001 01/28/2002</td>
<td>3,294.40</td>
<td>3,168.00</td>
<td>126.40</td>
</tr>
<tr>
<td>111222 004 1767 STUDENT EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>3,294.40</td>
<td>3,168.00</td>
<td>126.40</td>
<td></td>
</tr>
</tbody>
</table>

DOLLARS

| TOTAL ENCUMBRANCE | 64,720.40 |
| TOTAL LIQUIDATIONS | 38,283.40 |
| TOTAL REMAINING ENCUMBRANCE | 26,437.00 |
Locating Month End Payroll Accounting Reports on e~Print

e~Print is an online repository designed for the permanent storage of HRS and FRS reports. If you have access to HRS, you should also have access to e~Print. The e~Print repository is located online at http://eprint.okstate.edu/cgi-bin/eprint.com. The Month End Payroll Accounting Reports can be located in e~Print under the following abbreviations: OSHRS419, OSHRS440, OSHRS444, OSHRS574, or OSHRS578. For further instructions on accessing the e~Print repository, please see page 20.

Recast Transactions

In fiscal year 2001, the recast program was created to replace the previous reallocation method of transferring labor and benefit costs between accounts. With the implementation of the average fringe benefit rate during that same fiscal year, the method of charging departments for employee benefits changed from actual cost to an average rate based on employee classification. This change brought with it the necessity to reconcile the average benefit rate charges to the actual benefit costs on an annual basis. New benefit clearing accounts were established to facilitate this need and, a new, less cumbersome method was developed to transfer labor, average benefit costs, and actual benefit costs between accounts all at one time.

The recast method is able to transfer these costs by reversing the labor and benefit transactions in HRS labor history and redistributing them to new accounts. Recasts are processed by employee and position number, and may be written for one payroll ID or for a whole range of payroll ID’s. And, contrary to the previous reallocation method, the recast program works with percentages, not dollar amounts. The labor and benefit costs are redistributed to the appropriate accounts based on the new labor accounts and their applicable percentages. Therefore, a recast can only be used to transfer the full 100 percent of labor distribution.

As a general rule, all recast transactions must be submitted for processing within 90 days of the original labor and benefit charges. To provide timely processing at year-end, however, recast transactions for labor and benefit charges occurring before June 1 must be submitted for processing before June 5. If grants are involved, sufficient time should be allowed for the transaction to be reviewed by Grants and Contracts Financial Administration and forwarded by that date. Recast transactions for labor and benefit charges occurring in June will be processed in July only and must be received no later than July 12. Recasts received in July for charges prior to June 1 will be returned.

Please note that the payroll ID’s for prior year pay periods will be altered as recasts and reallocations are processed in July. Biweekly payroll ID’s will be changed by adding 26 to the original payroll id and monthly payroll ID’s will be changed by adding 12 to the original payroll id. For example, 4R24 from FY03 would be identified as 4R50 in FY04 and 1R12 from FY03 would be identified as 1R24 in FY04. The alteration of prior year payroll ID’s is necessary to segregate prior year recast entries from current year payroll entries.

Any department needing assistance in the completion of the recast form may contact Sherry Curd, Payroll Services, (405) 744-5971. It will take approximately two days from the date of
input to view recast entries in FRS. These transactions will be identified with a batch ID of OHJXXX, where XXX indicates the number of the HJV batch processed.

**Reallocated Transactions**

The primary method of transferring labor and benefit costs between accounts is the recast method. However, in certain, more complex situations, use of the reallocation method may still be necessary.

As discussed earlier under *Recast Transactions*, the recast method can only be used to move 100% of a labor distribution through percentages, not actual dollar amounts. In some instances, the only way to correct an employee’s labor distribution may involve transferring a specific dollar amount from one account or subcode to another.

As an example, consider an employee who is required to carry a cell phone but is paid through a grant account. The cell phone additive paid to this employee is an unallowable cost for a grant but is included as part of the employee’s regular monthly assignment. In order to move the cell phone additive, a reallocation must be written to move the monthly dollar amount of the cell phone additive from the grant account to another account of the department’s choice. In this instance, a reallocation entry including the employee’s name, social security number, and position would be written for each pay period moving the cell phone additive from the current account to the new account. This entry is relatively simple; others may be more complicated.

Any department who would like assistance in writing reallocation entries may contact Sherry Curd, Payroll Services, (405) 744-5971. The reallocation method is similar to the recast method in that it will take approximately two days from the date of input to view reallocated transactions in departmental accounts. These transactions can also be identified in FRS with a batch ID of *OHJXXX*, where *XXX* indicates the number of the HJV batch processed.

**Overpayments**

An overpayment situation occurs when an employee’s pay for a particular pay period is overstated in error and processed through a monthly, biweekly or supplemental payroll. Because the employee is not entitled to the full amount received, his/her paycheck must be either cancelled or reversed, or the employee must repay the excess funds through the overpayment process. How quickly the overpayment is discovered determines the methods of recovery available to the employee (see *Methods of Recovery* below).

Payroll Services, the department, and the employee play equal roles in the payroll process. It takes all three partners to insure that each employee is paid correctly and on time. Each year, Payroll Services prepares biweekly and monthly payroll processing schedules in advance to keep departments informed of the appropriate cut off dates. These schedules can be downloaded from the Human Resources website at [www.okstate.edu/osu_per/payroll/sch_deadlines.htm](http://www.okstate.edu/osu_per/payroll/sch_deadlines.htm). In reviewing these schedules, departments should pay special attention to the columns marked *1st test* and *2nd test* for monthly payrolls and *Labor Distribution Changes and Corrections* for biweekly payrolls. On these dates, the HRS UC2 and UT4 screens are available following time input and monthly confirmation to review the pay and labor distribution of all departmental employees. Departments should view these dates as windows
of opportunity to review their entries and correct any errors that may have been overlooked during input. Any errors in monthly pay discovered during this window can be corrected easily before the payroll is finaled and sent to the state. And, even after a payroll has finaled, a check can still be cancelled and an overpayment situation avoided if notification is given at least five days prior to a regularly scheduled payday.

Common Causes of Overpayments

In order to avoid overpayments, it is important to understand the most common causes of overpayments. Below is a list of some of the most frequent reasons an overpayment occurs and how to avoid it.

1. **Biweekly Time Input Incorrectly.** The person inputting biweekly time and the approver of the input should balance the total hours for the department on the HRS UT3 screen to the total hours turned in by the employees as a group. They should balance in total, as well as by category (hours worked, annual leave, sick leave, comp leave taken, other, and holiday). Time should not be approved unless all amounts balance. Many departments accomplish this task by entering individual records into an Excel spreadsheet and then total them by category and department.

2. **Duplicate Special Pays or Special Pays to the Wrong Employee.** Those employees tasked with input and approval of special payments can insure that they are not duplicating special payments by reviewing the processed (paid) special payments in the HRS Special Pay System on the HRS US4 screen by selecting a status of P for processed special payments. They should also make sure the special payment is input and approved for the correct person.

3. **Special Payments for Work that is Never Performed.** Do not approve special payments until after work is performed. If an employee is hired to teach a special class and the class does not make, any corresponding special payments with future dates should be deleted from the HRS US1 screen of the HRS Special Pay System.

4. Because special pays can be entered in advance for future dates, it is very important that administrative areas remain aware of the work performed in their units. Special payments for work that is not performed should never be approved.

5. **Late Separation EA Forms.** It is imperative that separation EA forms are sent to Human Resources in a timely manner, especially for monthly employees. An EA form should be completed and routed to Payroll Services as soon as the employee has given notice. If timing does not allow the flow of the EA form to reach Payroll Services before a payroll final, the department should contact Payroll Services by telephone and any necessary steps will be taken to stop an overpayment.

Many employees leave without notice or with very short notice. In these instances, if Payroll Services is notified immediately, a future check can be stopped and a correct check reissued on the next available payroll.

Strict adherence to processing procedures and adequate departmental reviews will assist input and approval personnel in avoiding the more common overpayment situations mentioned above. In many cases, simply notifying Payroll Services in a timely manner may be all that is necessary to avoid an employee overpayment.
Notifying Payroll Services of an Overpayment

Payroll Services would prefer immediate notification of an overpayment by telephone followed by written documentation for the overpayment file. Documentation may be in the form of a departmental letter, memo, or e-mail and should state the reason for the overpayment and the correct amount of pay for the pay period(s) in question.

Upon receipt of notification, Payroll Services will perform a series of calculations to compare the erroneous check to the amount of pay the employee should have received thus determining the amount of the overpayment. Payroll Services will then discuss these calculations with the department to determine which method of recovery is appropriate.

Methods of Recovery

As stated above, the timing of the notification to Payroll Services will determine which of the following methods of recovery is available to the employee and the department.

1. **Canceling/Reversing the Warrant.** Once Payroll Services has been notified of an overpayment situation, the first step is to determine if the incorrect paycheck can be recovered. This is especially important if the employee has separated from OSU since there may no longer be any financial ties between OSU and the employee.

   If the employee normally picks up his check, Payroll Services will contact the appropriate priority distribution site and request that the warrant be returned. Payroll Services will then prepare documentation to cancel the warrant at the state and within HRS. A corrected check will be processed on the next available payroll.

   When a cancel is processed, everything associated with a payroll, labor, benefits, and employee deductions, is reversed as if the original paycheck was never issued. The cancel or credit will appear on the HRS month end payroll accounting reports under the original payroll ID and in FRS with a batch ID of **OCNXXX**, where **XXX** indicates the cancel number. If the original payroll and the cancel occur in the same month, the amounts in HRS will net to zero.

   If the employee’s check is direct deposited by the state and the state has processed the warrant, Payroll Services can also request a cancellation of the warrant at the state. This option is available up to five days before the scheduled payday for regular payrolls with the actual payday counting as the fifth day. Direct deposit warrants issued on supplemental payrolls cannot be cancelled because the deposits occur immediately following state processing.

   If it is past the five-day window, Payroll Services can request a reversal of the direct deposit at the state. A reversal can be made the day of the deposit and one day after the deposit is made if the receiving bank is willing to reverse the funds. The reversal is not guaranteed. If the employee has spent any portion of the funds, the reversal cannot be processed.

2. **Recovery from the Employee.** If Payroll Services is unable to recover the overpayment through cancellation or reversal, the employee will be required to repay
the overpayment by personal check. If the overpayment is repaid in the same calendar year as it originally occurred, the employee will be required to pay the net amount of the overpayment. If the overpayment is not repaid until the following calendar year, the employee will be required to repay the gross amount of the overpayment in order for OSU to recover the associated social security, federal and state taxes.

Checks for overpayments should be written payable to Oklahoma State University and can be mailed to Payroll Services, Attention: Phyllis Vanhooser, 106 Whitehurst. For overpayments occurring in December, Payroll Services will automatically charge the net amount to the employee’s bursar account before the close of the calendar year. This additional measure insures that the employee will be required to repay only the net amount of the overpayment. Employees should be reminded in this instance to mail their payment to the OSU Bursar’s Office at 113 Student Union instead of Payroll Services.

3. **Recovery by Deduction from a Future Check.** If the employee will receive future payments from OSU, Payroll Services can deduct the overpayment from a future check.

4. **Billing the Employee’s Bursar Account.** If the repayment is not made in a timely manner as requested in the department’s letter to the employee, the overpayment will be placed on the employee’s bursar account for collection. The overpayment will be subject to finance charges and collection procedures if the amount is not paid by the due date.

Once the overpayment has been charged to the employee’s bursar account, Payroll Services can cancel the incorrect check in HRS giving the credit back to the department. The Bursar then reimburses Payroll Services for the overpayment and the charge becomes a university receivable and the responsibility of the Bursar to collect.

**Notifying an Employee of an Overpayment**

It is the responsibility of the department to notify the employee when an overpayment occurs and let the employee know that he/she is required to pay back the overpayment by personal check, bursar billing, or from a future paycheck. The initial contact with the employee may be oral but must be followed up with a written request if the employee is required to make the payment by personal check or bursar billing.

The department’s written correspondence to the employee should include the following information:

1. The pay period in which the overpayment(s) occurred and the amount the employee is required to repay.
2. The expected date of repayment (allow no more than 30 days from the date of the letter).
3. The consequences that will result from nonpayment (charges will be placed on the employee’s bursar account and, if left unpaid, they will be subject to finance charges and possible collection procedures).

4. Repayments made by personal check or money order should be made payable to Oklahoma State University and can be mailed to Payroll Services, 106 Whitehurst. A photocopy of the notification sent to the employee should be forwarded to Payroll Services, 106 Whitehurst.

**Summary of Responsibilities with Regard to Overpayments**

*Employee –* The employee has the following responsibilities regarding the avoidance and repayment of overpayments:

1. Review his/her payroll advice in a timely manner and notify the department of any problems or concerns immediately.

2. When an overpayment does occur, make the repayment in a timely manner (within 30 days).

*Department –* The department has the following responsibilities regarding the avoidance and repayment of overpayments:

1. Input and approve biweekly time carefully balancing the total hours for the department to the HRS UT3 screen.

2. Avoid duplicate special pays by reviewing processed special payments on the HRS US4 screen of the HRS Special Pay System.

3. Input and approve special payments only for work that has been performed. If a supervisor sets up special payments for future events, verify that the work has actually been performed before approving a special pay.

4. Prepare and submit EA forms in a timely manner and notify Payroll Services immediately if separations occur on monthly employees near or after a payroll final.

5. Verify employee leave balances periodically by reviewing the HRS 046 screen.

6. Review monthly payroll reports for unexpected charges and discrepancies.

7. If an overpayment does occur, notify employees immediately and provide written documentation if they are expected to repay an overpayment with a personal check or through a charge to their bursar account.

*Payroll Services –* Payroll Services has the following responsibilities regarding the avoidance and repayment of overpayments.

1. Process EA forms in a timely and diligent manner to ensure accuracy.

2. Upon notification of an overpayment, perform calculations to determine the amount of the overpayment and complete the overpayment worksheet.

3. Discuss calculations with the department to determine which method of recovery is appropriate.

4. Prepare an invoice to charge the employee’s bursar account if necessary.
5. Deposit personal checks for overpayment recoveries within 24 hours of receipt.
6. Cancel incorrect checks in HRS to refund excess pay to departmental accounts in FRS.
7. Forward the overpayment worksheet to the state to correct the employee’s records and request a refund of FICA, federal, and state taxes.

**Work-Study Students and Alternative Benefit Accounts**

Federal Work-Study (FWS) is a need-based program designed to help both undergraduate and graduate students meet educational expenses through part-time employment on campus and in the community. Departments in need of student employees may select the student that they want to hire, complete an EA form and send the form to Wilma White or Dina Shellhammer, Office of Scholarships and Financial Aid, 119 Student Union. The EA form should show the appropriate labor distribution split between the federal work-study account and the departmental account.

The department normally pays only thirty percent of the work-study student’s salary but is responsible for 100 percent of the benefits assessed on behalf of the work-study student. A work-study student is assessed benefits at the applicable student rate and the department may pay these benefits from the same departmental account or set up an alternate benefit account when the initial EA is processed. As mentioned above, all labor distribution entries are made by Dina Shellhammer and can be viewed on HRS screen 063.

If, for any reason, the department should desire to move past labor or benefit charges from a departmental or alternate benefit account, a normal recast may or may not be effective depending on the complexity of the funding. Please visit with Sherry Curd, Payroll Services, (405) 744-5971, to see if a reallocation may better facilitate your needs.

**Record Retention**

The record retention guidelines for the University are addressed in Oklahoma State University Policy and Procedure No. 3-0190, *Records and Documents Retention, Security, and Control*. The guidelines of this policy are to be used for the retention, copy release, and disposal of certain documents and records in order to provide adequate documentation as required by law and audit requirements. The timetable for retention of documents and records contained in the attached appendix identifies the custodian office and is to be used as a guideline for retention and disposal of documents and records at Oklahoma State University. This appendix is reviewed periodically and modified as needed.

According to the Appendix, the following records should be retained by the department:

- Adjunct Faculty File (three years past contract expiration)
- Employee Leave Requests (one year)
- Tenure Records (five years)
- Time and Attendance Records (three years)
- Time Cards/Sheets (three years)

According to the Appendix, the following records should be retained by Human Resources:
- Accident Reports, Injury Claims, and Settlements
- Affirmative Action/Equal Opportunity Records
- Annuity or Deferred Payment Plan
- Board Actions
- Disciplinary Actions Records
- Employee Activity Files
- Employee Grievance Records
- Employee Withholding (W-4)
- Employment Applications with Supporting Documents
- Garnishments
- Inactive University Personnel Files
- Individual Employee Personnel Files
- Insurance Records
- Payroll Confirmation Reports
- Payroll Deduction Forms
- Position Descriptions
- Sabbatical Leave Requests
- Salary Schedule/Programs
- Tenure Records – Substantive Material Only
- Training Manuals
- Unemployment Compensation Claims
- W-2 Forms – Agency copies of Summaries
- Workers’ Compensation Administration Records

If you have questions or concerns about record retention, please refer to Oklahoma State University Policy and Procedure No. 3-0190.
Reference
## Division Codes

<table>
<thead>
<tr>
<th>Division Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td>Main Campus (General University)</td>
</tr>
<tr>
<td>AB</td>
<td>Ag Experiment Station</td>
</tr>
<tr>
<td>AC</td>
<td>Agriculture Extension</td>
</tr>
<tr>
<td>AD</td>
<td>OSU-Okmulgee</td>
</tr>
<tr>
<td>AE</td>
<td>College of Veterinary Medicine</td>
</tr>
<tr>
<td>AF</td>
<td>OSU-Oklahoma City</td>
</tr>
<tr>
<td>AG</td>
<td>College of Osteopathic Medicine</td>
</tr>
</tbody>
</table>

Education Research Foundation
OSU-Tulsa
### FTE Conversion Table

<table>
<thead>
<tr>
<th>Weekly Hours</th>
<th>Biweekly Hours</th>
<th>Monthly Hours</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5</td>
<td>5.0</td>
<td>10.83</td>
<td>.0625</td>
</tr>
<tr>
<td>5.0</td>
<td>10.0</td>
<td>21.67</td>
<td>.1250</td>
</tr>
<tr>
<td>7.5</td>
<td>15.0</td>
<td>32.50</td>
<td>.1875</td>
</tr>
<tr>
<td>10.0</td>
<td>20.0</td>
<td>43.33</td>
<td>.2500</td>
</tr>
<tr>
<td>12.5</td>
<td>25.0</td>
<td>54.17</td>
<td>.3125</td>
</tr>
<tr>
<td>15.0</td>
<td>30.0</td>
<td>65.00</td>
<td>.3750</td>
</tr>
<tr>
<td>17.5</td>
<td>35.0</td>
<td>75.83</td>
<td>.4375</td>
</tr>
<tr>
<td>20.0</td>
<td>40.0</td>
<td>86.67</td>
<td>.5000</td>
</tr>
<tr>
<td>25.0</td>
<td>50.0</td>
<td>108.33</td>
<td>.6250</td>
</tr>
<tr>
<td>30.0</td>
<td>60.0</td>
<td>130.00</td>
<td>.7500</td>
</tr>
<tr>
<td>35.0</td>
<td>70.0</td>
<td>151.66</td>
<td>.8750</td>
</tr>
<tr>
<td>40.00</td>
<td>80.0</td>
<td>173.33</td>
<td>1.0000</td>
</tr>
</tbody>
</table>
Job Codes

Note: *Job Codes* are single alpha characters that indicate the type of position and pay cycle. The job code is determined when the position is established. You can download a list of all job codes from Human Resources’ website at [www.okstate.edu/osu_per/payroll/forms/payroll_info.htm](http://www.okstate.edu/osu_per/payroll/forms/payroll_info.htm). For continuous regular positions, the job code can be found on a recent position questionnaire.

The following lists valid job codes within HRS. Job code is a required element within the Present Status and Proposed Status areas of the EA.

**Monthly**

A - Faculty 1 Exempt Monthly *Regular Faculty*
C - Faculty 3 Exempt Monthly *Okmulgee Faculty Only*
D - Faculty 4 Exempt Monthly *Temporary Faculty (Appointments less than six months)*
E - Admin/Prof/Exec Regular Hi-1 (Exempt) Monthly *A/P Grades 5+*
G - Admin/Prof Regular Lo-1 (Exempt) Monthly *A/P Grades 1-4*
I - Classified Regular-1 (Non-Ex) Exception Monthly
N - Student/Temp-1 (Exempt) Monthly *Temporary Only*
O - Student/Temp-2 (Exempt) Monthly *Students Only*

**Biweekly**

P - Classified Regular-1 1.0 OT (Non-Exempt) Positive Biweekly
Q - Classified Regular-1 1.5 OT (Non-Exempt) Positive Biweekly
U - Student/Temp-1 1.0 OT (Non-Ex) Biweekly
V - Student/Temp-1 1.5 OT (Non-Ex) Biweekly *Temporary Only*
W - Student/Temp-2 1.5 OT (Non-Ex) Biweekly *Students Only*
### Labor Distribution Account Subcodes

<table>
<thead>
<tr>
<th>Subcode</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculty</strong></td>
<td></td>
</tr>
<tr>
<td>200X</td>
<td>Faculty - regular, teaching</td>
</tr>
<tr>
<td>202X</td>
<td>Faculty - summer, teaching</td>
</tr>
<tr>
<td>205X</td>
<td>Faculty - temporary, teaching</td>
</tr>
<tr>
<td>211X</td>
<td>Faculty - regular, non-teaching</td>
</tr>
<tr>
<td>215X</td>
<td>Faculty - temporary, non-teaching</td>
</tr>
<tr>
<td>216X</td>
<td>Faculty - overload, non-teaching</td>
</tr>
</tbody>
</table>

200X, 202X, and 205X can only be used with XX-1-3-XXXXX accounts.

| **Executive/Administrative/Professional** | |
| 220X | Executive/Administrative/ Managerial |
| 222X | Administrative/Professional |
| 225X | Administrative/Professional - temporary |
| 226X | Administrative/Professional - overload |

| **Classified** | |
| 240X | Classified - regular |
| 241X | Classified - temporary |
| 242X | Classified - overtime |

| **Graduate Students** | |
| 204X | Graduate Assistants/ Associates - teaching regular session |
| 207X | Graduate Assistant/ Associates - teaching summer session |
| 244X | Graduate Assistants/ Associates - non-teaching |

204X and 207X can only be used with XX-1-3-XXXXX accounts.

| **Undergraduate Students** | |
| 246X | Student – non work-study |
| 245Y | Student – work-study (community service) |
| 247Y | Student – work-study |
| 248X | Student – overtime |

The Federal Work-Study office inputs labor distributions accounts for Work-Study positions in HRS. The Work-Study accounts and corresponding subcodes must end with the last digit of the fiscal year. An example for fiscal year 2003 would be: 1-5-50893-2473. Questions regarding Work-Study funding should be directed to the Work-Study Programs office at (405) 744-6402, 119 Student Union.

Cell Phone Salary Additive Subcode: Departments who compensate their employees for cell phone expenses, should use a subcode of 2301.
Separation Code Explanations

100 - Resignations

110 Accept other employment
   Resigned to accept non-OSU employment

111 Job dissatisfaction
   Resigned citing dissatisfied with current job or work

112 Domestic duties or pregnancy
   Resigned citing domestic duties or pregnancy

113 Attend school full time
   Resigned to attend school on a full-time basis

115 Personal reasons
   Resigned – reasons unknown

116 Poor health
   Resigned citing health issues of self, or family

117 Resign while on layoff
   Resigned while in layoff status

118 Mutually satisfactory release
   Resigned by mutual agreement of the employee and OSU

119 Moving to new location
   Resigned to relocate in different area

200 – Involuntary Separations

230 Abandoned position
   Dismissed - walked off the job and/or was a 3 day “no show”

231 Inaptitude for job
   Dismissed - unable to perform job duties or fulfill job requirements

232 Chronic absenteeism or tardiness
   Dismissed - failed to attend regularly and on time

233 Expired layoff rights
   Separation at end of layoff time period (12 months)

234 Unsatisfactory performance
   Dismissed - failed to achieve acceptable performance standards

235 Physical or mental impairment
   Dismissed - unable to perform essential job functions due to physical/mental impairment

236 Involuntary – Other
   Dismissed - other reasons not specified above
237  Dismissed for cause
239  Dismissal due to reduction in staff
     Separation due to reduction in staff of student/temporary employees only

300 – End of Temporary Work Assignments
  351  End of assignment
     Separation due to end of temporary assignment for student/temporary employee

400 - Retirements
  460  Regular retirement
     Retired with OSU retirement benefits

500 - Deaths
  510  Death
     Death of an employee or retiree

900 – Miscellaneous Separations
  983  Credential revoked or denied
     Separated due to inability to meet required credentialing for position
## Special Pay Subcode Charts

### Biweekly Special Pay Subcode Chart

<table>
<thead>
<tr>
<th>TYPE OF SPECIAL PAY</th>
<th>EC</th>
<th>JOB CODE</th>
<th>ASSIGN CODE</th>
<th>ACCOUNT</th>
<th>SUBCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIWEEKLY EXTRA TIME</td>
<td>134</td>
<td>Q,P</td>
<td>&lt;990</td>
<td>240X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>134</td>
<td>Q,P</td>
<td>&gt;990</td>
<td>241X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>134</td>
<td>U,W</td>
<td></td>
<td>246X OR 247X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>134</td>
<td>U,W</td>
<td>X-5-50FF OR X-5-5080F</td>
<td>247X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>134</td>
<td>V</td>
<td></td>
<td>215X,225X, 0R 241X</td>
<td>205X (only for X-1-3XXXX)</td>
</tr>
<tr>
<td>1.0 OVERTIME</td>
<td>035</td>
<td>P,Q</td>
<td></td>
<td>242X</td>
<td></td>
</tr>
<tr>
<td>1.0 OVERTIME</td>
<td>036</td>
<td>U</td>
<td></td>
<td>248X</td>
<td></td>
</tr>
<tr>
<td>1.5 OVERTIME</td>
<td>030</td>
<td>Q,V</td>
<td></td>
<td>242X</td>
<td></td>
</tr>
<tr>
<td>1.5 OVERTIME</td>
<td>031</td>
<td>W</td>
<td></td>
<td>248X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>080</td>
<td>Q,P</td>
<td>&lt;990</td>
<td>240X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>080</td>
<td>Q,P</td>
<td>&gt;990</td>
<td>241X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>080</td>
<td>U,W</td>
<td></td>
<td>246X OR 247X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>080</td>
<td>U,W</td>
<td>X-5-50FF OR X-5-5080F</td>
<td>247X</td>
<td></td>
</tr>
<tr>
<td>AWARDS</td>
<td>080</td>
<td>V</td>
<td></td>
<td>215X,225X, 0R 241X</td>
<td>205X (only for X-1-3XXXX)</td>
</tr>
<tr>
<td>COMP LEAVE</td>
<td>300</td>
<td>P,Q,V</td>
<td></td>
<td>242X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>300</td>
<td>U,W</td>
<td></td>
<td>248X</td>
<td></td>
</tr>
</tbody>
</table>
### Monthly Special Pay Subcode Chart

<table>
<thead>
<tr>
<th>TYPE OF SPECIAL PAY</th>
<th>EC</th>
<th>JOB CODE</th>
<th>ASSIGN CODE</th>
<th>ACCOUNT</th>
<th>SUBCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 OVERTIME</td>
<td>037</td>
<td>I</td>
<td>&lt;990</td>
<td></td>
<td>242X</td>
</tr>
<tr>
<td>1.5 OVERTIME</td>
<td>032</td>
<td>I</td>
<td>&gt;990</td>
<td></td>
<td>242X</td>
</tr>
<tr>
<td>LWOP</td>
<td>425</td>
<td>A,C,D,E,G,I,N,O</td>
<td>NEG HRS</td>
<td>NONE</td>
<td>NONE</td>
</tr>
<tr>
<td>1.0 OVERTIME</td>
<td>037</td>
<td>I</td>
<td>&lt;990</td>
<td></td>
<td>242X</td>
</tr>
<tr>
<td>1.5 OVERTIME</td>
<td>032</td>
<td>I</td>
<td>&gt;990</td>
<td></td>
<td>242X</td>
</tr>
<tr>
<td>PROFESSIONAL PRACTICE PLAN</td>
<td>131</td>
<td>A</td>
<td>&lt;990</td>
<td></td>
<td>216X, 205X (only for X-1-3XXXX)</td>
</tr>
<tr>
<td></td>
<td>131</td>
<td>A</td>
<td>&gt;990</td>
<td></td>
<td>215X</td>
</tr>
<tr>
<td></td>
<td>131</td>
<td>E,G</td>
<td>&lt;990</td>
<td></td>
<td>226X</td>
</tr>
<tr>
<td></td>
<td>131</td>
<td>E,G</td>
<td>&gt;990</td>
<td></td>
<td>225X</td>
</tr>
</tbody>
</table>

**Legend:**
- **EC:** Employee Code
- **JOB CODE:** Job Code
- **ASSIGN CODE:** Assignment Code
- **ACCOUNT:** Account
- **SUBCODE:** Subcode

Important to note that the earnings codes used in the HRS Special Pay screens will be the actual codes used by HRS. Therefore, we have provided you with a table to easily convert what you were using in the Web-Based system to the new HRS Special Pay system. Please take note of the Job Code associated with the Special Payment.
Quick Reference

Logging in to HRS
1. Select the SCTP menu item on the Mainframe Session Manager menu and press <Enter>.
2. Press the Pause/Break key to clear the screen.
3. Input ZCTL on the screen, press <Enter>.
4. On the Systems and Computer Technology Plus 2000 log in screen:
   - SYSTEM 003 (or 3, or HRS)
   - YOUR OPERATOR ID 1234 (four-digit operator ID)
   - YOUR PASSWORD 12THi78 (7 or 8 digit password - alpha &/or numeric)

Summary of the HRS Screens

<table>
<thead>
<tr>
<th>Employee Screens</th>
<th>Position Screens</th>
</tr>
</thead>
<tbody>
<tr>
<td>011 Empl/Appl Add/Maint</td>
<td>061 Position Add/Maint</td>
</tr>
<tr>
<td>012 Corporation Root Add/Maint</td>
<td>L61 Position/Employee List</td>
</tr>
<tr>
<td>016 Assignment Add/Maintain</td>
<td>062 Position Budget Summary</td>
</tr>
<tr>
<td>L16 Assignment List</td>
<td>063 Position Fund Source Info</td>
</tr>
<tr>
<td>017 International Information</td>
<td>L63 Position/Funding List</td>
</tr>
<tr>
<td>046 Accrual Maint (Leave Accrual)</td>
<td>M63 Position Funding Information</td>
</tr>
<tr>
<td>BBC Current Employer Contribution (Benefits)</td>
<td>064 Position Funding – Fed to Acctg</td>
</tr>
<tr>
<td>083 Employer (Benefits)</td>
<td></td>
</tr>
</tbody>
</table>

Biweekly Payroll
UX1 Master Update For Time Entry
UT1 Multiple Time Input
UT2 Individual Time Input
UT3 Approve Time Entry
UT4 Wage Reporting

Monthly Confirmation
UC1 Leave Input/Time Confirmation
UC2 Employee Confirmation Detail
UC3 Confirmation Approval

Special Pay
US1 Input or Approve Special Pay by Employee
US2 Special Pay Approve By Department
US3 Special Pay Listed By Department
US4 Special Pay Listed By Employee ID

Labor Distribution
UL1 Labor Distribution Add/Maint
UL2 Labor Distribution List
UL3 Labor Dist List By Div Dept

Element Help:  With the cursor in the field for which help is needed, press the F2 key

Glossary: Press the F1 key, then enter ‘GL’ in the Topic Type field. Press <Enter>.

Who to Contact

<table>
<thead>
<tr>
<th>Questions About?</th>
<th>Who To Contact</th>
<th>Telephone Number (405)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS/HRS Access</td>
<td>Bob Schreiber</td>
<td>744-5759</td>
</tr>
<tr>
<td>Monthly Payroll</td>
<td>Cissy Blood</td>
<td>744-6379</td>
</tr>
<tr>
<td>Biweekly Payroll</td>
<td>Ruth Waldron</td>
<td>744-6373</td>
</tr>
<tr>
<td>Labor Distribution</td>
<td>Sherry Warden</td>
<td>744-6372</td>
</tr>
<tr>
<td>Leave Corrections</td>
<td>Cissy Blood</td>
<td>744-6379</td>
</tr>
<tr>
<td>Benefits Coding</td>
<td>Shelly Thomas</td>
<td>744-5382</td>
</tr>
</tbody>
</table>
Biweekly Timesheet Corrections and Prior Period Adjustments Form and Instructions for Completing the Form

OKLAHOMA STATE UNIVERSITY
TIMESHEET CORRECTIONS AND
PRIOR PERIOD ADJUSTMENTS
FOR THE BIWEEKLY PAYROLL

The following entries are corrections to the current biweekly pay period or adjustments to prior pay periods. Only one type of entry, current period correction, or prior period adjustment is permitted on a single form. The entries are supported by timesheets or timecards maintained by the department. The following entries have been reviewed by the Department Head, Director, or other authorized individual, as noted by the signature below. (Instructions on the reverse side).

<table>
<thead>
<tr>
<th>HOME DEPARTMENT #</th>
<th>HOME DEPARTMENT NAME</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>WEEK 2</th>
<th>ANNUAL</th>
<th>SICK</th>
<th>COMPENSATORY</th>
<th>OTHER</th>
<th>HOLIDAY</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NAME:      SSN:      ASSGN CODE:  

EXPLANATION:  

NAME:      SSN:      ASSGN CODE:  

EXPLANATION:  

NAME:      SSN:      ASSGN CODE:  

EXPLANATION:  

NAME:      SSN:      ASSGN CODE:  

EXPLANATION:  

PREPARED BY:  PHONE #:  DEAN/DIRECTOR/DEPARTMENT HEAD APPROVED:  PAYROLL USE:  

OSU Human Resources 123 July 2004
GENERAL INSTRUCTIONS:

This form may be used to report current period corrections OR prior period adjustments. Do not include both transaction types on a single form.

Indicate the type of transaction, current period correction or prior period adjustment, by marking the proper box in the upper right hand corner on the face of the form.

Enter the home department number, name, and the pay period from and to dates in the spaces provided. For example:

<table>
<thead>
<tr>
<th>HOME DEPARTMENT #</th>
<th>HOME DEPARTMENT NAME</th>
<th>PAY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>D0401</td>
<td>Human Resources</td>
<td>03/02/2002</td>
</tr>
</tbody>
</table>

Only include information from a single pay period on a form. The pay period dates are printed on the Biweekly Schedule of Deadlines available from Personnel Services/Payroll, 409 Whitehurst.

The name, social security number, and assignment code (ASSGN CODE) is entered on the form as it appeared on the original timesheet. The assignment code is a unique identifier for each employee’s assignment. The assignment code is listed on the timesheet and consists of a single letter followed by a three digit number, such as Q404, X412, P510, etc.

<table>
<thead>
<tr>
<th>NAME:</th>
<th>SSN:</th>
<th>ASSGN CODE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>123-45-6789</td>
<td>Q404</td>
</tr>
</tbody>
</table>

Enter the hours worked, leave taken, etc., in the appropriate columns provided. The TOTAL HOURS column is the sum of the hours entered on the line.

Enter a brief explanation of why the correction or prior period adjustment is necessary. This entry provides documentation and justification for the entry. Typically, this is reviewed by auditors during the periodic payroll audits.

Enter the name of the person preparing the form in the space provided. The form must then be signed by an individual designated as being responsible for approving normal timesheet entries.

Deliver the completed form to Personnel Services/Payroll, 409 Whitehurst. Deadlines are periodically posted. If you have questions call Payroll 4-6372.

IMPORTANT! Incomplete or incorrectly completed forms WILL NOT BE PROCESSED. These forms will be returned to the originating department. If you have questions, call Payroll.

The best source of information on processing payroll forms is the payroll forms seminar that is held each semester.

Note: Current period corrections and prior period adjustments will be included in the Report of Biweekly Pay, commonly known as the Wage Report; however, the hours reported will not be reflected on the Completed Time Reports or the on-line timesheets.

ITEMS SPECIFIC TO CURRENT CORRECTIONS.

The hours entered on this form as corrections to the current pay period WILL REPLACE ALL time reported via the standard timesheets. Be sure to enter all hours that need to be paid.

ITEMS SPECIFIC TO PRIOR PERIOD ADJUSTMENTS.

Hours entered as a prior period adjustment are an increase or (decrease) in hours previously reported and paid. For instance, if an employee was paid for 37 Hours worked in Week 1 in the previous pay period but should have been paid for 38 Hours Worked in Week 1, one (1) hour would be reported in Hours Worked in Week 1.

If prior period adjustment hours reported in either Hours Worked Week 1 or Week 2 would have resulted in overtime being calculated if originally reported correctly, enter an asterisk (*) next to the hours reported. For example, Hours Worked in Week 1 were originally reported as 38 hours but should have been 42 hours.

The following prior period adjustment would have been made:

<table>
<thead>
<tr>
<th>HOURS WORKED WEEK 1</th>
<th>WEEK 2</th>
<th>ANNUAL TAKEN</th>
<th>SICK TAKEN</th>
<th>COMPENSATORY EARNED TAKEN</th>
<th>OTHER APPROVED</th>
<th>HOLIDAY HOURS</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00*</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>4.00</td>
</tr>
</tbody>
</table>

EXPLANATION:

42 hours should have been reported in week 1 instead of the 38 originally reported.

A prior period adjustment to REDUCE hours previously reported can be processed as long as the reduction in hours is less than or equal to the number of hours reported in the current period. To report a reduction in hours (negative amount), enclose the hour in parentheses ( ), or if Hours Worked Week 1 or Week 2 are reduced, resulting in the loss of overtime previously calculated. Indicate this by placing an asterisk (*) next to the prior period adjustment.

<table>
<thead>
<tr>
<th>HOURS WORKED WEEK 1</th>
<th>WEEK 2</th>
<th>ANNUAL TAKEN</th>
<th>SICK TAKEN</th>
<th>COMPENSATORY EARNED TAKEN</th>
<th>OTHER APPROVED</th>
<th>HOLIDAY HOURS</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4.00)*</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(4.00)</td>
</tr>
</tbody>
</table>

EXPLANATION:

38 hours should have been reported in week 1 instead of the 42 originally reported.
Instructions for Completing the HRS Recast Transaction Form

1. **Employee Name:** Enter the employee’s name as shown in HRS, last name first.

2. **Document Number:** Do not complete. The document number will be assigned when the recast is processed.

3. **SSN:** Enter the employee’s social security number.

4. **Pay Period ID No. (or Range):** Enter the payroll ID number(s) for the specific payroll(s) that you wish to change. Monthly payrolls include 1R01 through 1R12 and biweekly payroll runs include 4R01 through 4R26.

5. **Pos No. On Pay ID:** Enter the position number the employee was paid under during the associated pay period(s).

6. **Y:** Indicates that both labor and benefits will be moved to the new account. If only labor costs need to be moved, enter an L. If only benefits costs need to be moved, enter a B.

7. **New Labor Account:** Enter all labor accounts involved in the new distribution in the following format: CC-L-DDDDD-LBSC. The recast program can accommodate up to twelve accounts per position number.

8. **New Funding Percents:** Enter the percentage of funding to be charged to each labor account. The percentage should be entered as a decimal number up to a maximum of five decimal places (.45753). The combined total of all percentages within a payroll run must equal 1.

9. **New Pos No. (if applicable):** If you wish to move funding from the current position to a new position, enter the new position here. Otherwise, leave this field blank.

10. **Reason:** Write a brief but specific reason for the proposed change in labor distribution.

11. **Authorized by:** The form should be signed by the appropriate department representative to complete the change. If either side of the recast transaction impacts a grant, contract, or cost share account, certification by the Principal Investigator and Grants and Contracts Financial Administration personnel is required.

All completed HRS Recast Transaction Forms should be submitted to Sherri Cochran, GCFA/Investments, (405) 744-5885 for processing. It will take approximately two days from the date of input to view recast transactions in departmental accounts. These transactions are identified in FRS with a batch ID of OHJXXX, where XXX indicates the number of the HJV.
Special Payments Form and Instructions for Completing the Form
### SPECIAL PAYMENTS

OKLAHOMA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>EMPLOYEE ID NUMBER</th>
<th>EMPLOYEE NAME (as on your Social Security Card using Last, First Middle)</th>
<th>DIVISION</th>
<th>PAYING DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>CLASS CODE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERIOD (MMDDYYYY)</th>
<th>EARNINGS</th>
<th>ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JOB CODE</th>
<th>FROM</th>
<th>TO</th>
<th>CODE</th>
<th>HOURS</th>
<th>AMOUNT</th>
<th>A</th>
<th>L</th>
<th>DEPARTMENT</th>
<th>SUBCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Totals

### Description of Work Performed:

Pay Cycle - All Special Payments are processed as part of the biweekly pay cycle with only two exceptions: (1) payments to monthly employees for up to three months following their separation (same fiscal year), and (2) payments to newly hired monthly employees for work performed prior to the beginning of the EA assignment. Special Payment form is attached to the Employment Action form.

### Remarks:

If the employee is a non-U.S. citizen, verify prior to employment that the hours worked will not cause the employee to exceed work hours authorized by the work permit.

This form prepared by:

__________________________    ________
Name Ext.        Date

**CERTIFICATION:** I have first hand knowledge of the activity described above. I certify that it is a reasonable estimate of the work performed, documented, and completed.

Approval Date

Approval Date
GENERAL INSTRUCTIONS:

Employees who have a current HRS assignment cannot be paid with this form. Payments to these employees must be made using the IMS/HRS On-Line Special Payment System. Special payment forms submitted on employees who have a current HRS assignment will be returned to the originating department.

Payroll Signup forms must be attached for new employees or the form will be returned to the originating department.

<table>
<thead>
<tr>
<th>EMPLOYEE ID NUMBER</th>
<th>EMPLOYEE NAME (As on your Social Security Card using Last, First Middle)</th>
<th>DIVISION</th>
<th>PAYING DEPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>####-####-####</td>
<td>Employee, Ima Good</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter the employee’s university ID number (social security number).

Enter the employee’s name AS IT APPEARS ON THE SOCIAL SECURITY CARD using a Last Name, First Middle format.

Enter the 3 digit division number

Enter the 5-digit department number of the department issuing the special payment.

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>CLASS CODE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Oklahoma State University Representative</td>
</tr>
</tbody>
</table>

Enter the 4-digit Class Code for the employee being paid.

Enter the title or description for the class code entered in the preceding space.

<table>
<thead>
<tr>
<th>PERIOD (MMDDYYYY)</th>
<th>EARNINGS</th>
<th>ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB CODE FROM TO</td>
<td>CODE</td>
<td>HOURS AMOUNT</td>
</tr>
<tr>
<td></td>
<td></td>
<td># # 12.00 72.00 # # #</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total 12.00 $ 72.00 Rate = $6.00</td>
</tr>
</tbody>
</table>

JOB CODE: If the Job Code is known, enter the applicable Job Code. Otherwise, leave blank and Personnel/Payroll staff will assign the Job Code.

PERIOD: Enter the beginning (FROM) and ending (TO) dates corresponding to the work performed. These dates are entered into the payroll system and maintained as documentation.

EARNINGS CODE: Enter the appropriate earning code for the work performed. 001 for REGULAR/SPECIAL PAY; 002 for 1.0 OVERTIME; and 003 for 1.5 OVERTIME. NOTE: Regular/Special earnings and Overtime earnings must be listed on separate lines.

HOURS: For non-exempt employees, enter the hours worked. For exempt employees who are performing a job based on a contractual amount, enter 1.00. At least one hour must be entered.

AMOUNT: If the payment is based on a contractual amount or specific pay for a job done, enter that amount. If the payment is based on an hourly rate, calculate and enter Hours X Rate = Amount.

ACCOUNT NUMBER: Enter the accounting system 11-digit account number (Agency, Ledger, Department, and Sub-code). The Special Payment will be charged to this account. NOTE: If the Special payment is to be split between two or more accounts, separate HOURS and AMOUNTS must be calculated and entered for each unique 11-digit account number.

TOTALS—Hours: Sum the hours entered in the HOURS column and enter in the TOTALS line.

TOTALS—Amount: Sum the amounts in the AMOUNTS column and enter in the TOTALS line.

TOTALS—Rate: The RATE may be omitted for exempt employees. For non-exempt employees, enter the hourly straight time rate. For regular hours the rate equals AMOUNT / HOURS. For overtime hours the rate equals AMOUNT / 1.5 / HOURS.

Purpose: Enter the reason for the payment.
Remarks, This Form Prepared By: Enter any appropriate remarks, and who prepared the form.

Signatures: Stamped signatures or signatures ‘by’ or initialed will not be accepted. Check with your administrative area if you do not know the signature requirements for the Special Payment form.
### Commonly Used Payroll Advice Earnings Categories and Other Helpful Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG MNTHLY</td>
<td>REGULAR MONTHLY PAY</td>
</tr>
<tr>
<td>OTR PICKUP</td>
<td>OKLAHOMA TEACHERS’ RETIREMENT CONTRIBUTION, PAID BY DEPARTMENT</td>
</tr>
<tr>
<td>HRLY PAY</td>
<td>REGULAR HOURLY PAY (BIWEEKLY)</td>
</tr>
<tr>
<td>REG SPEC</td>
<td>REGULAR PAY PAID BY SPECIAL PAYMENT</td>
</tr>
<tr>
<td>ST WK STDY</td>
<td>FEDERAL WORK STUDY PAY</td>
</tr>
<tr>
<td>OFF WK STD</td>
<td>OFF CAMPUS WORK STUDY PAY</td>
</tr>
<tr>
<td>1.5 OT</td>
<td>OVERTIME PAID AT 1.5 X PAY RATE – PAYMENT FOR WORK IN EXCESS OF 40 HOURS PER WEEK</td>
</tr>
<tr>
<td>1.0 OT</td>
<td>OVERTIME AT 1.0 X PAY RATE – PAYMENT FOR WORK IN EXCESS OF 40 HOURS PER WEEK</td>
</tr>
<tr>
<td>RETRO</td>
<td>RETROACTIVE PAY – PAYMENT FOR WORK COMPLETED IN A PREVIOUS PAY PERIOD</td>
</tr>
<tr>
<td>EXTRA TIME</td>
<td>PAYMENT FOR EXTRA TIME WORKED – PAID BY SPECIAL PAYMENT</td>
</tr>
<tr>
<td>PROF PAY</td>
<td>PHYSICIAN PROFESSIONAL PAYMENT PLAN</td>
</tr>
<tr>
<td>HOLIDAY</td>
<td>HOLIDAY LEAVE PAYMENT</td>
</tr>
<tr>
<td>ANNUAL</td>
<td>ANNUAL LEAVE PAYMENT</td>
</tr>
<tr>
<td>TERM AL</td>
<td>TERMINAL ANNUAL LEAVE – FINAL PAYMENT OF ACCUMULATED ANNUAL LEAVE; LIMITED BY UNIVERSITY POLICY</td>
</tr>
<tr>
<td>SICK</td>
<td>SICK LEAVE PAYMENT</td>
</tr>
<tr>
<td>RETRO</td>
<td>RETROACTIVE PAY – PAYMENT FOR WORK COMPLETED IN A PRIOR PAY PERIOD</td>
</tr>
<tr>
<td>ADMIN LVE</td>
<td>PAYMENT FOR ADMINISTRATIVE LEAVE (EX. FUNERAL LEAVE)</td>
</tr>
<tr>
<td>PHONE ALLW</td>
<td>CELL PHONE ALLOWANCE – REIMBURSEMENT OF CELL PHONE EXPENSE INCURRED BY EMPLOYEE</td>
</tr>
<tr>
<td>INS ADDITV</td>
<td>HEALTH INSURANCE SALARY ADDITIVE – REIMBURSEMENT OF EMPLOYEE-PAID MEDICAL INSURANCE PREMIUMS</td>
</tr>
</tbody>
</table>
### Commonly Used Payroll Advice Deductions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAL PAYBK</td>
<td>Salary Pay Back – Payback of Deferred Faculty Salary Earned in Previous Fiscal Year</td>
</tr>
<tr>
<td>GARNISH</td>
<td>Garnishment – Court-Directed Payment</td>
</tr>
<tr>
<td>CHILD SUP</td>
<td>Child Support – Court Directed Payment</td>
</tr>
<tr>
<td>IRS LEVY</td>
<td>IRS Tax Levy – IRS-Levied Deduction for Federal Income Tax</td>
</tr>
<tr>
<td>PROC FEE</td>
<td>Processing Fee for a Garnishment or Child Support Deduction</td>
</tr>
<tr>
<td>HEALTH</td>
<td>Medical Insurance Premium</td>
</tr>
<tr>
<td>HEALTH-R</td>
<td>Medical Insurance Premium Under Flexible Benefits – Not Subject to Taxation</td>
</tr>
<tr>
<td>FED HLTH</td>
<td>Medical Insurance Premium – Federal Appointees</td>
</tr>
<tr>
<td>FED HLTH-R</td>
<td>Federal Medical Insurance Premium Under Flexible Benefits – Not Subject to Taxation</td>
</tr>
<tr>
<td>DENTAL-R</td>
<td>Dental Insurance Premium Under Flexible Benefits – Not Subject to Taxation</td>
</tr>
<tr>
<td>LIFE INS</td>
<td>Life Insurance Premium</td>
</tr>
<tr>
<td>LTD</td>
<td>Long-Term Disability Insurance Premium</td>
</tr>
<tr>
<td>OTR-R</td>
<td>Oklahoma Teachers Retirement Contribution (High or Low Base) – Not Subject to Federal or State Income Tax</td>
</tr>
<tr>
<td>SAL DEFER</td>
<td>Faculty Salary Deferral – Paid Back in Next Fiscal Year</td>
</tr>
<tr>
<td>TDA-R</td>
<td>Voluntary Tax-Deferred Annuity – Not Subject to Federal or State Income Tax</td>
</tr>
<tr>
<td>MED REIM-R</td>
<td>Medical Expense Reimbursement – Deduction Under Flexible Benefits, Not Subject to Taxation</td>
</tr>
<tr>
<td>DEP CARE-R</td>
<td>Dependent Care Deduction Under Flexible Benefits - Not Subject to Taxation</td>
</tr>
<tr>
<td>CREDIT UNION</td>
<td>Credit Union Deduction</td>
</tr>
<tr>
<td>UNITED WAY</td>
<td>United Way Deduction</td>
</tr>
<tr>
<td>FOUNDATION</td>
<td>OSU Foundation Deduction</td>
</tr>
</tbody>
</table>
BURSAR PAYMENT ON BURSAR ACCOUNT
CLG SVNGS OKLAHOMA COLLEGE SAVINGS PLAN DEDUCTION

Check Distribution
Indicates how the paycheck will be distributed. A bank name means that the check will be
direct deposited to an account in that bank (specified by the employee). PICKUP at Bursar’s
Office means that the check will be available in the Bursar's Office, 113 Student Union, or at
a priority distribution center.

The net pay is located immediately to the right of the check distribution.

Marital Status
Reflects the employees tax status (1 - single, 2 - married, 4 - married both spouses working--
state tax only). The codes are translated on the reverse side of the Payroll Advice.

Allowances
The number of exemptions an employee is claiming.

Additional Amount
The whole-dollar amount per paycheck, if any, of additional federal or state income tax
withholding requested by the employee.

Current Tax Amount/Tax Gross
This column reports the current taxes withheld and the gross earnings subject to that tax.
Additional details are given on the reverse of the form. Social security (SOCIAL SEC),
Medicare (MEDICARE), federal (FED W/H) and state (OK W/H) earnings are listed
individually.

Year-to-Date Tax Amount/Tax Gross
Year-to-date taxes and taxable gross for each earnings category are reported here (social
security, medicare, federal, and state).

Benefit Section
The two columns in this area report all benefits paid by the university for employees.
Current, calendar year and fiscal year totals are provided for each benefit. Taxable benefits,
subject to federal, state, and FICA taxes are indicated, where applicable.

Commonly Used Payroll Advice Benefit Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VEH USE</td>
<td>PERSONAL USE OF UNIVERSITY VEHICLE – TAXABLE BENEFIT</td>
</tr>
<tr>
<td>MOVING EXP</td>
<td>EMPLOYEE MOVING EXPENSE PAYMENT</td>
</tr>
<tr>
<td>OTHR TAXBL</td>
<td>OTHER TAXABLE BENEFITS</td>
</tr>
<tr>
<td>LIFE INS</td>
<td>GROUP LIFE INSURANCE PREMIUMS</td>
</tr>
<tr>
<td>LIFE INC</td>
<td>IMPUTED/ESTIMATED TAXABLE BENEFIT FOR GROUP TERM LIFE INSURANCE EXCEEDING $50,000 IN COVERAGE</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>SOCIAL SEC</td>
<td>SOCIAL SECURITY PREMIUMS - EMPLOYER SHARE</td>
</tr>
<tr>
<td>MEDICARE</td>
<td>MEDICARE PREMIUMS - EMPLOYER SHARE</td>
</tr>
<tr>
<td>OTR ADM</td>
<td>OKLAHOMA TEACHERS' RETIREMENT ADMINISTRATION FEE</td>
</tr>
<tr>
<td>OTR-R</td>
<td>OKLAHOMA TEACHERS' RETIREMENT CONTRIBUTION</td>
</tr>
<tr>
<td>TIAA 7-11</td>
<td>TIAA-CREF RETIREMENT ANNUITY CONTRIBUTION UNDER 7/11</td>
</tr>
<tr>
<td>WORK COMP</td>
<td>WORKERS COMPENSATION INSURANCE PREMIUMS</td>
</tr>
<tr>
<td>UNEMPLOY</td>
<td>UNEMPLOYMENT INSURANCE PREMIUMS</td>
</tr>
</tbody>
</table>
### Special Payments Earnings Codes

#### For Monthly

<table>
<thead>
<tr>
<th>Earnings Codes</th>
<th>Type of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>014</td>
<td>Regular Special Pay</td>
</tr>
<tr>
<td>032</td>
<td>1.5 Overtime</td>
</tr>
<tr>
<td>037</td>
<td>1.0 Overtime</td>
</tr>
<tr>
<td>080</td>
<td>Awards</td>
</tr>
<tr>
<td>120</td>
<td>Retroactive Pay</td>
</tr>
<tr>
<td>130</td>
<td>Extra time</td>
</tr>
<tr>
<td>131</td>
<td>Professional pay – Center For Health Sciences</td>
</tr>
<tr>
<td>300</td>
<td>Payment for Compensatory Leave (classified staff)</td>
</tr>
<tr>
<td>425</td>
<td>Leave Without Pay (LWOP) adjustments</td>
</tr>
</tbody>
</table>

#### For Biweekly

<table>
<thead>
<tr>
<th>Earnings Codes</th>
<th>Type of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>030</td>
<td>1.5 Overtime – regular/temporary biweekly job codes</td>
</tr>
<tr>
<td>031</td>
<td>1.5 Overtime – student biweekly job codes</td>
</tr>
<tr>
<td>035</td>
<td>1.0 Overtime – regular biweekly job codes</td>
</tr>
<tr>
<td>036</td>
<td>1.0 Overtime – student/temporary biweekly job codes</td>
</tr>
<tr>
<td>134</td>
<td>Extra Time – regular/temporary biweekly job codes</td>
</tr>
<tr>
<td>080</td>
<td>Awards</td>
</tr>
<tr>
<td>300</td>
<td>Payment for Compensatory Leave (classified staff)</td>
</tr>
</tbody>
</table>
EA Examples
Example A: Employment Action Form (Blank)

**OKLAHOMA STATE UNIVERSITY**

<table>
<thead>
<tr>
<th>EMPLOYMENT ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID Number</td>
</tr>
<tr>
<td>Name (as shown on Social Security Card)</td>
</tr>
<tr>
<td>Last</td>
</tr>
</tbody>
</table>

**Person on HRS?**
- Yes
- No

- [ ] Appointment
- [ ] Title Change
- [ ] Retirement
- [ ] Promotion
- [ ] Rate Change
- [ ] Death
- [ ] Reappointment
- [ ] FTE Change
- [ ] Transfer
- [ ] Separation

**PRESENT STATUS**

<table>
<thead>
<tr>
<th>OSU POSITION TITLE/PAY GRADE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] BIWEEKLY [ ] MONTHLY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Position Number</th>
<th>Begin Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Hours</th>
<th>Pay Rate</th>
<th>Class Code</th>
<th>HRS</th>
<th>Assign Dept.</th>
</tr>
</thead>
</table>

**PROPOSED STATUS**

<table>
<thead>
<tr>
<th>OSU POSITION TITLE/PAY GRADE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] BIWEEKLY [ ] MONTHLY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Position Number</th>
<th>Begin Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Hours</th>
<th>Pay Rate</th>
<th>Class Code</th>
<th>HRS</th>
<th>Assign Dept.</th>
</tr>
</thead>
</table>

**For New Temporary and Student Positions Only**

<table>
<thead>
<tr>
<th>LABOR DISTRIBUTION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed Status Account Number</th>
<th>Percent</th>
<th>Start/End Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Proposed Status Account Number</th>
<th>Percent</th>
<th>Start/End Date</th>
</tr>
</thead>
</table>

**SEPARATION INFORMATION**

<table>
<thead>
<tr>
<th>Reason for Separation</th>
<th>Code</th>
<th>Effective Separation Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MMDDYYYY AM PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Leave Due</th>
<th>Comp Time Due</th>
<th>Unused Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Hours)</td>
<td>(Hours)</td>
<td>(Hours)</td>
</tr>
</tbody>
</table>

**FACULTY APPOINTMENT DETAILS**

<table>
<thead>
<tr>
<th>Academic Department Granting Rank:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Home Department Number:</td>
</tr>
<tr>
<td>If Tenure Granted Previously, Date:</td>
</tr>
<tr>
<td>Tenure Track: [ ] Yes [ ] No</td>
</tr>
<tr>
<td>Action Grants Tenure: [ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appointment Length:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Sem [ ] 1 Yr [ ] 2 Yrs [ ] 4 Yrs [ ] 5 Yrs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dates of Appointment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>through</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notification Date for Reappointment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Length:</td>
</tr>
<tr>
<td>[ ] Sem [ ] 9 Mo [ ] 10 Mo [ ] 11 Mo [ ] 12 Mo</td>
</tr>
</tbody>
</table>

| This pay increase is recommended after review of performance, market, and equity. |
| Exempt from overtime [ ] Yes [ ] No |

This Form Prepared By: [ ]

Date: [ ] Ext: [ ]

Remarks: [ ]

Authorizing Signatures: [ ]

Date: [ ] Authorizing Signatures: [ ]

Date: [ ]
Example B: New Employee (Existing Position)

**OKLAHOMA STATE UNIVERSITY**

**EMPLOYMENT ACTION**

<table>
<thead>
<tr>
<th>Employee ID Number</th>
<th>Date of Birth</th>
<th>Person on HRS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>111-22-3333</td>
<td>01/30/60</td>
<td>❌ No</td>
</tr>
</tbody>
</table>

**Name (as shown on Social Security Card)**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tesh</td>
<td>John</td>
<td>H.</td>
</tr>
</tbody>
</table>

**PRESENT STATUS**

**OSU POSITION TITLE/PAY GRADE:**

- **BIWEEKLY**
- **MONTHLY**

**PROPOSED STATUS**

**OSU POSITION TITLE/PAY GRADE:** Technion/OC08

**BIWEEKLY**

**MONTHLY**

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Position Code</th>
<th>Begin Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Hours</th>
<th>Pay Rate</th>
<th>Class Code</th>
<th>HRS Code</th>
<th>Assign Code</th>
<th>Dept. Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
<td>XXXXXX</td>
<td>07/01/2001</td>
<td>FN</td>
<td>1.0</td>
<td>80</td>
<td>6.76</td>
<td>0338</td>
<td>XX</td>
<td>XXXX</td>
<td></td>
</tr>
</tbody>
</table>

**FACULTY APPOINTMENT DETAILS**

- **Academic Department Granting Rank:**
- **Academic Home Department Number:**
- **If Tenure Granted Previously, Date:**
- **Tenure Track:** Yes ❌ No
- **Action Grants Tenure:** Yes ❌ No

<table>
<thead>
<tr>
<th>Appointment Length:</th>
<th>Dates of Appointment:</th>
<th>Notification Date for Reappointment:</th>
<th>Assignment Length:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sem</td>
<td>1Yr</td>
<td>through</td>
<td>9 Mo</td>
</tr>
<tr>
<td>2 Yrs</td>
<td></td>
<td></td>
<td>10 Mo</td>
</tr>
<tr>
<td>4 Yrs</td>
<td></td>
<td></td>
<td>11 Mo</td>
</tr>
<tr>
<td>5 Yrs</td>
<td></td>
<td></td>
<td>12 Mo</td>
</tr>
</tbody>
</table>

This pay increase is recommended after review of performance, market, and equity. ❌ Exempt from overtime Yes ❌ No signed:

<table>
<thead>
<tr>
<th>This Form Prepared By:</th>
<th>Date:</th>
<th>Ext:</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glen Dale</td>
<td>06/05/01</td>
<td>4XXXX</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorizing Signatures</th>
<th>Date:</th>
<th>Authorizing Signatures</th>
<th>Date:</th>
</tr>
</thead>
</table>

OSU Human Resources 137 July 2004
Example C: New Faculty Appointment

OSU Human Resources                          138  July 2004

Employee ID Number  111-22-3333
Date of Birth  01/30/45
Person on HRS?  Yes

Name (as shown on Social Security Card)
Smith  Harry  R.

Last  First  Middle

OSU POSITION TITLE/PAY GRADE:

Present Status

Proposed Status

For New Temporary and Student Positions Only

Labor Distribution

Reason for Separation

Effective Separation Date and Time

Annual Leave Due

Comp Time Due

Unused Sick Leave

FACULTY APPOINTMENT DETAILS

Academic Department Granting Rank: Biochemistry
Academic Home Department Number: C2184
If Tenure Granted Previously, Date:
Tenure Track: Yes  No
Action Grants Tenure: Yes  No

Appointment Length: 1Yr  2 Yrs  4 Yrs  5 Yrs
Dates of Appointment: 07/01/2001 through 06/30/2005
Notification Date for Reappointment: 05/31/2002
Assignment Length: 9 Mo  10 Mo  11 Mo  12 Mo
Exempt from overtime Yes  No

This pay increase is recommended after review of performance, market, and equity.

This Form Prepared By:
Barbara Stillwater

Remarks:

Authorizing Signatures

Barbara Stillwater
**Example D: International Student (New Position)**

**OKLAHOMA STATE UNIVERSITY**

<table>
<thead>
<tr>
<th>Employee ID Number</th>
<th>Date of Birth</th>
<th>Person on HRS?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>111-22-3333</td>
<td>1/30/80</td>
<td>✓ No</td>
<td></td>
</tr>
</tbody>
</table>

**Name (as shown on Social Security Card)**

<table>
<thead>
<tr>
<th>Teshmeyer</th>
<th>Joe</th>
<th>H.</th>
</tr>
</thead>
</table>

**Last**

**First**

**Middle**

**PRESENT STATUS**

**OSU POSITION TITLE/PAY GRADE:**

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Position Number</th>
<th>Begin Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Hours</th>
<th>Pay Rate</th>
<th>Class Code</th>
<th>HRS</th>
<th>Assign Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROPOSED STATUS**

**OSU POSITION TITLE/PAY GRADE:**

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Position Number</th>
<th>Begin Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Hours</th>
<th>Pay Rate</th>
<th>Class Code</th>
<th>HRS</th>
<th>Assign Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**For New Temporary and Student Positions Only**

**LABOR DISTRIBUTION**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Percent</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX-X-XXXXX-XXXX</td>
<td>1.0</td>
<td>07/01/2001-05/09/2002</td>
</tr>
</tbody>
</table>

**SEPARATION INFORMATION**

<table>
<thead>
<tr>
<th>Reason for Separation</th>
<th>Code</th>
<th>Effective Separation Date and Time</th>
<th>Annual Leave Due</th>
<th>Comp Time Due</th>
<th>Unused Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MM/DD/YYYY AM PM</td>
<td>(Hours)</td>
<td>(Hours)</td>
<td>(Hours)</td>
<td></td>
</tr>
</tbody>
</table>

**FACULTY APPOINTMENT DETAILS**

<table>
<thead>
<tr>
<th>Academic Department Granting Rank:</th>
<th>Appointment Length:</th>
<th>Dates of Appointment:</th>
<th>Notification Date for Reappointment:</th>
<th>Assignment Length:</th>
<th>Exempt from overtime</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sem 1Yr 2 Yrs 4 Yrs</td>
<td>through</td>
<td></td>
<td>Sem 9 Mo 10 Mo 11 Mo 12 Mo</td>
<td>Yes No</td>
</tr>
<tr>
<td>If Tenure Granted Previously, Date:</td>
<td>Yes No</td>
<td>Action Grants Tenure:</td>
<td>Yes No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This pay increase is recommended after review of performance, market, and equity.

<table>
<thead>
<tr>
<th>This Form Prepared By:</th>
<th>Date:</th>
<th>Ext:</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Over</td>
<td>06/01/2001</td>
<td>4XXXX</td>
<td></td>
</tr>
</tbody>
</table>

Authorizing Signatures

Date

Authorizing Signatures

Date
### Example E: Promotion

**OKLAHOMA STATE UNIVERSITY**

<table>
<thead>
<tr>
<th>Employee ID Number</th>
<th>Date of Birth</th>
<th>Person on HRS?</th>
<th>EMPLOYMENT ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>111-22-3333</td>
<td>01/30/60</td>
<td>☑ Yes</td>
<td>☑ Promotion</td>
</tr>
</tbody>
</table>

**Name (as shown on Social Security Card)**

| Tesh John H. |      |      |

**Last Name** | **First Name** | **Middle Name**

**PRESENT STATUS**

**OSU POSITION TITLE/PAY GRADE:** Technician/OC08

<table>
<thead>
<tr>
<th>BIWEEKLY</th>
<th>MONTHLY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Position Number</th>
<th>Begin Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Hours</th>
<th>Pay Rate</th>
<th>Class Code</th>
<th>HRS</th>
<th>Assign Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q</td>
<td>XXXXXX</td>
<td>07/01/2001</td>
<td>01/31/2001</td>
<td>1.0</td>
<td>80</td>
<td>6.75</td>
<td>0338</td>
<td>XX</td>
<td>XXXX</td>
</tr>
</tbody>
</table>

**PROPOSED STATUS**

**OSU POSITION TITLE/PAY GRADE:** Technician/OC11

<table>
<thead>
<tr>
<th>BIWEEKLY</th>
<th>MONTHLY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Position Number</th>
<th>Begin Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Hours</th>
<th>Pay Rate</th>
<th>Class Code</th>
<th>HRS</th>
<th>Assign Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>XXXXXX</td>
<td>02/01/2001</td>
<td>FN</td>
<td>1.0</td>
<td>173.33</td>
<td>1,250.00</td>
<td>0338</td>
<td>XX</td>
<td>XXXX</td>
</tr>
</tbody>
</table>

**For New Temporary and Student Positions Only**

**LABOR DISTRIBUTION**

For New Temporary and Student Positions only

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Proposed Status</th>
<th>Percent</th>
<th>Start/End Date</th>
<th>Account Number</th>
<th>Proposed Status</th>
<th>Percent</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(existing position)</td>
<td></td>
<td></td>
<td></td>
<td>(existing position)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SEPARATION INFORMATION**

<table>
<thead>
<tr>
<th>Reason for Separation</th>
<th>Code</th>
<th>Effective Separation Date and Time</th>
<th>Annual Leave Due</th>
<th>Comp Time Due</th>
<th>Unused Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MMDDYYYY AM PM (Hours)</td>
<td>(Hours)</td>
<td>(Hours)</td>
<td></td>
</tr>
</tbody>
</table>

**FACULTY APPOINTMENT DETAILS**

<table>
<thead>
<tr>
<th>Academic Department Granting Rank:</th>
<th>Appointment Length:</th>
<th>Dates of Appointment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑ Sem ☑ 1Yr ☑ 2 Yrs</td>
<td>☑ 4 Yrs ☑ 5 Yrs</td>
</tr>
</tbody>
</table>

If Tenure Granted Previously, Date:

| Tenure Track: | ☑ Yes ☑ No |

| Action Grants Tenure: | ☑ Yes ☑ No |

<table>
<thead>
<tr>
<th>Academic Home Department Number:</th>
<th>Notification Date for Reappointment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assignment Length:</td>
</tr>
<tr>
<td></td>
<td>☑ Sem ☑ 9 Mo ☑ 10 Mo ☑ 11 Mo ☑ 12 Mo</td>
</tr>
</tbody>
</table>

This pay increase is recommended after review of performance, market, and equity. ☑ Exempt from overtime ☑ Yes ☑ No signed:

<table>
<thead>
<tr>
<th>This Form Prepared By:</th>
<th>Date:</th>
<th>Ext:</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glen Dale</td>
<td>06/01/2001</td>
<td>4XXXX</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorizing Signatures</th>
<th>Date</th>
<th>Authorizing Signatures</th>
<th>Date</th>
</tr>
</thead>
</table>
### Example F: Separation

**OKLAHOMA STATE UNIVERSITY**

**EMPLOYMENT ACTION**

<table>
<thead>
<tr>
<th>Employee ID Number</th>
<th>Date of Birth</th>
<th>Person on HRS?</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>111-22-3333</td>
<td>01/30/60</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Name (as shown on Social Security Card)**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tesh</td>
<td>Joe</td>
<td>H.</td>
</tr>
</tbody>
</table>

**PRESENT STATUS**

**OSU POSITION TITLE/PAY GRADE:** Technician/OC10

<table>
<thead>
<tr>
<th>BIWEEKLY</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
<td>Position Number</td>
</tr>
<tr>
<td>I</td>
<td>Xxxxxx</td>
</tr>
</tbody>
</table>

---

**PROPOSED STATUS**

**OSU POSITION TITLE/PAY GRADE:**

<table>
<thead>
<tr>
<th>BIWEEKLY</th>
<th>MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
<td>Position Number</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**For New Temporary and Student Positions Only**

**LABOR DISTRIBUTION**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Percent</th>
<th>Start/End Date</th>
<th>Account Number</th>
<th>Percent</th>
<th>Start/End Date</th>
</tr>
</thead>
</table>

---

**SEPARATION INFORMATION**

<table>
<thead>
<tr>
<th>Reason for Separation</th>
<th>Code</th>
<th>Effective Separation Date and Time</th>
<th>Annual Leave Due</th>
<th>Comp Time Due</th>
<th>Unused Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted other employment</td>
<td>110</td>
<td>08/31/2001 5:00 AM ☑ PM</td>
<td>176.00 (Hours)</td>
<td>0.00 (Hours)</td>
<td>960.25 (Hours)</td>
</tr>
</tbody>
</table>

---

**FACULTY APPOINTMENT DETAILS**

<table>
<thead>
<tr>
<th>Academic Department Granting Rank:</th>
<th>Academic Home Department Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Length: ☑ Sem ☑ 1Yr ☑ 2 Yrs ☑ 4 Yrs ☑ 5 Yrs</td>
<td></td>
</tr>
<tr>
<td>Dates of Appointment: through</td>
<td></td>
</tr>
<tr>
<td>Notification Date for Reappointment:</td>
<td></td>
</tr>
<tr>
<td>Assignment Length: ☑ Sem ☑ 9 Mo ☑ 10 Mo ☑ 11 Mo ☑ 12 Mo</td>
<td></td>
</tr>
</tbody>
</table>

---

This pay increase is recommended after review of performance, market, and equity. ☑ Exempt from overtime ☑ Yes ☑ No signed:

**This Form Prepared By:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Ext:</th>
<th>Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2001</td>
<td>4XXXX</td>
<td></td>
</tr>
</tbody>
</table>

---

**Authorizing Signatures**

<table>
<thead>
<tr>
<th>Date</th>
<th>Authorizing Signatures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example G: Retirement

**OKLAHOMA STATE UNIVERSITY**

**EMPLOYMENT ACTION**

<table>
<thead>
<tr>
<th>Employee ID Number</th>
<th>Date of Birth</th>
<th>Person on HRS?</th>
</tr>
</thead>
<tbody>
<tr>
<td>111-22-3333</td>
<td>1/30/60</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Name (as shown on Social Security Card)

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tesh</td>
<td>Joe</td>
<td>H.</td>
</tr>
</tbody>
</table>

**PRESENT STATUS**

<table>
<thead>
<tr>
<th>OSU POSITION TITLE/PAY GRADE:</th>
<th>Technician/OC10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code</td>
<td>Position Number</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------</td>
</tr>
<tr>
<td>I</td>
<td>XXXXXX</td>
</tr>
</tbody>
</table>

**PROPOSED STATUS**

<p>| OSU POSITION TITLE/PAY GRADE: | |
|------------------------------||</p>
<table>
<thead>
<tr>
<th>Job Code</th>
<th>Position Number</th>
<th>Begin Date</th>
<th>End Date</th>
<th>FTE</th>
<th>Hours</th>
<th>Pay Rate</th>
<th>Class Code</th>
<th>HRS Div</th>
<th>Assign Dept.</th>
</tr>
</thead>
</table>

For New Temporary and Student Positions Only

**LABOR DISTRIBUTION**

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Percent</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Percent</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SEPARATION INFORMATION**

<table>
<thead>
<tr>
<th>Reason for Separation</th>
<th>Code</th>
<th>Effective Separation Date and Time</th>
<th>Annual Leave Due</th>
<th>Comp Time Due</th>
<th>Unused Sick Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirement</td>
<td>460</td>
<td>09/30/2001 5:00 AM PM</td>
<td>176.00 (Hours)</td>
<td>0.00 (Hours)</td>
<td>960.25 (Hours)</td>
</tr>
</tbody>
</table>

**FACULTY APPOINTMENT DETAILS**

| Academic Department Granting Rank: | |
|------------------------------------||
| Academic Home Department Number:  | |
| If Tenure Granted Previously, Date: | |
| Tenure Track: Yes | No |
| Action Grants Tenure: Yes | No |

<table>
<thead>
<tr>
<th>Appointment Length:</th>
<th>Sem</th>
<th>1Yr</th>
<th>2 Yrs</th>
<th>4 Yrs</th>
<th>5 Yrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of Appointment:</td>
<td>through</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification Date for Reappointment:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment Length:</td>
<td>Sem</td>
<td>9 Mo</td>
<td>10 Mo</td>
<td>11 Mo</td>
<td>12 Mo</td>
</tr>
</tbody>
</table>

This pay increase is recommended after review of performance, market, and equity. Exempt from overtime Yes No signed:

This Form Prepared By: Al Over

<table>
<thead>
<tr>
<th>Date:</th>
<th>Ext:</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/01/2001</td>
<td>4XXXX</td>
</tr>
</tbody>
</table>

Remarks: Meets OSU Retirement Criteria

Authorizing Signatures Date

Authorizing Signatures Date
Accessing e-Print Reports

Login to e-Print at http://eprint.okstate.edu/, then enter your User ID (same ID and Password used to access HRS). The first time you enter e-Print, you will be asked to change your password. At the Repository drop-down box, select “HRS Production”, and then click on Enter.

(Continued on next page)
Click on the drop down box and select “OSLVRPT” (OSU Leave Report)
Choose the OSU Dept Leave Rpt and click on the “Drill Icon” (left column). This will bring up all biweekly and monthly leave reports. If the report you are looking for does not immediately appear on your screen, click on the “NEXT” [page] button located on the lower right of each page.

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
<th>Latest Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSU Final Calc</td>
<td>OSU Final Payroll Calculation</td>
<td>Wed Apr 03, 2002 10:45pm</td>
</tr>
<tr>
<td>OSU Final Reg</td>
<td>OSU Final ETDB Registers</td>
<td>Thu Apr 04, 2002 12:49am</td>
</tr>
<tr>
<td>OSU HRS419</td>
<td>Detail Payroll Accounting Transactions</td>
<td>Tue Mar 26, 2002 3:16pm</td>
</tr>
<tr>
<td>OSU HRS440</td>
<td>Labor Distribution by Account</td>
<td>Sat Mar 23, 2002 01:16am</td>
</tr>
<tr>
<td>OSU HRS444</td>
<td>Labor Distribution by Department</td>
<td>Sun Mar 24, 2002 12:10pm</td>
</tr>
<tr>
<td>OSU HRS574</td>
<td>Employees By Position</td>
<td>Fri Mar 29, 2002 12:00am</td>
</tr>
<tr>
<td>OSU HRS578</td>
<td>Positions by Account</td>
<td>Fri Mar 29, 2002 12:26am</td>
</tr>
<tr>
<td><strong>OSU Dept Leave Rpt</strong></td>
<td><strong>OSU Departmental Leave Report</strong></td>
<td><strong>Thu Mar 21, 2002 08:36am</strong></td>
</tr>
</tbody>
</table>

(Continued on next page).
Choose the payroll you want to view and click on either the PDF or Text Icons in the first column. In this example, the report selected is EMPLOYEE PAYROLL STATEMENTS FOR 02 4R19.
This is an illustration of the Employee Payroll Statements report. The report lists biweekly employee Annual, Sick, and Compensatory Leave Balances for the period ending 03/29/2002. For simplicity, only one employee is listed.

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Continuous Employment Date</th>
<th>Annual Leave</th>
<th>Sick Leave</th>
<th>Compensatory Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Jones, Bob B.</td>
<td>444-44-4444 2000/04/01</td>
<td>3-15 4.31 .00 51.85 6.77 5.00 134.33 .00 .00 .00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
e-Print Reports

ALDEPTS  Report of Department Numbers as of the Run Date
OSBDS574  Employees by Position for Fiscal Year YYYY
OSBDS578  Positions by Account for Fiscal Year YYYY
OSCNFPRE  Confirmation Payroll Report – Preliminary and Final
OSCNFRPT  Confirmation Payroll Report
OSEQBND  Comparison Report as of mm/dd/yyyy by Band and Occupation Title
OSEQDTBD  Comparison Report as of mm/dd/yyyy by Band, Occupation Title, and Monthly Pay
OSHRS419  Report of Detail Payroll Accounting Transactions for the Month Ending mm/dd/yyyy
OSHRS440  Labor Distribution by Account
OSHRS444  Labor Distribution by Department
OSHRS574  Employees by Position for Fiscal Year YYYY
OSHRS578  Positions by Account for Fiscal Year YYYY
OSLVRPT  Employee Payroll Statement
OSWGRPT  Report of Biweekly Pay
OSWGRPTD  Report of Biweekly Pay by Assignment Department
OSWGRPTX  Report of Biweekly Pay Index
OSWGTIME  Biweekly Pay Completed Time Report
OSWGTRL  Report of Biweekly Pay from Test Calculation
OSWGTRLD  Report of Biweekly Pay by Assignment Department from Test Calculation
OSWGTRLX  Report of Biweekly Pay Index from Test Calculation
Helpful Web Addresses

Guides
EA Guide
www.okstate.edu/osu_per/docfiles.htm
HRS User Guide
www.okstate.edu/osu_per/docfiles.htm
Payroll Processing Guide
www.okstate.edu/osu_per/docfiles.htm
Sign-Up Guide
www.okstate.edu/osu_per/docfiles.htm
Biweekly Payroll Process Schedule
www.okstate.edu/osu_per/payroll/sch_deadlines.htm
Board Deadlines
www.okstate.edu/osu_per/payroll/sch_deadlines.htm

Forms
EA Form (.doc or .xlt)
www.okstate.edu/osu_per/docfiles.htm
Leave Correction Form
www.okstate.edu/osu_per/docfiles.htm
Monthly Payroll Processing Schedule
www.okstate.edu/osu_per/payroll/sch_deadlines.htm
Special Payment Form & Instructions
www.okstate.edu/osu_per/docfiles.htm/
Time Sheet Corrections/Prior Period Adjustments Form
www.okstate.edu/osu_per/docfiles.htm

Miscellaneous
e-Print System with Tutorial
http://eprint.okstate.edu
**HUMAN RESOURCE SYSTEMS ACCESS REQUEST**

Employee completes this form, submits to Dean or Department Head for approval signature, and forwards to University Human Resources, 106A Whitehurst, for processing. Refer to back of form for additional instructions.

**APPLICANT INFORMATION** *(Please Print)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Campus Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID Number</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operator ID</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUESTED ACCESS** *(Mark systems, levels, and types of access requested. Write division and department numbers on lines beside requested access)*

- [ ] HRS On-Line (View Access) AND/OR [ ] HRS e-PRINT (View HRS Reports on line)
- [ ] DEPARTMENTS (18 max.)
- [ ] DIVISION

- [ ] BIWEEKLY TIME INPUT
  - [ ] VIEW
  - [ ] INPUT
  - [ ] APPROVE
  - [ ] DEPARTMENTS
  - [ ] DIVISION

- [ ] MONTHLY CONFIRMATION
  - [ ] VIEW
  - [ ] INPUT
  - [ ] APPROVE
  - [ ] DEPARTMENTS
  - [ ] DIVISION

- [ ] SPECIAL PAY
  - [ ] VIEW
  - [ ] INPUT
  - [ ] APPROVE
  - [ ] DEPARTMENTS
  - [ ] DIVISION

- [ ] LABOR DISTRIBUTION
  - [ ] VIEW
  - [ ] INPUT
  - [ ] DEPARTMENTS
  - [ ] DIVISION

**APPROVAL BY DEAN/DEPT HEAD** 

(No substitutes) Signature Date

**HRS AGREEMENT**

HRS contains confidential, sensitive information on persons employed by Oklahoma State University and the A&M institutions. Such information should remain confidential and should only be used for work-related purposes. User identification numbers, operator ids and passwords are also considered confidential information. Employees are not authorized to release this information to anyone, including co-workers. Writing a user identification number, id and/or password on a readily accessible location shall be considered release of this information and is not permitted. Information contained in HRS should not be released to sources outside of Oklahoma State University or to co-workers unless such is part of the employee's job description. Use of HRS is for job-related purposes only. HRS should not be used for personal use.

I have read and understand the statement above and agree to comply with the policies contained in this agreement. I understand failure to comply can result in disciplinary action, including termination.

Signature of User ____________________ ______________________________________  Date _____/_____/_____

(For office use only) Date of Training ________________  Access Granted by ___________ Date ____/_____/_____
INSTRUCTIONS FOR COMPLETING THE ACCESS REQUEST FORM

APPLICANT INFORMATION
Please indicate if this is a request to add a person, to change a person’s current access, or to replace existing access (for a person that transferred, separated, etc.) If this is a replacement, please indicate the name of the person with prior access. By including replacement information on the form, Human Resources is able to remove names of staff who no longer have access to the systems.

For the individual applying for access, type or print the name, position, department, campus address, e-mail address, telephone number, employee ID number, and operator ID number (if known) in the spaces provided.

REQUESTED ACCESS
Mark the system(s) to which access is requested, the level of access for each system (department, division), and the type of access for each (view, input, approve). Access will not be granted until training on each system (HRS SCTP and PAYIN) has been completed. Call 744-5759 for the next available class. An Administrative Officer of the College/Division may request a waiver of training and assume responsibility for training the user. If the Administrative Officer is assuming responsibility for training, s/he completes the information on the bottom of this page.

DEPARTMENT level will allow access to data for all employees within a given department. DIVISION level will allow access to data for all employees within a given college/division. Beside each department and division level request, write the department or division number. For example, if the individual needs access to data for all employees of the College of Arts and Sciences, DIVISION level should be checked and the college/division number for the College of Arts and Sciences should be entered on the form.

Access to HRS On-line (SCTP) is view access only. In case of the unusual circumstance in which your position requires you to code information on this system, please contact Human Resources.

Access to HRS e~Print provides for viewing HRS reports in the e~Print HRS Production Repository. Users may have access to HRS e~Print without access to HRS On-line or access to HRS On-line without access to HRS e~Print. The same department or division access list will be used for both HRS On-line and/or HRS e~Print.

Access to the Web Based Payroll Input System (PAYIN) allows access to view information that is input to HRS by batch uploads. This system establishes a paperless environment by which payroll information (Labor Distribution) can be transmitted to Human Resources/Payroll by departmental staff.

APPROVAL BY DEAN/DEPT. HEAD
Form must be signed and dated by the individual’s dean or department head. No substitutions are allowed.

HRS AGREEMENT
Before HRS access will be granted, the individual requesting access must read, sign and date the HRS Agreement indicating s/he will comply with the policies stated in the Agreement.

Questions? Call Bob Schreiber, (405) 744-5759, or e-mail schreir@okstate.edu.

ADMINISTRATIVE OFFICER’S AGREEMENT TO ASSUME TRAINING RESPONSIBILITY
I agree to assume responsibility for training _____ on the HRS SCTP and/or PAYIN systems prior to releasing password information, including monthly confirmation documentation procedures for ledger 4 and 5 accounts (if applicable), so that the individual can gain access to the systems.

Administrative Officer’s Signature: ___________________________ Date: ___________
Index

Accessing HRS, 2
Administrative Procedures, 47
Automatic Deposit Transmittal Form, 35
Availability of the HRS Screens, 3
Average Fringe Benefit Rate, 94
Benefits Screens, 9
Biweekly Payrolls, 49
Biweekly Time, 11, 22, 52, 54, 55, 58, 59, 108
Collecting Employee Data, 25
Confidentiality, 1
e-Print, 18, 51, 52, 55, 57, 58, 62, 68, 69, 84, 86, 87, 88, 96, 106, 145, 150, 151
EA Examples, 137
Element Help, 13, 14, 123
Employee Screens, 7
Employee’s Withholding Allowance Certificate (W-4), 30
Employment Action Forms, 36
Error Messages, 15
Form I-9 Employment Eligibility Verification, 33
Forms
   Required Sign-Up Forms, 25
Fringe Benefit Rates, 21, 95, 96
Glossary, 13, 16, 123
Health Insurance and Non-Resident Waiver Eligibility Certification Form, 26, 27

Helpful Web Addresses, 151
   How To’ Help Screen, 17
   HRS, 1
   HRS Access Request Form, 2
   HRS Help Features, 13
   HRS Screens, 4, 123
   HRS Tools, 18
      Administrative Procedures, 18
      Benefits Information, 18
      Benefits Vendors, 18
      Forms and Guides, 20
      Inside Information Newsletter, 21
      Logins and Passwords Information, 21
      News You Can Use, 21
      Payroll Information, 21
      Policies and Procedures, 22
      Processing Schedules and Deadlines, 22
      Supervisors Notes, 22
      Web for Employees, 23
Human Resource System, 1, 23, 25, 82, 87
HUMAN RESOURCE SYSTEMS ACCESS REQUEST, 152
   International Employment Clearance, 33
   Job Codes, 117
   Labor Distribution, 78
   Labor Distribution System, 12
   Leave Corrections, 87
   List Screens, 13
Logging Into HRS, 3
Logging Out of HRS, 3
Loyalty Oath, 32, 75
Monthly Confirmation, 11, 22, 62, 63, 67, 68, 88
Monthly Payrolls, 60
Multiple-Input Screens, 13
Navigating HRS, 12
Obtaining Access to HRS, 1
On-Line Reference System Menu, 15
Other Payroll Sign-Up Handouts, 36
Overtime Calculation, 60
Password
   Changing Your Password, 3
Payroll Advice, 90
Payroll Input Screens, 10
Payroll Processing, 46, 82, 151
Personal Information Form, 27, 44
Policies and Procedures, 22, 43, 47
Position Screens, 8
Reference Material, 42, 43, 77
Screen Help, 13, 15
Social Security Card Copy, 27
Software Requirements and Setup, 2
Special Payments, 11, 21, 25, 33, 36, 48, 69, 70, 72, 74, 75, 76, 77, 95, 108, 128, 129, 136
Staff Pay Information, 22
Supplementary Menus, 5
Table Inquiry Screens, 9
Tax Treaties, 93
The Budget Office, 21
Web For Employees, 83, 90
WebFOCUS, 23, 38, 45, 46, 48, 75
WebFOCUS EA Forms, 45