

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES DCAR NEWSLETTER

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

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PAYROLL

PeopleSoft Direct Deposits Changes and Primary Agency

Within the HCM system, only one agency can be Primary Agency when an employee works for more than one agency. Primary Agency is controlled in the HCM system on Job Data on the active EmpRcd that has the Job Indicator as “Primary Job”. The Primary Agency has control over address and direct deposit changes in addition to other information. If an agency believes they should be set up as Primary Agency within the HCM system, coordination is required between the current Primary Agency in the HCM system and the agency wanting to be Primary Agency. The agency wanting control must contact the current Primary Agency in the HCM system, discuss the employee, and come to an agreement as to who really should be Primary Agency. Once an agreement has been met, the relinquishing agency must change the Job Indicator to “Secondary Job”.

With institutions of higher education on the HCM system, they currently cannot update the employee to be Primary at their agency if another agency has the employee as Primary. If a state employee is also employed by a university or college and needs to be changed from one Primary Agency to another, the current Primary Agency in the HCM system is required to submit a HelpDesk case so that the change can be accomplished. As a courtesy, the agency submitting the HelpDesk case can request the contact at the other agency be added as a person of interest so they know when the change has been made. This will alleviate contacting the other agency after the change to let them know it has been accomplished.

A change will soon be implemented to allow higher education agencies access to update their HR records which will allow them access to change an employee’s Job Indicator to “Primary Job”. As with state agencies currently, if a second agency enters “Primary” for job, a warning would be issued that more than one primary job exist. The process will then be the same across the board – agencies must work together to determine who should be Primary and change job records based on what was agreed. The relinquishing agency must change the Job Indicator to “Secondary Job” before either agency processes payroll. If more than one primary job is entered on an employee and payroll is ran for the employee (in either agency), the Confirmation process will error. The agency running payroll would need to unsheet the payroll and start over after the relinquishing agency corrects the Job Indicator to “Secondary Job”.

This is all very important to ensure employees’ banking information is updated and corrected in a timely manner.

Additional Medicare Tax for Employee wages exceeding \$200,000

An employer is required, beginning Jan. 1, 2013, to withhold Additional Medicare Tax on wages paid to an employee in excess of \$200,000 in a calendar year. The Additional Medicare Tax rate is 0.9%. Wages in excess of \$200,000 will have employee Medicare withheld at 2.35%. The employer Medicare tax rate will remain at 1.45% for all wages paid to employees.

Current federal legislation scheduled to be enacted January 1, 2013

Employee Social Security Tax Rate The “payroll tax cut” that temporarily lowered the Social Security withholding tax rate on wages earned by employees is scheduled to go back up to 6.2%. The rate was reduced to 4.2% for 2011 and 2012.

Employer-provided educational assistance. Currently, employer-provided undergraduate and graduate assistance under Internal Revenue Code section 127 up to \$5,250 can be excluded from the wages of the employee, if certain requirements are met. This provision is scheduled to expire on Dec. 31, 2012.

Backup withholding. The backup withholding rate on reportable payments (1099) is scheduled to increase from 28% to 31% on Jan. 1, 2013.

Supplemental wage withholding rates. For supplemental wages paid below \$1 million, the withholding rate is scheduled to increase from 25% to 28%. The withholding rate on supplemental wages in excess of \$1 million during a calendar year will increase from 35% to \$39.6% on Jan. 1, 2013.

W-2 and 1099 Pick-up Instructions

OMES will have W-2s and 1099s ready for release on Jan. 17, 2013. Agencies may pick up the forms from OMES, Room 122, at the State Capitol Building beginning at 10 a.m. If an express mail service or courier is to be used, please notify OMES with the necessary information. If the forms are not picked up by 3 p.m., Jan. 22, 2013, OMES will ship them at the agency’s expense.

Envelopes

All W-2 forms will be printed from the PeopleSoft HCM System this year. The format for the W-2 forms will be the same as that used last year. Envelopes that fit the 2011 PeopleSoft W-2 forms should fit the 2012 W-2 forms. Institutions of higher education will require different W-2 envelopes this year. Please refer to the information that was previously provided to payroll personnel.

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

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

1099 Information

2012 – 1099 Report

A 1099 Report is available for agencies to run in the PeopleSoft system any time. This report will reflect the 1099 data from PeopleSoft vouchers. Be advised that any vendor with a 1099 Flag of “N” on the report will not receive a 1099 unless they are paid using a medical or legal account code. This report should be reviewed and corrections submitted to OMES as soon as possible. A final report should be processed by agencies by Jan. 2, 2013, or possibly prior to Dec. 31 if the agency will not be making any

more 1099 reportable payments. All corrections must be returned to Beth Brox at OMES by Jan. 7, 2013.

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

1099 File Format – Outside Agencies

Any agency needing to submit an additional file for 1099M reporting should use the format listed in the link below. Instructions are provided in a separate link as well as 1099M reportable object codes. Due to the sensitive nature of the data, please hand-deliver a CD in the file format to OMES, 2300 N. Lincoln Blvd., Room 122. Agencies can submit a test file at anytime. Final information is due Jan. 7, 2013.

The file instructions and format can be found on the OSF website: http://www.ok.gov/OSF/Forms/Division_of_Central_Accounting_and_Reporting_Forms/

- 1099 Detail File Format – Outside Agencies**
- 1099 Outside Agency Cross-Reference**
- 1099 Instructions – Detail File Format**

1099-MISC Reporting for ASA Accounts and P-Cards

Agencies are required to submit data for compliance with 1099 reporting on Agency Special Accounts (ASA). Any purchase card (p-card) transactions not processed through Bank of America, should be included and submitted in the same format as previously described.

OMES Contact Information

Listed below is contact information for OMES personnel working on the IRS reporting project for tax year 2012. The fax number is (405) 521-3902.

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

PeopleSoft MailDrop for Year End W-2 Processing

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

Payroll – End of Calendar Year 2012

Dec. 21, 2012 – Last day refund of taxes due to overpayments can be returned to agencies. (See article below)

Dec. 27, 2012 – Last day OMES will process payrolls for calendar year 2012. PeopleSoft payrolls must be delivered to OMES by 3 p.m. on this date. Any delays must be communicated immediately to OMES.

Dec. 28, 2012 – Backup withholding payments from agencies must be received by OMES. (See article below)

Jan. 7, 2013 – Payroll warrant cancellations, OSF Form 94Ps, and earning adjustments for calendar year 2012 must be received at OMES by 5 p.m. on Jan. 7, 2012. Any 2012 payroll information received after Jan. 7, 2013, will require a corrected W-2.

Jan. 31, 2013 – Deadline for delivering W-2 forms to employees.

Feb. 18, 2013 – Form W-4 with exemption expires. (See article below)

Feb. 22, 2013 – Last date to submit corrected W-2 forms. (See article below)

Agency Address Verification

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

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

Agencies need to review all outstanding employee overpayments and collect required amounts from employees. After collection, please submit OSF Form 94P. Agencies will be entitled to receive refunds for all forms submitted by Friday, Dec. 21, 2012. After this date, refunds cannot be returned to the agencies; however, agencies are still required to submit the form after this date for employee wage corrections. Corrections due to overpayments will still be posted to the employee's W-2 information for requests submitted through Monday, Jan. 7, 2013.

Backup Withholding

Agencies that have collected backup withholding on miscellaneous claims need to submit payment to be received by OMES prior to Dec. 28, 2012. Make interagency wires payable to the State Contribution Fund (Vendor 0000000467, ADDR # 002, LOC # 0002)

Correcting W-2s

Corrected W-2 forms must be delivered to OMES by Feb. 22, 2013. Please send the original W-2, a copy of the corrected form, and a letter explaining why the correction is needed. If the correction is due to a statutory canceled warrant which is not to be replaced, please also send a letter asking that the warrant not be replaced. Note: Because a warrant has been canceled by statute is not a reason for such a W-2 correction. If it was a valid payroll payment, the employee is still entitled to a replacement warrant; therefore, the W-2 reporting is proper.

2013 Rates & Maximums

(Year 2012 rates are provided for comparison purposes.)

	2013	2012
FICA (Social Security) Gross Maximum	\$113,700.00	\$110,100.00
ER FICA(Social Security) Withholding Rate	6.20%	6.20%
ER FICA Annual Maximum Withholding	\$7,049.40	\$6,826.20
** EE FICA (Social Security) Withholding Rate	6.20%	4.20%
** EE FICA Annual Maximum Withholding	\$7,049.40	\$6,826.20
MQFE (Medicare) Gross Maximum	No \$ Max	No \$ Max
ER MQFE (Medicare) Withholding Rate	1.45%	1.45%
EE MQFE (Medicare) Withholding Rate <u>for wages not exceeding \$200,000.00</u>	1.45%	1.45%
EE MQFE (Medicare) Withholding Rate <u>for wages in excess of \$200,000.00</u>	2.35%	1.45%
MQFE Annual Maximum Withholding	No \$ Max	No \$ Max
Oklahoma Unemployment Gross Maximum	\$20,100.00	\$19,100.00
Oklahoma Unemployment Rate	1.00%	1.00%
Oklahoma Unemployment Annual Maximum	\$201.00	\$191.00

** Possible Late Year Legislative Change

Employee's Withholding Allowance Certificate (W-4)

An employee who certified to his or her employer on Form W-4 (Employee's Withholding Allowance Certificate) that the employee had no income tax liability for 2011 and anticipated no income tax liability for 2012 was entitled to an exemption from withholding for 2012. This exemption expires on Feb. 18, 2013, and must be renewed if conditions remain the same. If you receive an exempt W-4 after Feb. 18, 2013, do not process a tax refund to the employee or submit one to the OMES: they will not be processed. If you receive an exempt W-4 after Feb. 18, 2013, The W-4 will take effect on the next pay cycle; per IRS regulations it is not retroactive to the beginning of the year.

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

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

Federal Income Tax Withholding

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

Exemption from federal income tax withholding is generally claimed when an employee had no income tax liability in the prior year and expects none for the current year. Exempt W-4s are valid for one calendar year and a new W-4 must be submitted by Feb. 18, 2013 to continue exempt status. If a new W-4 is not received, withholding is based on single status with zero allowances or the last valid W-4 the agency has for the employee. To claim exempt, the employee completes only boxes 1, 2, 3, 4, and 7 and signs the form. If an exempt W-4 has a number on line 5 (allowances) or an amount on line 6 (additional amount), you may treat the form as invalid and ask for another one. If a new W-4 is not received, withholding is based on single with zero allowances or the last valid W-4 the agency has for the employee.

Employee Overpayments Collected After Year End

Employee overpayments that are collected in the next calendar year are to be repaid at the gross overpayment amount in accordance with Internal Revenue Service regulations. If an employee owes the agency, please be certain to let the employee know if the amount is not paid in full by Dec. 31, 2012, the amount they owe will increase to the gross amount.

Once the overpayment is identified, the agency must send a notice to the employee within 10 days of the finding. The employee then has 30 days to respond to this notification.

In accordance with O. S. Title 74 Section 840-2.19, the agency must send a notice to the employee within 10 days of identifying an overpayment. The employee then has 30 days to respond to this notification. Employees have several options for repaying overpaid payroll amounts:

- reduction of annual leave (for the gross overpaid),
- reduction of current gross salary (for the gross overpaid) in a lump sum or installments over a term not to exceed the term in which the overpayment(s) occurred,
- lump-sum cash repayment,
- miscellaneous payroll deduction (for the net overpaid) in a lump sum or installments over a term not to exceed the term in which the overpayment(s) occurred,
- any combination of the above options.

With the calendar year end approaching, the collection of any outstanding overpayments is especially important and must be conveyed to employees who owe any monies back to the agency. When an overpayment is paid back in a subsequent year, IRS rules state that the employee must pay back at the gross amount because they had use of the funds in the prior year and as such, they are taxable to that year. Additionally, federal and state wages and taxes cannot be reduced for prior years when repayments are done after the end of that calendar year.

For example, John Deere was overpaid in September by \$1,000.00 regular wages. This was discovered in October and the agency calculated what the correct payroll should have been. The net check difference is \$743.50, this is the amount the employee owes the agency if paying back by personal check or miscellaneous deduction in the current year. If the employee does not pay this net amount back by Dec. 31, 2012, the employee owes the agency the full \$1,000.00 gross overpayment.

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

Taxable Fringe Benefits

As we approach the end of the calendar year, be reminded that the payroll systems have been structured to accommodate the reporting of non-cash, taxable fringe benefits. Of specific concern to state employees, the following benefits should be reviewed to determine if W-2 wage adjustments are necessary:

- Group term life insurance
- Employee use of state vehicles
- Maintenance, car and housing allowances
- Additional non-cash benefits

Reporting of these, and other, benefits is required by state and federal law, and it is the responsibility of the individual agency to ensure compliance. All taxable benefits can and should be run through payroll system. In exception cases, where taxable benefits cannot be run through the payroll system, any taxes associated with the exception item will need to be sent to OMES in a timely manner so the tax deposits can be made and the items posted to the employee's earnings record. The OMES is responsible for timely depositing all payroll taxes.

Under IRS rules, an employer can choose to pay the employee's share of taxes on group term life, auto fringe, and other non-cash benefits. If the employer pays these taxes without deducting them from the individual, those taxes must be included as wages for federal, state, social security and Medicare wages (boxes 1, 3, 5, and 16). This increase in the employee's wages is also subject to employee social security and Medicare taxes. This again increases the amount of additional taxes the employer must pay. Again, these items can and should be reported through the payroll system.

Please refer to the W-2 instructions and Publication 15A, Employer's Supplemental Tax Guide for additional information if needed. Also, please refer to OMES/HCM rules to determine whether these payments are a valid pay plan for a particular agency.

ACCOUNTING

Mileage Reimbursement Rate Increases for 2013

The Internal Revenue Service has announced an increase in the mileage reimbursement rate, effective Jan. 1, 2013, to \$0.565 per mile. This is an increase from the \$0.555 rate for 2012. (See Internal Revenue Bulletin, IR 2012-95, 11/21/12.) The new rate is for travel incurred on and after Jan. 1, 2013, not your 2012 travel reimbursement claims submitted after Jan. 1st.

Expenditure Account Codes Changes – Effective and Inactivation Dates

We are revising the use of the fund “Transfer” account codes as of July 1, 2013. The Account Code 562150 – Transfer to Treasury Funds, is changing to journal entry actions only. Codes 562120 – Transfer to Treasury Funds-ONUS and 562140 – Transfer to Clearing Account Funds, will be inactivated as of June 30, 2013.

The only fund transfer code remaining is 562130 – Transfer to Special Account Funds.

562000 TRANSFERS

562120 TRANSFER TO TREASURY FUNDS – ONUS -- **REMOVE**

Cash transfers from official depository funds to operating funds (e.g., annually appropriated funds and revolving funds) made by ONUS transfer.

NOTE: Used for reporting Agency Special and Clearing Account disbursements only.

562130 TRANSFER TO SPECIAL ACCOUNT FUNDS -- **VALID**

Cash transfers from official operating funds to special, dedicated funds (e.g., the annually appropriated funds or revolving funds transferred to an agency special account.)

562140 TRANSFER TO CLEARING ACCOUNT FUNDS -- **REMOVE**

Cash transfers from official depository funds to a clearing account.

NOTE: Used for reporting Agency Special and Clearing Account disbursements only.

562150 TRANSFER TO TREASURY FUNDS – ~~VOUCHER~~ -- **J.E. ONLY**

Cash transfers from official depository funds to operating funds (e.g., annually appropriated funds and revolving funds) – by journal entries only.

NOTE: Used for reporting Agency Special and Clearing Account disbursements only.

Travel Vouchers- Points of Travel and Mileage if Appropriate

When completing travel vouchers, please be sure to put the city/town locations as the points of travel. We have received some travel vouchers listing only street addresses and they must be rejected to obtain the city/town location.

With more travelers using MapQuest and other mapping tools, or where the person tracks their actual miles driven, the mileage being claimed can occasionally be less than the ODOT map mileage table. If this occurs the mileage should be listed only under map miles. We would also recommend the traveler notate "claiming less mileage" so it's clear that it was not a mistake in the map mileage claimed.

Also, travelers are reminded to separate mileage claimed between map and vicinity miles when the actual mileage or mapping tool calculation is greater than the distance under the ODOT map mileage table. For mileage exceeding the ODOT distance the excess would be placed under vicinity miles (Title 74, § 500.4, Subsection C.).

NEW OST & OMES Stop Pay/Hard Cancel Form

The Office of State Treasurer (OST) and the Office of Management and Enterprise Services (OMES) have worked together to create a new form and updated procedures to process stop pays and the replacement of warrants.

This new form is designed to replace the OST's Stop Payment and Hard Cancel Forms. It also replaces the 'OSF' Form MWC for cancellations and replacements, and the 'OSF' Form 20R for Lost or Destroyed warrant replacements.

The new form and updated procedures will be effective and available on January 01, 2013 on the OST's web page at <http://www.ok.gov/treasurer/> under the Banking tab and on OMES's webpage at <http://www.ok.gov/OSF/> under the Forms tab.

2013 - VALID EFT DATE CALENDAR

The 2013-Valid EFT Date Calendar is ready for your agency to utilize in preparation for submission of your EFT transactions. Please use the calendar to ensure that your EFT items process with the effective dates intended. The letter "H" identifies holidays on the calendar. The State's 2013 holidays correspond with the Federal Institution/Bank holidays with the exception of these three:

- Columbus Day - 10/14/2013
- Additional Thanksgiving Holiday Observed - 11/29/2013
- Additional Christmas Holiday Observed - 12/24/2013

If your Agency sends EFT items effective for these dates, the Treasurer's Office will change the date to the next valid EFT date.

Should you have any questions, please contact:

Diedra O'Neil

Treasury Services Manager

diedra.oneil@treasurer.ok.gov

(405) 522-4256

2013 - VALID EFT DATE CALENDAR

Please plan for additional processing time during the holidays.

January					February				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
	H	2	3	4					1
7	8	9	10	11	4	5	6	7	8
14	15	16	17	18	11	12	13	14	15
H	22	23	24	25	H	19	20	21	22
28	29	30	31		25	26	27	28	

March					April				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
				1	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26
25	26	27	28	29	29	30			

May					June				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
		1	2	3	3	4	5	6	7
6	7	8	9	10	10	11	12	16	14
13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28
H	28	29	30	31					

July					August				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
1	2	3	H	5				1	2
8	9	10	11	12	5	6	7	8	9
15	16	17	18	19	12	13	14	15	16
22	23	24	25	26	19	20	21	22	23
29	30	31			26	27	28	29	30

September					October				
MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
H	3	4	5	6		1	2	3	4
9	10	11	12	13	7	8	9	10	11
16	17	18	19	20	14*	15	16	17	18
23	24	25	26	27	21	22	23	24	25
30					28	29	30	31	

November				
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
H	12	13	14	15
18	19	20	21	22
25	26	27	H	H**

December				
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	H**	H	26	27
30	31			

EFT items cannot be effective on these days.

*** Oct. 14 - OK State government is OPEN; Federal Institutions/Banks are CLOSED**

**** Nov. 29 and Dec. 24 -**

OK State government is CLOSED; Federal Institutions/Banks are OPEN

Update Bank Routing Numbers Used in Electronic Payments and Collections

OST continues to work with OSF ISD and consultants to migrate from our COBOL based ACES and ACH applications, to the Bottomline WebSeries application. The new application will be used to process all payment records including requests for repetitive wire transfers, remote and local printing of warrants and it will also process both debit and credit ach transactions.

OST's current ACH application automatically updates bank routing numbers based on the latest table of Federal Reserve bank routing numbers. The new application will validate the submitted information against the data in the table and will reject the transaction if the bank routing number is determined to be invalid. Agency chief financial officers and established agency ACH contacts will begin to receive reports this month identifying ACH participants with outdated bank routing numbers that must be updated in the participant database used by your agency. These updates should be made now so these transactions will continue to process without interruption after migration to the new application.

Please share this information with your operational and technical staff along with your software vendors and/or processors as applicable. There are additional changes associated with this implementation that have been described and distributed in previous publications and emails. Please have the appropriate financial and technical staff review the information posted on our website www.ok.gov/treasurer/Banking/Bottomline_Webseries_Technical_Changes.

More specific information regarding training and implementation will be provided as soon as it becomes available. If you have any questions regarding this notice or do not find the information you require on our website, please contact Diedra O'Neil, (405) 522-4256, or Susan Nicewander, (405) 522-4214.

TRAINING

Certified Governmental Financial Manager Training

The certification training set for February 2013 is now full. However, due to high demand for this course, the Oklahoma City Chapter of the Association of Governmental Accountants is offering a second course if there are 20-25 people enrolled. The second opportunity for this 6-day course will be held in 2013 on Wednesday through Friday, March 6-8 and Monday through Wednesday, March 11-13. The course provides 48 hours of CPE. The cost is \$1,150 for those who sign up before the early-bird deadline. For more information contact Riley Shaul at riley.shaul@omes.ok.gov.

OFMA Lost and Found

If you left a ladies jacket at the Dec. 6 OFMA meeting, please contact Suzen Rodesney at (405) 427-3859.
