HB1086 Exemption Processing

I am attaching the OST powerpoint from the OFMA presentation.

All agencies will have at least one exemption with two possible causes:

* Banking information is not available
	+ Vendor refused to provide the banking information
	+ Vendor is in the process of providing banking information (payments may be made to a vendor before they have completed the online process so they will get a paper check)

Higher Ed Vendor Upload

We will continue to allow a higher ed upload. The layout has been modified (see attached layout). This same layout will be used to convert vendors from the ‘HECLM’ layout to the ‘00000’ layout.

The following changes are being made:

* The editing will be modified to be a little more restrictive on FEI/Name matches. If an FEI exists, but the name does not match, the record will be rejected. This needs to be (manually) resolved with our vendor maintenance team (contact Julie Dvorak). This may be cumbersome during the conversion process, but overall, it will yield better results.
* Vendor Names
	+ format for employees and students should be ‘Last\_name,First\_Name Middle\_Name (or initial)’ i.e ‘Smith,Janice H’ or ‘Jones,Paul Kevin’
	+ Names should be uppercase
	+ Only allowable punctuation is hyphen ‘-‘, comma ‘,’, and ampersand ‘&’. We prefer to only have commas submitted on Students and Employees. Otherwise, no commas.
	+ We will work with institutions to define some naming conventions for vendor names. Sarah has sent us a list that is being reviewed.

NOTE: OSF will be editing vendor names as we add them to the database. They will be converted to uppercase and we will remove punctuation (change it to spaces) that does not meet the above guidelines. This may cause problems in the future if you are trying to match on a name. Again, we will allow the commas in employee/student names.

* Adding two new ‘vendor types’ (column 296)
	+ STU = Student. If the vendor is a student, please designate them as such. This will allow us to help protect their information.
	+ CON = Confidential. If it is a confidential payment, please designate it as such. We will load them as a vendor/supplier, but before reporting on our transparency website, we will change the name to ‘confidential’ and provide a generic address.
	+ EMP = Employee. This is an existing category, but this is a reminder to please designate which employees are vendors. There are two main reasons why this is important.
		- We are required to include vendor address (we are currently providing city/state/zip) information on our transparency website. If vendors are correctly flagged as ‘employees’, then we mask the address so their personal information is not posted.
		- Once an agency converts to the PeopleSoft payroll system, we will pull their direct deposit information from PeopleSoft to populate the vendor file. This will only work if the vendor is properly designated as ‘Employee’.
* Agencies may continue submitting banking information. Especially during the conversion process.
* Agencies should make every effort to include email addresses for vendors. This information will be used to send the vendor instructions for completing the vendor registration. We also send them a PIN that must be used for when logging in. If we do not have an email address, we cannot provide this information.
* Secure file transfer – we will be moving the location of the vendor files to a secure file transfer location. Separate instructions will be sent out. The old location will still be available for a while.

Conversion Process

The vendor file upload process will be used to convert your existing vendors to the consolidated state vendor file. Please make every effort to clean-up your existing data. Suggestions include:

* Review the vendors that you have paid in the last 9 – 12 months and only send those vendors in the conversion process. Please do not submit one-time vendors that you will not be paying again in the future.
* Remember to provide email addresses for vendors
* Properly designate vendors as Employees, Students or Confidential when applicable.
* Send banking information if you have it – especially for employees. Otherwise they will get paper checks until your agency is converted to the PeopleSoft payroll system.

NOTE: When you convert to the statewide vendor file, the PeopleSoft vendor id will change for your existing vendors.

When an agency thinks they are ready to convert, then they need to contact OSF to schedule a date. Make sure all of your claims with the old ‘HECLM’ vendor designation have processed. We will load your vendors. Once your vendors are loaded, your next misc claims file must now use the ‘00000’ setid rather than the old ‘HECLM’ setid. This appears on both the record type 1 (header record) and record type 3 (payee record).

Vendor File Extract

Many agencies do not realize that we have a vendor file extract available. This might be a valuable tool to use during the vendor conversion or on-going vendor maintenance process. You can search the file by FEI number and determine if it already exists in our system. If so, you will know the name that we have associated with the FEI. Plus, you would be able to submit the vendor id along with your transaction. See the attached file layout and instructions for more information.