

# Higher Education Employer Processing and Reporting

APRIL 9, 2015, 1:30-3:00PM  
OLERS BOARD ROOM



# Agenda

- ▶ **Introductions –Widell**
  - ▶ **State Team Members– Area of Responsibility**
  - ▶ **Higher Education Members Present**
- ▶ **Project Overview –Widell**
- ▶ **Review High Level Project Timelines & Critical Dates – Widell**
- ▶ **Review OMES Requirements Matrix – Binengar**
- ▶ **Questions/Next Steps/Action Items**

# Project Overview

Michael Widell, Deputy Business Segment Director  
OMES IS

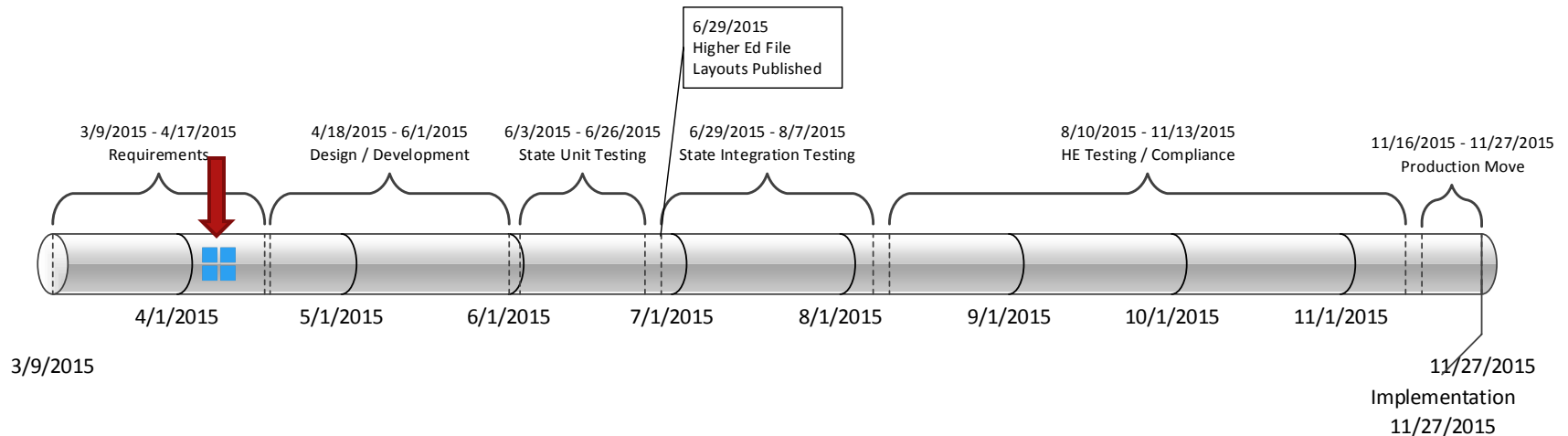
# Project Overview

- ▶ Goal: To enable Higher Education employer processing and reporting for calendar year 2016 and beyond.
  - ▶ To accomplish:
    - ▶ Develop common requirements
    - ▶ Determine required data
    - ▶ File formats
    - ▶ Critical dates
  - ▶ Note: Each agency/consortium will be independently responsible for operational needs and projects.

# Timeline and Critical Dates

Michael Widell, Deputy Business Segment Director  
OMES IS

# Timeline and Critical Dates



- ▶ Prior to June 29, File Layouts Published
- ▶ August 10 – November 13, User Acceptance Testing
- ▶ November 16 – 27, Production Move
- ▶ November 27, Implementation
- ▶ December, Available to process January payroll as necessary

# Requirements Matrix

Alan Binegar, HCM Project Lead  
OMES IS

# Requirements Matrix

Agency	Requirement	Comments
<b>Higher Ed</b>	<b>Payroll</b>	
	Completes their payroll process on their own system	
	Unique warrant numbers issued by bank account within 120days-9 digit warrant number	Beginning number for warrant will be assigned based on the type of warrant.
	Update employee direct deposit records	Either using OST oracle system or from your Payroll system and included in 500 Misc .
	Payroll tax deposits to IRS & State(s)	
	Payroll tax reporting to IRS & State(s)	
	Journal Entry for federal withholding payments	
	Payroll warrants will print as your misc warrants are printing.	If you are currently printing misc warrants remotely, your payroll warrants must also print remotely.
	Provide Earnings Statements to go with each payroll warrant.	Current practice except for those currently using HCM as their primary HR/Payroll system.



# Requirements Matrix

Agency	Requirement	Comments
	Create and submit own files for OPERS, OLERS, and SoonerSave from 7xx fund	Contact retirement systems for details.
	Make payments for OPERS, OLERS and SoonerSave from 7xx fund	
	Provide OST monthly Number of Employees on Agency Payroll Report	OST needs count and percentage of employees on direct deposit.
	Produce W-2s for employees and submit files to IRS	
	Produce 1042s for foreign employees as applicable and submit files to IRS	
	Produce 1099 & 1099R and submit files	
	Create a Payroll Fund Transfer(PFT) to 7xx, summary by account & fund and upload into State PeopleSoft HCM	Create PFT to be reconciled with Claim Doc & 500 Misc trailer. Will be a new PFT file format TBD.
	Create vouchers for employee payroll withholding payments and employer share requirements (taxes, retirement, etc.) except federal withholding payments	Account number 633xxx will not be used in the 7xx fund. Reconciliation of the 7xx fund will be required.

# Requirements Matrix

Agency	Requirement	Comments
	Create claims document and PFT report, submit to transaction processing	PFT Gross pay amt & warrant count must match claim doc, net pay amount and warrant count must match 500 Misc file trailer.
	Create and submit 500 Misc File to OMES Transaction Processing	
	Create calendar year end reporting for TRS of W2 information	
	Create a file in the format required by OMES for OpenBooks	For Transparency, can't receive net pay, only gross pay.
	Hours and FTE data needed for Budget	Method TBD.

# Requirements Matrix

Agency	Requirement	Comments
<b>OMES</b>	<b>State PeopleSoft HCM</b>	
	Provide extract of Direct Deposit data for OST or Higher Ed	As a one-time load of data currently in HCM.
	Modify PFT File format and budget check program	
	Transaction processing releases 500 Misc to OST and PFT to GL to create journal entry after reviewing against the claims document	Combine all 500 Misc files released on date into one to send to Treasury.

# Requirements Matrix

Agency	Requirement	Comments
OST	Treasury	
	Receives 500 Misc from HCM after TP releases	Need to determine if OST will receive 500 Misc files separately or merged into one; and if merged, when will merge occur.
	Create and maintain banking information in OST's participant database (Oracle) if not included in 500 Misc file	
	Submit an issue records file to Financials based on net pay payments to each payee	New development.
	Processes warrants or EFTs for net pay from 7xx fund-each institution will need their own 7xx account	DCAR/OST decided to similarly numbered using 7xx fund for all institutions. Instructions to follow from DCAR.
	Automate deposit for returns	Current A/P process until further notice.
	Releases Federal withholding payments after authorization from GL	OST will validate that the release will not exceed the posted GL journal entry.

# Requirements Matrix

Agency	Requirement	Comments
<b>OMES</b>	<b>AP</b>	
	Generic vendor number with the payee names maintained in the payment table	Generic vendor number will need to be set up in both vendor files.
	Payroll cancellations will be processed as AP cancellations are currently done	Reissues of cancellations will be to the actual vendor and items not to be reissued are not determined.
	Update AP reports as needed	Need to exclude Net Pay information from reports; see COR118 manual for list of reports affected

# Requirements Matrix

Agency	Requirement	Comments
<b>OMES</b>	<b>GL</b>	
	Edit and Post journal entry on day of the payment of federal withholding	Need to determine who will be responsible for this task.
	Authorize release of payment of federal withholding for processing after Journal Entry successful	
	Receive PFT and post journal entry	Currently exists

# Higher Education Agencies

Agency	Agency Name
010	Oklahoma State University
OSU	Oklahoma State University-Retirees
041	Western Okla. State College
100	Cameron University
CU0	Cameron University-Retirees
108	Carl Albert State College
120	Univ. of Central Okla.
150	Univ. of Science & Arts of Ok.
165	Connors State College
CSC	Connors State College-Retirees
230	East Central University
240	Eastern Okla. State College
241	Redlands Community College
420	Langston University
LU0	Langston University-Retirees
461	Rogers State University
470	Murray State College
480	Northeastern Oklahoma A & M College
NEO	Northeastern Oklahoma A & M College-Retirees
485	Northeastern State University

# Higher Education Agencies Continued

Agency	Agency Name
490	Northern Oklahoma College
505	Northwestern Oklahoma St. University
530	Okla. Panhandle State Univ.
PSU	Okla. Panhandle State Univ.-Retirees
531	Rose State College
605	Regents for Higher Education
606	University Center of Southern Oklahoma
607	University Center of Southern Oklahoma-Retirees
610	Regional University System of Oklahoma
620	Quartz Mountain Center & Park
623	Seminole State College
633	Okla. City Community College
660	S. E. Okla. St. Univ.
665	S. W. Okla. St. Univ.
750	Tulsa Community College
758	University Center at Ponca City
760	University of Oklahoma
770	Univ. of Ok. Health Sci. Ctr.
771	OUHSC Prof. Prac. Plan.



# Questions/Next Steps/Action Items

- ▶ May:
  - ▶ Review processes
  - ▶ FY16 Budget discussion
- ▶ June:
  - ▶ Review file layouts
- ▶ Note: Additional meetings regarding ACA 2015 reporting will be provided at a later date.