

BURSAR DEDUCTIONS ON SELF SERVICE

Langston University faculty/staff may elect to deduct an amount from their paychecks to apply directly toward their Bursar account balance. This payment option is a convenient and automated method to make regular payments. It is recommended the payroll deduction amount (at the minimum) cover all charges incurred within each pay period to maintain a current bursar account balance status. When you initiate a payroll deduction on employee self-service, it is recommended to notify the Bursar Office you are using a payroll deduction to cover a past due balance.

A formalized payment agreement with the Bursar Office is typically required to keep a past due account from going to an external collecting agency. You may have a charging privilege hold until the bursar account is considered current, along with enrollment/transcript holds.

If a payroll deduction is ended before the bursar account is considered current, the employee is responsible to resolve the account balance by another payment method. Any unpaid balance that is not on an approved payment plan is subject to in-house collections and external collection agency placement, which can impact the account holder's credit rating on a local and national level. If the University is forced to refer your account to an external collection agency, you will reimburse the University the fees of any collection agency, which may be based on a percentage, at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney's fees, we incur in such collection efforts. This will be assessed to your bursar account and included in the balance due. Langston University has the right to intercept your Oklahoma State Tax refund to pay the University debt.

Only one bursar deduction can be active at one time. To change the amount of the deduction, it is recommended that you end the current amount and enter a new deduction for the changed amount.

Note: When submitting a one-time payment, it is vital that an end date is inserted to reflect the termination.

To add a first-time bursar deduction in Employee Self-Service:

Click the **Add a New Benefit Or Deduction** button

Change Bursar - Stillwater/Tulsa Only to

"Change Bursar-Langston" – Changes Pending

<i>Benefit or Deduction Eligible as of Feb 17, 2021</i>		
Description	Message	My Choice
Bursar - Stillwater/Tulsa Only		<input checked="" type="radio"/>

Select Benefit

Select Benefit

Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset the value

* - indicates a required field.

Bursar - Stillwater/Tulsa Only

Deduction Effective as of:

Today's Date

Feb 17, 2021

Status:

Active

Effective Date of Change MM/DD/YYYY:*

03/1/2021

Note: Effective Date must be after Dec 31, 2020 the date you were last paid.

This should be the date to start (activate) the deduction. Must be MM/DD/YYYY

Amount Per Pay Check 999999.99 :* 50.00

Enter the amount to be deducted per pay check

Submit Changes

Restore Original Values

Miscellaneous

Review all information and click the **Submit Changes** button

If the deduction is listed on the Miscellaneous page it has been used in the past.

Miscellaneous

Select Add a New Benefit or Deduction to add a new record.

Bursar - Stillwater/Tulsa Only

Benefit or Deduction as of date: Feb 17, 2021

Status of Benefit or Deduction: Terminated

Start Date: Feb 05, 2021

End Date: Feb 05, 2021

Amount Per Pay Check: 1,000.00

History | Update

Click [History](#) to see past entries

Miscellaneous Benefits History

These changes may include updates you initiated as well as changes that are a result of benefit plan updates by the Benefit Administrator.

Bursar - Stillwater/Tulsa Only

Benefit or Deduction from and to dates: Mar 01, 2021

Current Plan	Effective Date	Status	Amount Per Pay Check
My Current Plan	Mar 01, 2021	Active	50.00

[Miscellaneous](#)

Click [Update](#) to add entry

Update Miscellaneous

Make a selection and then choose Submit Changes to process the record. Select Restore Original Values to reset t

* - indicates a required field.

Bursar - Stillwater/Tulsa Only

Deduction Effective as of: Mar 01, 2021

Status: Inactive ▼

Effective Date of Change MM/DD/YYYY:* 04/01/2021

Note: Effective Date must be after Dec 31, 2020 the date you were last paid.

Amount Per Pay Check 999999.99 :* 50.00

Delete this change:

Note: If you have altered any values on this page you will not be able to delete this record.

[Miscellaneous](#)

Review all information and click the button

To end an existing deduction, click [Update](#) to add a new entry. Enter the end date of the deduction. NOTE: if the deduction is active for any day in a pay period it will be deducted in full for that pay period. Change the status to . You do not need to update the amount.

After you make changes, click [History](#) to see all entries and verify the entries you made

Miscellaneous Benefits History

These changes may include updates you initiated as well as changes that are a result of benefit plan updates by the Benefit Administrator.

Bursar - Stillwater/Tulsa Only

Benefit or Deduction from and to dates:

Mar 01, 2021 to Apr 01, 2021

Current Plan	Effective Date	Status	Amount Per Pay Check
My Current Plan	Mar 01, 2021	Active	50.00
	Apr 01, 2021	Terminated	50.00

[Miscellaneous](#)

If you have questions or need help setting up the bursar deduction in employee self-service, email payroll.services@okstate.edu

To discuss your bursar account or get answers about your account email bursar@okstate.edu