



**State of Oklahoma**  
Office of Management and Enterprise Services

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August 30, 2013

All Agency Finance Directors:

The Office of Management and Enterprise Services is required by 62 O.S. (2011) §34.36 J to gather information from agencies in addition to the annual budget request process to use as the basis of the cost performance assessment. The affected agencies are required to complete two information pieces in the attached spreadsheet: 1) the first tab identifies the estimated labor costs for performing certain financial activities, including procurement, payroll, accounts receivable, accounts payable, travel and expense, management, and other financial services and 2) the second tab captures the volume of transactions processed outside of the CORE/PeopleSoft Financials system as this data is not already in the centralized data system.

Please complete the accompanying spreadsheet (with two tabs) and return it to your Budget Analyst by October 1<sup>st</sup>, 2013. Following this letter are detailed instructions for completing the spreadsheet. The first spreadsheet tab will list employees by PeopleSoft Employee ID number and calculate the number of Full-Time-Equivalent (FTE) positions and associated labor costs involved in performing financial activities. In order to arrive at an accurate and comparable cost for each agency, this will require that all finance individuals be listed on a separate row.

Please read the instructions closely before you enter data into the spreadsheets as there are a few changes from last year. Should you require assistance in this matter please feel free to contact either Chris Forster at [chris.forster@omes.ok.gov](mailto:chris.forster@omes.ok.gov) or Steve Funck at [steve.funck@omes.ok.gov](mailto:steve.funck@omes.ok.gov).

Sincerely,

A handwritten signature in cursive script that reads "Lynne Bajema".

Lynne Bajema  
State Comptroller

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