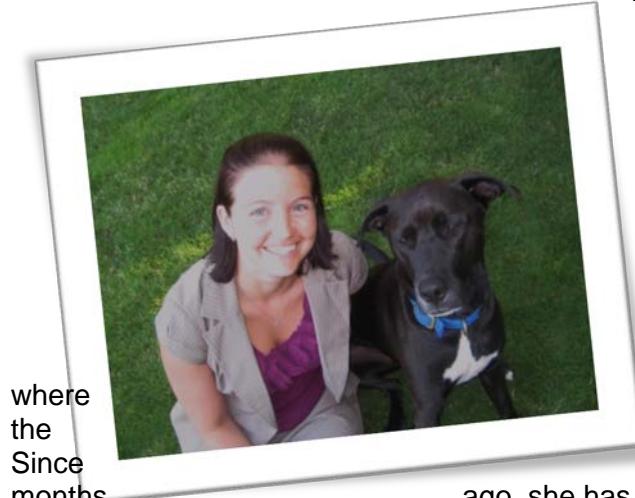


# AABC Monthly Newsletter

## November 2015

### EMPLOYEE HIGHLIGHT



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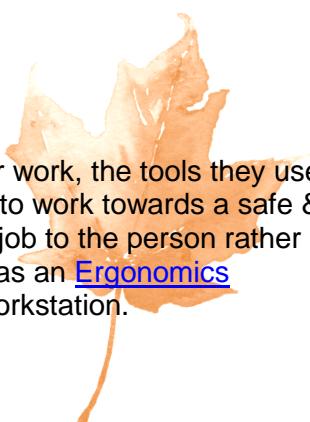
ago, she has been in charge of two of our units: University Conference Services and University Housing and Dining Services.

Her parents live in Corvallis and both her younger sisters graduated from OSU. She recently purchased her first home and has a dog named Rocky. Her hobbies include cross country skiing, snow shoeing, playing indoor soccer, watching college football and decorating her new house.

Fun Fact: The name Aimée is of French origin and means “beloved”.

### ERGONOMICS

Ergonomics is the study of the interaction between human beings, their work, the tools they use, and the environment in which they function. The goal of ergonomics is to work towards a safe & healthful work environment free from recognized hazards by fitting the job to the person rather than making the person fit the job. Environmental Health and Safety has an [Ergonomics](#) website full of videos and useful documents to help you assess your workstation.



### TEAM & CUSTOMER KUDOS



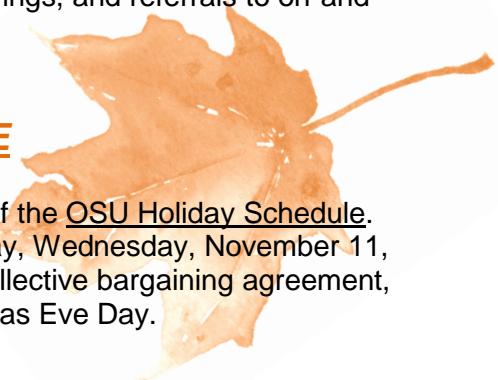
Two of our employees (**Tom Bachmann & Mary Thompson**) helped with the University Housing & Dining Services (UHDS) move in day. They enjoyed working side-by-side with UHDS employees and helping the students move in. Thank you, Tom and Mary, for volunteering for this

special event and helping to make the transition for the students (and parents) easier!

**Student Health Services** announced the grand opening of the [Survivor Advocacy and Resource Center](#) @ 311 Plageman Building. The center provides safe, confidential, and free support services and resources for all university community members who have experience or been affected by sexual or other forms of violence. They can be contacted 24 hours a day at 541-737-2030 for support. Their services include: crisis intervention and stabilization, safety planning, support groups for survivors, on-campus advocacy for academic and housing concerns, information about reporting options to law enforcement or school officials, accompaniment to medical examinations, police, and Title IX hearings, and referrals to on-and off-campus resources.

### **OSU HOLIDAY SCHEDULE**

With holiday's right around the corner, we wanted to remind you of the [OSU Holiday Schedule](#). Please note that the 2015 holiday schedule includes Veteran's Day, Wednesday, November 11, 2105 to be observed by all employees. In accordance with the collective bargaining agreement, classified employees will observe Veteran's Day in lieu of Christmas Eve Day.



### **SALUTE TO OUR VETERAN'S**



THANK YOU to ALL the Veterans who have served our country! We appreciate and honor you!!

### **AABC WELCOMES NEW EMPLOYEES**

The AABC is very pleased to welcome two new student employees to our Business Center:

- Kurt Patzkowski, Poling Finance & Accounting
- Miriam Wojtas, Human Resources

### **EMERGENCY MANAGEMENT**

OSU's [Emergency Management](#) website provides information on signing up for campus alerts & downloading OSU's emergency app. In addition, it has posters you can print off and put in your work station, and has procedures and trainings to help prepare for emergencies.

### **OSHA TRAINING AS UNUSUAL**

By: Thomas Bunker, HRC1

The picture below may cause you to think this article is about a Halloween celebration. But if you came to that conclusion, you would be wrong. What I am going to tell you about is a very creative and very effective strategy employed by the Student Health Service team for conducting annual OSHA training.



From left to right; Kathleen Burke, Mark Hornabrook, Werner Steinle, Sherry Sorby, and Leslie Kaye

The happy crew above is the SHS medical lab team, led by Lab Manager, Mark Hornabrook, seen here wearing his fashionable, gray t-shirt with a picture of the Muppet character “Beaker” adorning the front. Don’t let the whimsical nature of their attire, however, cause you concern, for this crew, along with the rest of the SHS team, is highly skilled and highly dedicated to the quality of their work and the care of their patients. They do, however, like all of us, get a little bored during routine afternoon training lectures that we all must complete to be both safe in our workplace and compliant with regulations and laws governing safety.

Historically, SHS delivered annual OSHA training by gathering everyone in the conference room and parading in speakers to deliver the required and important message of safety in the workplace. Then, someone said, “Maybe there’s a better way to do this.” That’s how Beaker and his cast of characters became an integral component of an energized and fun training process. As the AABC HRC1 responsible for SHS I spend two hours a week at Plageman Hall with my customers. When I heard they were going to conduct their annual safety training, I asked to participate. I wanted to experience the OSHA training for two reasons; to share an experience with my clients, and to be safe and contribute to a safety environment while at SHS. To my surprise, when I arrived for the training at 1:00 pm on Thursday, September 17<sup>th</sup>, I was greeted by the cast of characters pictured above.

The three hour training session, coordinated by Ariel Leshchinsky and Martha Adams, covered all the required and relevant topics. But instead of bringing speakers to the trainees, the trainees rotated between training stations throughout the building. The staff was divided into seven learning teams and each was assigned to start on one of the seven learning stations. The presenters were given twelve minutes to present their material and each learning team member received a stamp on their training “passport” when they completed the training session. When the twelve minutes were up, each team rotated to the next station and that process continued until everyone had completed all the stations. Everyone signed their passport which was turned in at the last station and became the official training completion record.

Training stations included blood-borne pathogens, flu shots, emergency radio operation, personal protective equipment and cleansing (I finally learned how to wash my hands correctly), incident reporting, workstation ergonomics, infectious diseases, and fire safety.



This entire experience was fun. And, it was an excellent process for effective learning. I didn't see anyone "carbo-dozing" or texting their running partner while in training. The entire SHS team was engaged with the learning activity, including Jenny Haubenreiser, Executive Director of Student Health Services. They seemed happy to be there and happy to experience the learning process. Well, except for the flu shot part.

### **No Increase in Minimum Wage for 2016**

Oregon labor and Industries Commissioner Brad Avakian announced in September that Oregon's minimum wage will not increase in 2016 and will remain at \$9.25 per hour. The rate is tied to the Consumer Price Index which measures what consumer pay for consumer goods and services and this index showed little inflation this year. Should you have questions regarding this or how it may affect your unit please feel free to contact the AABC at [aabc.payroll@oregonstate.edu](mailto:aabc.payroll@oregonstate.edu)

[http://www.oregon.gov/BOLI/WHD/pages/minimum\\_wage.aspx](http://www.oregon.gov/BOLI/WHD/pages/minimum_wage.aspx)

### **Work Study**

As the academic year begins, work study funds have been awarded. Please note that student employees who have received work study funds are defaulted to have the award applied over all jobs not one specific job. If your student employee has another job on campus, we encourage you to talk with your employee about how the work study funds will be used between both positions. If the default needs to be changed, please contact the AABC Payroll Team: [aabc.payroll@oregonstate.edu](mailto:aabc.payroll@oregonstate.edu); with the employees name and ID number so we can change the default set up.

### **Tired of Getting Quarterly Timesheet Certifications?**

One of the many questions we get about EmpCenter timesheet approvals is *should I approve the timesheet even though the employee has not submitted it?* Yes. While timesheet submittal is preferred to ensure the completeness and accuracy of the time and leave reporting, the system does not require this action to process their pay. OSU looks for certification of the reporting from the supervisor only.

If an employee has not submitted their timesheet and their submittal deadline has passed as a supervisor you should:

- Review the hours and leave that have been reported for accuracy and completeness
- Add missing time or leave where you know there should be something reported
- Correct any errors being reported to the best of your knowledge

If you and your employee later find a discrepancy, we can correct the timesheet and pay as needed.

If you reject the timesheet or feel you cannot certify the time due to inaccuracies and false reporting concerns that you can't resolve before an approval deadline, contact the AABC payroll team immediately at [aabc.payroll@oregonstate.edu](mailto:aabc.payroll@oregonstate.edu). EmpCenter will not prevent the time and leave from being paid based on your rejection of the timesheet or non-approval. The AABC payroll team can suspend the pay in question until proper reporting can be determined, adjust the timesheet for removing the time in question allowing you to approve what you can certify, and work with HR and payroll partners to resolve the questionable and inaccurate reporting and pay.

[EmpCenter submittal and approval deadlines](#)

[EmpCenter Approval Process and other Tools for supervisors](#)

### **Update your Address and Receive Your W2 Sooner**

The end of 2015 is just around the corner and soon it will tax time again. W2 tax summary statements will begin to be mailed in January and to ensure you receive yours timely, please verify and update your current mailing address. If you supervise student employees, please remind them to do this as well. Chances are they have moved and will be looking for this information to file financial aid paperwork as well as tax reporting.

To update your address long onto [myOSU](#) and find the link to [Update Address or Phone Number](#) on the Welcome page.

### **Encumbrance Reporting for Grad Health Insurance**

Starting this fiscal year, OSU is encumbering graduate employees health insurance. Central payroll will be encumbering graduate employees, which includes graduate teaching and research assistants as well as post-doctoral scholars and clinical fellows. It excludes graduate fellows and graduate post-doctoral fellows. We have not encumbered these employees in the past so it will be new to see these encumbrances in your financial reports. There is a broad difference in contribution rates for grad health OPE and the encumbrances will only be at the employee level which is the plan approximately 70% of the grad employees elect. However this does mean there will be approximately 30% of grad employees who are either over or under encumbered depending on their specific plan selection or opt out and thus a 30% variance in your budgets.

Starting October 2015, the Graduate Health insurance rates from Pacific Source are dropping by approximately 5%. With units paying 85% of the total premium, this will reduce the amount

charged to departments for single only coverage from \$296.69 to \$282.69 per month. Other plan selection will drop accordingly as well. The fringe encumbrance rate will also be reduced from \$3556.32 to \$3392.28 annually.

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