EMPLOYEE HIGHLIGHT

Shanda Addington has been with OSU 21 years. She has worked for the International Programs, the College of Science, and University Conference Services before joining the Business Center in 2010 as an Accounting Technician. She graduated from the University of Oregon. She enjoys being supportive in providing accounting services to the AABC units.

Shanda works for OSU because she believes in the mission of OSU and the values the ideals. The OSU community is committed to their role of education, research, and community service.

Shanda's husband Steve previously worked for HP and now he enjoys doing oil paintings. They have one daughter who graduated from OSU with a Bachelor in Marine Biology and is currently completing her Masters in Microbiology. They live in Lebanon and Shanda's interests include traveling, gardening, reading, writing, and appreciating art.

ACTUAL vs. OBSERVED HOLIDAYS IN EMPCENTER

Holidays that fall on a Saturday or Sunday are observed by the university on the preceding Friday or following Monday. For example, July 4, 2015 is a Saturday; the university was closed to observe the holiday on Friday, July 3rd.

For most employees, actual/observed holidays do not impact their timesheets. However, if your regular work schedule falls on the actual holiday instead of or in addition to the observed, you may need to make changes in EmpCenter to ensure you are paid correctly.

A guide is available to help you make the necessary changes. It can be found at: http://mytime.oregonstate.edu/sites/default/files/empcenter-holidays-2015.pdf on pages 6 and 7. You are always welcome to contact your Business Center HR consultant for assistance with your EmpCenter timesheet.

For more details on observed holidays at the university, see the Holiday Schedule posted by the Office of Human Resources: http://hr.oregonstate.edu/benefits/leaves/holiday-schedule.
We are excited to be rolling out the enhanced New Employee Onboarding (NEO) program during summer 2015! The new features and tools provide newly-hired faculty and staff with a comprehensive orientation, while ensuring they have everything necessary to be effective and productive as quickly as possible. Research has shown that when individuals establish relationships with key contacts early on, they are more likely to become successful team members, and the revised NEO program promotes the development of personal networks by new employees with their supervisors, Business Center contacts, and other colleagues. The ultimate goal of the enhanced NEO program is the long-term retention of great and engaged people at OSU.

Developed with University-wide input, the new NEO program eliminates information gaps and inconsistencies by using specific checklists and tools at each stage in the orientation process. It all starts with a personal welcome letter from the Business Center Human Resources team that offers the new employee a step-by-step guide to onboarding. Our comprehensive approach ensures that new employees receive information, as appropriate, about specific faculty onboarding events by Academic Affairs and the Research Office, as well as the annual Provost’s Welcome Breakfast. New training modules, such as safety, ombuds, mandatory reporting, and anti-harassment, have been added to the monthly New Employee Orientation sessions.

Other NEO features include a complimentary week-long parking pass for new employees, updated content on the Inside OSU website, and a centralized relocation and moving webpage. New employees will receive a letter from President Ray with details about OSU’s Strategic Plan 3.0 and the Provost’s Council Ethos. And, we’re in the process of creating a “welcome to OSU” video that will provide key information about OSU, our governance structure and the University’s mission. More details about the enhanced program can be found at the NEO project website.

The NEO program is one of the first Lean Process Improvement projects to come to completion. A key part of this and all Lean projects is building bonds between people, which encourages collaboration on projects that advance the goals and strategies of the University. Inspired by the Strategic Plan 3.0, Lean techniques are used to “push ourselves in new ways that challenge our thinking and past practices.”

We appreciate the hard work and dedication of the New Employee Onboarding Lean Team, along with contributions from the Offices of Academic Affairs, Equity & Inclusion, General Counsel, Research, Ombuds and University Relations & Marketing, in building
this University-wide program. The new tools and processes were also pilot-tested by a variety of hiring managers. Thank you to everyone who helped review, redesign and implement this improved New Employee Onboarding program for OSU!

**POLICY UPDATES**

For your reference, please review policy updates which have recently been made to

**FIS 411 Travel** - changes required for currency conversion procedures

**FIS 411-04 Meals** – updated this policy for clarification purposes

**FIS 509** Relationship between OSU and the Agricultural Research Foundation – ARF requested some modifications in the first paragraphs of 509-01 and 509-03 plus the last section of 509-04.

**FIS 702** Administration of Service Center Reserve Funds and **FIS 703** Administration of Auxiliary Reserve Funds – significant rewrites in response to governance changes brought about by OSU’s new independence from the Oregon University System and represent a coordinated effort between central management, business centers, and primary stakeholders.

**FIS 704 Building Repair Reserves – Auxiliary Enterprises** has been removed from the FIS manual as language was incorporated into FIS 703

**OEI RECRUITMENT RESOURCE GUIDE**

Just a friendly reminder that OEI developed a new interactive Recruitment Resource Guide that replaces the Diversity Mailing lists that were used through Printing & Mailing Services. One of the results that the guide returns is a customized “Required Email Distribution Listserv,” which will make it easier for the hiring unit to distribute job announcements. Please make sure to use the “Required Email Distribution Listserv” as well as to recruit broadly through other discipline specific outlets. OSU strives to be an equitable, inclusive, and diverse community. Our hope is that this resource assists hiring units in their recruiting efforts which are so essential to this mission.

Information about this resource has been added to Search Excellence and the Recruitment and Selection Resources website as well.

**ID CENTER NOW LOCATED IN MU 103**

The OSU ID Center has now moved from the basement of Kerr Admin to the Memorial Union. They are located in room 103.
**INSIDE HIGHER ED CONTRACT EXPIRED 6/30/15**

The current contract with Inside Higher Ed, being paid for by OEI, OISFS and OHR, expired on 06/30/15. After that date, any job postings you would like listed with Inside Higher Ed will need to be placed, and paid for, by your individual hiring units.

OEI, OISFS and OHR evaluated the effectiveness of this contract and determined that an institution-wide contract for all job postings did not seem to be an effective recruitment tool. Departments should still consider whether this (and other paid advertising options) may be an effective way to reach the pools for specific positions.

**TERMINATION OF INACTIVE EMPLOYEES**

It is extremely important that inactive employees be terminated and removed from the OSU payroll system in a timely manner. This will prevent inaccurate charges to your accounts and unnecessary costs to the university. Please notify your business center HR team ASAP whenever your employees have vacated a job or left OSU employment altogether. Thank you for your cooperation.

**CUSTOMER KUDOS**

Jenny Haubenreiser, Executive Director of Student Health Services was recently awarded the Evelyn Weiner Mentoring Award. This award recognizes individuals who have made significant efforts in providing counsel, support, and professional opportunities to others either in their institution, their regional affiliate, or the American College Health Association (ACHA). Congratulations, Jenny!

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