

AABC Monthly Newsletter

August 2016

EMPLOYEE HIGHLIGHT



Doreen Murphy has worked for OSU for over 28 years and for AABC since the formation six years ago. After graduating from Linn Benton Community College in 1987, Doreen accepted a job as a bookkeeper for Woodstock Pizza. After six months in the position, the company disclosed their intent to sell stores, so she applied and obtained a job at the Department of Information Services at OSU as a receptionist. She was promoted to an accounting position in the Department of Economics and stayed there for approximately two years before advancing to University Housing and Dining Services where she worked for 20 years. After the business centers were created she moved to AABC where her primary focus is with University Housing and Dining Services and being a backup for Athletics. Her interests include raising and hatching birds including chickens and turkeys, sewing quilts, creating fused glass art, and

fishing. Her fishing claim to fame is catching a close to four foot Mahi in Hawaii, where the fish got off the hook flying high through the air and landing on the hook in the middle of its back, which is how she was able to reel the fish into the boat. Doreen is married with four kids and six grandkids; the oldest granddaughter is at University of Washington in biological chemical engineering and her grandson just graduated with honors from high school with a \$17,000 a year scholarship to St Martins University in Lacy, Washington. She is very adventurous given that she has zip lined in Alaska, Hawaii, and Mexico and also loves rollercoasters. In addition she has traveled to the Caribbean, Jamaica, St. Thomas Islands, and the Cayman Islands among several places in Mexico. Doreen also has five dogs: four Rat Terriers and a German shepherd named Conan, who after being raised with the Rat Terriers thinks he is one even though he weighs 88 pounds to their 14 pounds.

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.

RECORD KEEPING FOR STUDENT JOBS

Student employment is an important part of our business center. While we are one of seven business centers, we support over 40% of the student jobs on campus. When we implemented EmpCenter three years ago, there were some unique challenges in managing student employment because many students held multiple jobs, or assignments. In Banner, students had just a single job titled “Student Regular” and we needed to have specific titles in the timesheet program such as Saferide or Java Stop or Baseball Camp. Banner was not configured to manage multiple assignments and their individual titles for students. For the past three years, the university has been keeping track of student jobs in a separate database called “Multiple Assignment” or MA. All the business centers agree that it would be preferable to have just one system (Banner) to track our student jobs in sufficient detail in order to populate EmpCenter timesheets. By having just one system for managing student jobs and pay rates, we can eliminate one interface.

Banner has now been configured to manage multiple jobs for students. We had been scheduled to move from MA to Banner on August 16th, but this will be delayed for several months while some additional tools are created to help supervisors manage their student jobs, like they have been used to doing in MA. Whether we are using MA or Banner to populate EmpCenter timesheets, students will not notice a difference. To them, they just see the timesheet and do their daily clock-ins.

We will work hard in cooperation with our colleagues in the central offices to insure that the migration from MA to Banner is as smooth as possible.

SUMMER HOURS FOR BUSINESS AFFAIRS SERVICE WINDOWS/PHONES

The Cashier’s, Student Finance, and Payroll service windows in Business Affairs will have a delayed opening on Fridays for the summer. Starting this week and through August, they will open at 9:30am on Fridays.

The rest of the week they will open at 8:30 as usual, and they will maintain their closing time of 4:30pm all days.

This will give them time to do trainings or project work that everyone in the unit can participate in. Staff will still be available to assist with customers if needed, and our reception desk will be trained on routing customers for that hour.

**AABC TEAM | Auxiliaries & Activities Business Center | Oregon State University
110 Poling Hall & Student Experience Center Suite 350 | Corvallis, OR 97331-4203
| <http://oregonstate.edu/fa/bc/aabc/>**