LaRae Wallace joined our AABC team in July 2016. LaRae is new to the AABC but not to Oregon State University. She has worked for OSU off and on for over 15 years – mostly in scientific research specializing in plant pathology research. She has a Bachelor’s degree in science and is a recent graduate of LBCC’s accounting program. Although LaRae is retired from competitive skating, she is one of three founding members, president, player and coach of the local roller derby team. LaRae is also the owner of an Etsy store called Flat Track Revolution where she sells handmade purses and bags. She enjoys screen printing, sewing, roller skating and cross country skiing. She’s been married for 19.5 years and has a 12-year-old daughter in middle school. LaRae loves being outdoors with her family and her puppy, Peanut Butter. LaRae is the primary contact for travel, is on the payroll team, and is the Accountant for Childcare and Family Resources (CFR) and Human Services Resource Center (HSRC).

**ANNUAL CHILDCARE AND FAMILY RESOURCES JOY DRIVE**

The 8th Annual Childcare and Family Resources Joy Drive is a welcome event at this time of year!

With the help of the OSU Community, our partner Childcare and Family Resources, provides student families in need with gifts for the holidays.

Last year, due to the overwhelming kindness of OSU departments and individuals, 81 student families (158 children) were better able to enjoy the holiday season. The AABC HR Team is proud to have sponsored the children of student families for the last three years, with hopes of bringing smiles and joy for the holidays.
CAMPUS BY NIGHT

While the Oregon State University community and the city of Corvallis are considered friendly and relatively safe communities, neither is immune to the realities of the world. A safe and secure environment is made possible through each member of the Oregon State University community's involvement in crime prevention and sensible behavior.

In order to have a safe and successful Oregon State University experience, each person must take responsibility to recognize one's own vulnerability to crime and reduce risks through preventive action and cooperation with Oregon State Police and the Department of Public Safety. Here is some great info on night time personal safety, what to do if you sense you are in trouble, blue light emergency phones, services & resources available for your safety.

CLASSIFICATION & COMPENSATION PLANS

The 2.25% COLA for SEIU represented classified, classified IT & OSU temporary employees became effective December 1. All of the salary tables on the Office of Human Resources (OHR) Class/Comp website and PeopleAdmin have been updated to reflect the new rates.

If you have any questions around classification or compensation, please contact Nita Phillips, Tricia Gerding or Tom Bachmann.

UPDATE YOUR ADDRESS AND RECEIVE YOUR W2 OR 1042-S FORM SOONER

It is the end of 2016 and soon it will be tax time again. W2 and 1042-S tax summary statements will begin to be mailed in January and to ensure you receive yours in a timely fashion, 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 log onto myOSU and find the link to Update Address or Phone Number on the Welcome page.

EMPLOYEES WHO FILED TAX WITHHOLDINGS STATUS EXEMPT IN 2016

Employees filing Exempt via IRS Form W-4 during 2016 who wish to remain exempt for 2017 must re-file or they will be defaulted to Single with Zero exemptions per IRS regulations. W4 forms are available in OSCAR or on the IRS web site at http://www.irs.gov/. These are due into the central payroll office located in the Kerr Administration building no later than February 15, 2017.

Employees who permanently both live and work outside the United States of America must re-file IRS Form 673 to maintain that income exemption. The form can be downloaded at

**EMPCENTER UPGRADE**

Please note, the upgrade did not happen as planned on December 10th. Watch for an announcement once the upgrade has been rescheduled. EmpCenter 16.2 has a few new features and an updated look and feel. The What’s New page provides an overview of the changes to the system.

**AUXILIARY CAPITAL EQUIPMENT PURCHASES**

It has been a long-standing policy at OSU that capital equipment purchased by an auxiliary must post to their auxiliary operating fund. Over the years, this policy has caused some challenges for those auxiliaries that wished to use bond or loan funds or gifts through OSUF for the purchase of capital equipment.

After a considerable amount of discussion and testing, we are ready to announce that a procedure has been created to allow an auxiliary to process the payment of a capital piece of equipment through either a plant fund where the auxiliary is responsible for the loan and/or bond fund or through OSUF funds.

As a reminder – when the auxiliary is choosing to purchase the equipment through a loan or bond fund, be aware of the cost of interest on the purchase.

Procedure: After the unit has acknowledged that the equipment has been received, process the invoice through FIS Banner using account code 40199. Once the invoice has posted, a Journal Voucher (JV) must be created to credit 40199 and to debit 40101 using either the index for the plant fund or the FSxxxx index. Required text for setting up the asset (See PRO Ex1) must include the accurate Fund-Org-Program code for the index where the depreciation should post.

Please note that modifications have been made to PRO 202 Purchases and PRO Ex1 Creating an Asset Record from a Banner Invoice to reflect these changes. A FIS message will be sent.

Many thanks to the team at AABC-SEC and Business Affairs-Fixed Asset Property Management for assistance with this new process.