

AABC Monthly Newsletter

July 2016

EMPLOYEE HIGHLIGHT



Matt Wenger started his career at OSU in 2010 with the ASBC. Matt then transitioned to the AABC in 2012. Matt currently serves the AABC-SEC and all his units as the Vault Cashier. If you come by the office early enough, you might hear a wide variety of musical genres coming through the bullet resistant walls of his vault. Musical genres may include (but are not limited to): Rock, Reggae,

90's hip-hop, blues, classical etc., etc...

When Matt is not working, he enjoys hiking and biking with his family (a wonderful wife and 2 children) and going to live music concerts. Matt has traveled as far as Chicago and LA in the last year to see concerts and plans on another more “**local**” tour of live concerts this summer.

REPORTING A WORK-RELATED ACCIDENT OR ILLNESS

Workers' compensation resources were previously located on the Office of Human Resources (OHR) website. The responsibility for accident reporting and SAIF claim management is now under the direction of Enterprise Risk Services. Please check out the [workers' compensation resources](#). Please contact Heidi Melton, 7-2916, if you have questions about work-related accidents or illness.

HUMAN RESOURCES BEST PRACTICES REVIEW

Before OSU moves forward with a national search for the Director of the Office of Human Resources, a thoughtful consideration of best practices is being sought to ensure that HR is positioned for continued success going forward. OSU is now accepting proposals from interested vendors to conduct a comprehensive review of the current OSU HR organizational structure, current central HR and business center role and responsibility alignment, and the OSU HR Director position description compared with industry standards and best practices of similar institutions of higher education. The successful vendor is anticipated to conduct on-site fieldwork during the month of July and issue a final audit report by August 19th. The project oversight team is Mike Green, Becca Gose, Brenda McComb, Patti Snopkowski and Sue Theiss. If you are interested in reviewing the Request for Proposal, click on the [RFP](#).

HR METRICS: EMPLOYEE TURNOVER

Employee turnover is a measurement of how long your employees stay with your organization and how often you have to replace them.

Employee turnover is calculated by dividing separations by the total staff. For example, if you lost three employees in the past year out of your staff of 46, your annual turnover would be: $3 \text{ separations} / 46 \text{ employees} = .0652 = 6.52\%$ annual turnover.

There are two main categories of turnover: voluntary and involuntary. Voluntary is when an employee quits. Involuntary is when an employee is laid off or fired.

The cost of employee turnover is expensive and can be divided into five categories:

- **Separations costs** include the time and expense required in order to exit an individual from the organization; unemployment compensation; and payout of unused leave balances.
- **Vacancy costs** may include temporary help or overtime of current employees.
- **Replacements costs** include advertising, interviewing and hiring expenses associated with finding new staff.
- **Training costs** include the time and effort from trainers, supervisors, and co-workers to onboard and train new employees.
- **Productivity costs** are often hard to quantify, but include things such as morale problems, lower production, lost revenue, increased error rates, and effects on customer service and reputation.

Here are some ways to lower turnover:

- Develop accurate job descriptions to define the role.
- Hire the right people. Interview and vet candidates carefully, not just to ensure they have the right skills but also that they fit well with the company culture.
- Pay employees a fair and equitable wage.
- Develop an effective orientation & training program.
- Set and communicate clear expectations.
- Provide employees with a sense of purpose, belonging and meaning in their work.
- Develop a work environment of inclusiveness and respect.
- Recognize and reward employees.
- Make opportunities for development and growth.
- Conduct employee opinion and exit surveys, analyze the results, and implement appropriate organization changes.

If we can be of assistance in this area, please contact your AABC HR team.

FAIR LABOR STANDARDS ACT (FLSA) OVERTIME CHANGES

The Department of Labor recently updated the salary level threshold above which certain “white collar” workers may be exempt from overtime compensation. The “Final Rule” will raise the salary level from its previous amount of \$455 per week (the equivalent of \$23,660 a year) to

\$913 per week (the equivalent of \$47,476 per year). This final rule becomes effective December 1, 2016.

If you are interested in learning more about this topic, please check out the following items under the “In the News” section of the [HR Classification and Compensation website](#):

- [FLSA – Proposed Revisions](#)
- [Fact Sheet – Final Rule to Update the Regulations Defining and Delimiting the Exemption for Executive, Administrative, and Professional Employees](#)
- [Overtime Final Rule and Higher Education](#)

MINIMUM WAGE EFFECTIVE JULY 1ST, 2016

As you may have already heard, Oregon’s minimum wage will increase on July 1st, 2016. The rate will increase from the current \$9.25 per hour to \$9.75 per hour; an increase of \$0.50.

Multiple Assignment, EmpCenter, and Banner will be revised by a central process to reflect the new increased rate of pay for those who are below the new minimum of \$9.75 per hour. Departments and units will only need to make changes to those they want **above** the new minimum rate or increased in conjunction with the new minimum rate.

As a supervisor for students or TS901 employees, you may enter any pay rate changes over \$9.75 per hour for your employees in Multiple Assignment by editing the assignment and using a July 1st, 2016 effective date. Please consult with your budget authority before making these changes. For directions on editing assignments you can find the **Multiple Assignment User Guide** under the *Supervisor Policy Profile/Role* Training section of the [MyTime training page](#). Instructions for editing an assignment start on page 10.

For more details and other helpful tools check out the [AABC Payroll website](#) today!

EMP CENTER ~ DELEGATION OF SUPERVISION

As a supervisor of OSU employees you have oversight of time sheets, leave requests, and schedules in EmpCenter. If you will be out of the office during the summer months, please [delegate](#) your responsibilities to another unclassified employee for the period of time you state that employee will be able to act in your place; reviewing and editing the above aspects of EmpCenter records. If you will be delegating to an established supervisor they will already have the supervisory role in EmpCenter and delegation is easy. You will set your delegation through the [EmpCenter dashboard](#) under *Settings*. See this [FAQ](#) for directions about this process. If you need to delegate to someone who is not already an established supervisor please contact your business center payroll team at <mailto:aabc.payroll@oregonstate.edu>

If delegation is not set prior to your departure you can still do it on the road, accessing EmpCenter through any internet connection!

FISCAL YEAR-END CLOSE

Please note that AABC will be sending out frequent *reminders* with deadlines to assist with year-end close. We will also post these to our main webpage for easy reference. Things to keep in mind:

Invoices, Reimbursements and Purchasing Card - Please send in all vendor invoices, employee personal and travel reimbursements, and PCard documentation **to AABC as early as possible especially since only accruals will be recorded after the June month end process.** This will help avoid bottlenecks due to last minute volume.

Occasionally our team may request additional information to help us better understand a transaction. We appreciate your prompt response and assistance which helps us select the correct account information, properly identify the business purpose and ensure the transaction posts to the correct fiscal year.

Financial Reconciliations/Review - Please continue to review your budget reports carefully for any issues or anomalies, and to insure that salaries are correctly reflected and activity codes are correctly applied. If you have any questions or corrections, please contact AABC!

**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/>**