EMPLOYEE HIGHLIGHT

Nichole Havranek started at OSU in 1999 at Printing & Mailing Services as an Accounting Assistant. She gained varied accounting experience at OSU through positions in Business Affairs (Student Loans) and the Memorial Union Business Office. She became a founding member of AABC when the MU Business Office merged into the Business Center. She currently serves as a Fiscal Coordinator 1, overseeing finance & accounting policies and procedures for the 300+ student organization Agency Funds managed by the AABC-SEC. She is also a Banner document approver and pitches in when needed for Payroll and the AABC-SEC vault. A Corvallis native (Go Sparts! Go Beavs!), Nichole worked various local retail jobs before obtaining an Associates of Applied Sciences degree in Accounting Technology from LBCC. Her interests include sewing, knitting, reading, and skating. Her husband is pursuing a Construction Engineering Management degree at OSU and her son is currently in eighth grade at Zion Lutheran School.

EMPLOYEE APPRECIATION DAY

Employee Appreciation Day is a non-official holiday celebrated on the first Friday in March in the United States and Canada. It is a day for departments and companies to thank their employees for their hard work and effort throughout the year. Employee Appreciation Day is Friday, March 3, 2017.

PERIODIC REVIEW OF FACULTY

In February, we will begin our process of Periodic Review of Faculty. Stay tuned for more information. In the meantime, please see the Guidelines for Periodic Review of Faculty for additional information.
After six years in Poling Hall, the Auxiliaries and Activities Business Center (AABC) will be moving to University Plaza. Minor construction work is currently happening at Suite 150 in University Plaza and AABC staff will be moving over as soon as the work is complete, which will be no later than May 26th. AABC will be joining UABC to become the second business center to reside in the University Plaza complex at Western Blvd and SW 15th St. The AABC will continue to have two locations: the AABC SEC office at the Student Experience Center, Suite 350 and the new AABC University Plaza (AABC UP) office at Suite 150. The AABC UP location will provide Human Resource and Student Employment functions as well as Finance and Budgeting responsibilities for its E&G funded units. The AABC SEC will continue to provide Finance leadership for Student Fee funded units as well as Payroll functions for all AABC units.

The move from Poling Hall to University Plaza will provide AABC with a streamlined office space and a closer work environment and cooperation potential with both UABC and Business Affairs at Kerr. The AABC UP location will also facilitate face-to-face cooperation and meetings as it moves the AABC physically closer to most of its customers.

AABC will be hosting an open house in the new University Plaza space shortly after moving, so please keep an eye out for the date and time announcement.
CLASSIFIED EMPLOYEE REMINDER

The end of the fiscal year is approaching. For classified staff, that means that their accrued personal and exchange leave time must be used by June 30th or the employee will lose it.

Please take a moment to review the leave balances in EmpCenter for the classified employees you supervise. Remind those with personal and exchange leave to use the time before it expires on June 30th.

PLEASE NOTE:

Exchange time must be used within the fiscal year earned or it is lost. However, time earned in the last 90 days of the fiscal year may, at the department’s discretion, be carried forward to the next fiscal year. Such carry forward will not increase the 120-hour maximum accrual amount for the next fiscal year. You must notify AABC if you have an employee who wishes to carry forward exchange leave to the next fiscal year under the provisions of Article 25, Section 4 (B) of the Collective Bargaining Agreement. The request will need to be approved by the HR Manager prior to the end of the fiscal year.

Personal leave for new classified employees is available after completion of six months of service. This means that some new employees will have the full 24 hours to use in a very short period of time at the end of this fiscal year. If these hours are “unbanked” near the end of May or in June, they will not show up accurately in EmpCenter, but are still available for the employee to use before June 30th. Please contact your BC HR Team if you have a new employee who will be affected by this. You can identify them by their hire date, which would be between approximately November 20, 2015 and December 29, 2016.

SERVICE RECOGNITION

The University takes pride in its tradition of honoring its faculty and staff who have provided service in fulfilling the University’s mission. Departments are asked to provide recognition to their employees who have reached 5, 10, 15, 20, 25, 30, or 35 years of service.

For additional information on the department timeline & procedure, where to order recognition certificates and the guidelines for counting service, please see Employee Service Recognition at Oregon State University.

A report with this information is available for you to run in CORE. Each department is responsible for auditing the length of service of its employees to ensure the records are correct. We have included instructions below on how to access and run this report for the employees in your unit.
Recognition this year would be for employees who have reached 5, 10, 15, 20, 25, 30, 35 or 40 years of OSU service between 7/1/16 and 6/30/17.

**Instructions for running the “Length of Service” report in CORE**

Access CORE at [https://core.oregonstate.edu/reports](https://core.oregonstate.edu/reports)
Login using your ONID username and password

Select
- Human Resources Data Area
- Admin / General
- Length of Service by Home Org

Enter your Org # and (Select All) employee classes:

Click on the “View Report” button.

If your department finds errors in the records, your AABC HR consultant needs corrections by February 29th in order to make changes in Banner.

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