

# AABC Monthly Newsletter

## May 2016

### EMPLOYEE HIGHLIGHT

Bryan Wynn started working for the AABC Poling team in September of 2014. Bryan's duties include performing general office work including scanning and indexing documents, entering invoices/journal entries, creating and running financial reports/queries, creating and maintaining process documentation/forms, researching policies, developing proposals, and performing mail run deliveries to other departments on campus.

Bryan is a senior who will be graduating in December 2016 with a B.S. in Finance and a B.S. in Accounting with minors in Mathematics and Economics respectively. In his free time Bryan enjoys following the stock markets, networking with industry professionals, watching the Portland Trail Blazers, resistance training at Dixon Recreation Center, and spending time with friends and family.



### ADMINISTRATIVE PROFESSIONALS DAYS

[Administrative Professionals Week/Day](#) is an opportunity for employers to recognize and celebrate the contribution of these key front-line employer representatives. The 2016 observance of Administrative Professionals' week is April 24 – 30 and Administrative Professionals' Day is April 27. Here are some resources, if interested:

eCards:

[http://www.123greetings.com/events/administrative\\_professionals\\_day/](http://www.123greetings.com/events/administrative_professionals_day/)

[http://www.americangreetings.com/ecards/category.pd/Occasions-Holidays-April-Administrative-Professionals-Day/\\_N-80zq](http://www.americangreetings.com/ecards/category.pd/Occasions-Holidays-April-Administrative-Professionals-Day/_N-80zq)

<http://www.bluemountain.com/printable-cards/administrative-professionals-day>

### TRIPLE DEDUCT/SUMMER INSURANCE

If you are designated as an academic-year 9 or 10-month employee and eligible for summer coverage, your benefits will be "triple deducted" in May to pay for June, August, and September coverage (*June paycheck covers July benefits*). To be eligible for summer coverage, you must be in an eligible position in the spring **and** be expected to return to a benefits eligible position in the fall.

The "tripling" process triples both the employer contribution and employee contribution toward the CORE benefits (medical, vision, dental, and employee basic life insurance). Your premiums for any optional insurance coverages will also be tripled with the exception of Short

Term Disability, Long Term Disability and the Flexible Spending Accounts. If you Opt Out of coverage and receive cash back, you will receive triple cash back in May.

Contact your supervisor or manager if you have questions about your department's procedures and processes associated with summer assignments. If you want to learn more about the "triple deduction" process you may contact us in the business center. If you'd like to learn more about OSU's health insurance plans, you can visit the website, <http://hr.oregonstate.edu/benefits>, or call 541-737-2805.

### **FIXED TERM RENEWAL PROCESS**

The FY 2017 Fixed Term Renewal process for Professional Faculty is quickly approaching and the AABC HR team will be working closely with unit leaders to complete the annual process as efficiently as possible.

The AABC will be distributing renewal spreadsheets and instructions to unit leaders on or near April 25, 2016. The deadline for units to return the completed spreadsheets to the AABC is May 6, 2016. The Business Center will create the renewal letters. Unit leaders should begin distributing notice of appointment renewal letters to employees on May 27<sup>th</sup>.

For additional information on the procedure, please refer to the [memorandum](#) from Brenda Mc Comb, Senior Vice Provost for Academic Affairs, and Donna Chastain, Director and Interim Chief Human Resources Director Resources.

### **FAIR LABOR STANDARDS ACT (FLSA) ONLINE RESOURCES**

The Office of Human Resources (OHR) Class & Comp Team conducted a campus-wide FLSA information session on Tuesday, March 29<sup>th</sup>. They had over 150 people tune in or attend. If you missed the session, the session slides and FAQs have been posted on the [OHR Class Comp website](#). In addition, the session was recorded and will be posted soon.

### **EMP CENTER UPDATE FOR STUDENT SICK LEAVE**

On April 1<sup>st</sup>, 2016, Graduate Students were added to EmpCenter. Once this occurred, all student employees have the Grad Sick Leave paycode and bank view in EmpCenter even if they do not have a grad job. Please note: Student employees will only have grad sick leave hours listed and available to use if they actually have a grad job.

In addition, student employees had "sub hours worked" listed as a paycode in EmpCenter. We have brought this to the attention of Central Payroll and it has now been removed. Sub hours worked should no longer be viewable by student employees.

## **AABC SUCCESSFUL PROJECTS/PROCESS IMPROVEMENTS**

We have been working to compile a list of projects and workflow improvements that we have completed. It is our goal to keep adding to this list and put it on our website. Here are some of our recent tasks and “wins”. We hope to feature additional improvements in upcoming newsletters.

### Scanning of Deposits

Daily Deposit Scanning Project- In August we formed a committee to implement procedures to begin scanning all daily deposit documentation into Nolij. Previously, these documents were not scanned into Nolij and were only stored as hardcopy documentation because of the volume of documentation that needed to be scanned on a daily basis (daily deposit JVs range from 15-50 sequence lines). Because it was determined by both our units and within the business center that the benefit of accessing these documents via Nolij would be worth the effort to scan, we wrote procedures into our student manual and our vault manual to allocate the effort to scan the back-up documentation for the daily MURFS (MU Retail Foods) MUBO (Multi Unit Business Ops) & Rec Sports Deposits. Now units and BC staff can quickly access supporting documentation for deposits in Nolij and CORE instead of having to search through the hardcopy document archives.

Assisted Athletics in getting 7 years of data for an NCAA audit

Funded two energy projects from revolving loan fund

The Student Sustainability Initiative established a Revolving Loan Fund (RLF) meant to offer low interest rate loans to buildings across campus to strive towards energy efficiency. The funds were underutilized and we revisited the entire process. After reconstructing and documenting the processes (application, approval, fund distribution, reporting, etc.), two projects have received funding.

- The first was an improvement project to the John L. Fryer Salmon Disease Laboratory. Improvements will increase the energy efficiency of their tempered water system which will lower operating costs and increase the lab’s capacity for research capabilities.
- The second project will upgrade equipment at the LaSells Stewart Center to reduce energy consumption within their control systems (heating, cooling, etc.) This project required additional funding which was granted by Business Affairs and Capital Planning and Development. There was a commitment to offer up to \$1million for the RLF initiative.

Identified a need and implemented an automated solution for retrieving meal perquisites from the UHDS scheduling system. This simplified the creation of hundreds of meal perquisite cards each day

Participated in UHDS Revenue Task Force

Gave feedback on CORE reports and have suggested new reports, such as an overtime report and a variance report

Assisted Conference Services in conversion to a new Ideal Logic database. Work included assisting with reporting requirements, reconciliations and organizing stakeholder meeting to discuss requirements.

Worked with Procurement and Materials Management (PCMM) and our units in the effort to transition from PSI (Personal Service Invoice) to purchase orders or payment requests

Created a bookmark that Central Payroll can give to our students who stop by the payroll window, but need to find the AABC offices

Multiple people worked on the PeopleAdmin 7 upgrade:

- Tammy Hubert – PeopleAdmin 7 Implementation Committee
- Lori Schmidt – PeopleAdmin/OSCAR/Banner Committee for PA7 Upgrade
- AABC HR Team
  - All the pre-work and communication to ensure we met the customers' needs prior to the system going down.
  - The identification of issues
  - The shared learnings with the training.
  - Wrangling out the process and the documentation together as a group to share each other's knowledge and experiences.
  - The initial and ongoing overall focus on how to figure it out to ensure no service disruption to the customers.
  - Amazing teamwork and collaboration.

Various AABC-HR employees also served on committees:

- New sick leave implementation committee
- Coordinator for Joy Drive
- Organizational Chart Committee
- Paid Administrative Leave Process
- Created an IT support list for those units who are not on the Community Network
- Updated internal procedures document to insure that employees' job locations are coded properly in Banner for proper tax withholdings

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