Welcome to the New HSBC Monthly Update!

In an effort to play our part in managing and maintaining a strong Oregon State University brand, we’ve updated the formatting of the HSBC Monthly Update based on a document in the University Marketing portfolio.

University Marketing creates and executes clear, consistent and engaging strategies that tell the stories of Oregon State University. By sustaining a strong brand image for the university, we promote awareness, understanding and support among OSU students, faculty, alumni, donors and other communities.

“Everyone plays a part in managing the Oregon State University brand. In communications and marketing, it’s the stories we tell, the photos we choose, the tone of voice and the way we represent Oregon State University. For others on campus, it is the way people experience our brand when they come to campus, work with an Extension agent or benefit from faculty research.

To keep the Oregon State University brand strong, we all need to speak in one voice. By utilizing these brand guidelines, we can present unified visuals and messages that create that one voice. This system has guidelines and templates that present the university’s brand in a cohesive and consistent manner, yet still allows for flexibility of expression for different audiences. A strong voice will help us all penetrate the noise and clutter and ultimately increase awareness of the Oregon State University brand and what it means.” – University Marketing

For additional information and resources, please visit the University Marketing website at http://communications.oregonstate.edu/university-marketing and the Brand Identity Guidelines at http://communications.oregonstate.edu/brand.

Retirement of PSI Form

Effective February 1st, the Personal Services Invoice (PSI) will be retired and no longer a valid mechanism for processing payments to vendors for services.

The PSI was originally created to help facilitate making payments for services where a vendor could not furnish an invoice of their own. Since there is substantial overlap between the Payment Request form and the PSI, the decision was made to stop using the PSI. Basically, the Payment Request form should be used for anything previously handled on the PSI (assuming the total cost of the service is under $5,000).

The Payment Request form can be found here:

http://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/Baff/faa/paymentrequest.pdf

During the month of January, PSI forms can still be processed by the Business Center. At the beginning of February either a vendor invoice, payment request form, or reimbursement form should be used to initiate payment to an OSU vendor. If you have questions about the use of the payment request form vs. the use of a Personal Services Contract (PSC), please contact one of the HSBC accountants at 541-737-6195.

“In The road to success is always under construction.”
- Lily Tomlin
Oregon “Mandatory” Sick Leave Law
OSU is covered by Senate Bill 454 which was passed by the Oregon Legislature and requires certain employers to provide paid sick leave to workers. Prior to this new law, temporary employees, student employees and unclassified part-time employees at less than 0.50 FTE did not receive sick leave benefits. These employees will now begin receiving sick leave benefits effective January 1, 2016. The full senate bill can be access at https://olis.leg.state.or.us/liz/2015R1/Downloads/MeasureDocument/SB454.

- **Unclassified Employees (Faculty and Professional Faculty)**
  Part-time faculty members in appointments of less than 0.50 FTE will begin accruing sick leave on January 1, 2016. The accrual rate will be pro-rated based on appointment FTE. For example, at 1.0 FTE an employee accrues 8 sick leave hours per month. An unclassified employee hired at 0.25 FTE will accrue 2 hours per month.

- **Temporary Employees**
  Temporary employees will accrue one (1) hour of sick leave for every thirty (30) hours worked.

- **Graduate Assistants (GRA and GTA)**
  See article on page 3 of the newsletter for information about graduate assistants and sick leave.

- **Student Employees**
  Hourly student employees will accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked. **Students in Federal Work-Study positions are not eligible for accrual or use of sick leave.**

All employees should request sick leave in advance when appropriate and report sick leave used on the timesheet in EmpCenter.

At the Office of Human Resources, Benefits website [https://oregonstate.edu/sick-time-law](https://oregonstate.edu/sick-time-law) you will find a number of different resources about Oregon’s mandatory sick leave law. For additional resources about using sick leave and EmpCenter, please check out the “What’s New” section on MyTime at [http://mytime.oregonstate.edu/whats-new](http://mytime.oregonstate.edu/whats-new).

**Open Enrollment Changes/Corrections – Deadline February 29th**
For faculty and staff participating in the PEBB health insurance plans, the deadline for making changes or corrections to the Open Enrollment Insurance benefit elections is February 29, 2016.

Examples of allowable changes/corrections include:

- You selected the wrong medical or dental plan
- You meant to change your medical or dental plan
- A dependent didn’t get added or dropped
- Terminating or changing an optional insurance plan
- Increasing or decreasing your Flexible Spending Account contributions
- Correcting the tobacco use or spouse/partner other coverage surcharge

Failure to complete Open Enrollment is not a correctible enrollment error, but you can correct the resulting Tobacco Use or Other Spouse/Partner Employer Group Coverage surcharges.

For more information on Open Enrollment changes or corrections, please visit the Employee Benefits website at: [http://hr.oregonstate.edu/benefits/open-enrollment-changes-corrections-2016](http://hr.oregonstate.edu/benefits/open-enrollment-changes-corrections-2016). If you have any questions, please contact Employee Benefits at [employee.benefits@oregonstate.edu](mailto:employee.benefits@oregonstate.edu) or by phone at (541) 737-2805.
Graduate Employee Sick Leave and Substitute Work

Sick Leave
- Article 30 of the Coalition of Graduate Employees (CGE) provides for sick leave accrual to graduate assistants effective December 16, 2015.
- Accruals are pre-loaded into EmpCenter at the beginning of each academic term based on appointment FTE.
- Sick leave can be used immediately upon accrual.
- Sick leave must be taken in one (1) hour increments.
- A graduate assistant can earn a maximum of 40 hours sick leave in a fiscal year.
- A maximum of 80 hours can be carried forward into the next graduate appointment period.
- For the period December 16, 2015 – March 15, 2016 the graduate employee must submit a paper timesheet to report sick leave used. During this period, OHR will collect and track sick leave balances. If questions, contact Jennifer Short, 7-3609 or Jennifer.Short@oregonstate.edu.
- Effective March 16, 2016 sick leave will be requested and reported on an electronic timesheet through EmpCenter. More information and training will be provided in late February and early March.

Substitute Work
- A graduate assistant may substitute for another graduate assistant who is on sick leave
- Compensation for substitute work will based on the minimum rates for graduate stipends. This is currently $3,661 per month which translates to an hourly rate of $21.12.
- For the period December 16, 2015 – March 15, 2016 the graduate employee must submit a paper timesheet to report substitute hours worked
- Effective March 16, 2016 substitute hours will be reported on an electronic timesheet through EmpCenter. More information and training will be provided in late February and early March.

For additional information about accrual rates, who is considered an eligible family member, donated leave, graduate assistant and supervisor responsibilities and substitute work, the following resources are available at the Student Employment website http://hr.oregonstate.edu/student-employment:
- Sick Leave PowerPoint Handout
- Training Session Video
- Graduate Timesheet
- FAQs
- Informational Poster

Reviewing Your Direct Deposit Information
Direct deposit is the preferred method of payroll and refund processing. Direct deposit is the electronic transfer of funds into a checking or savings account and is the safest and most efficient way to receive a refund. Instructions for setting up or verifying direct deposit information are included below. Employees in the HSBC do not have access to your direct deposit information so we are not able to verify this for you.

- Login to: http://myosu.oregonstate.edu/
- On the Welcome screen go to the “Update Personal Profile” box and click on “Direct Deposit”
- This will bring you to the "Review Direct Deposit Information" screen
- If there is information under the section: Review Direct Deposit Information for Student Refunds / Employee Reimbursements and the Status = Active, your payment should be direct deposited into the account indicated.
- If there is information under the section: Review Direct Deposit Information for Payroll and the Status = Active, your pay check should be direct deposited into the account indicated.
- You should see Review Direct Deposit Information for Payroll
- If the information is incorrect or the status is inactive, click on “Edit Direct Deposit Information” to make changes.
Required Workplace Notices and Posters
Oregon employers are required by a number of state and federal agencies to display a variety of workplace notices and posters. Typically, these notices must be posted in a conspicuous place, where employees may regularly view them. Employers with more than one work location are generally required to display these posters at each worksite.

At OSU, the required postings include:

- Oregon State Minimum Wage poster
- Oregon OSHA poster
- Oregon Protections for Victims of Domestic Violence, Harassment, Sexual Assault & Stalking
- Federal Minimum Wage poster
- "EEO is the Law" poster
- Federal Polygraph Protection Notice
- Federal USERRA (military rights) poster
- Oregon Family Leave Act
- Federal Family and Medical Leave Act

During the month of January, please review the current postings in your unit and update/replace as needed.

The posters can be downloaded for free from the Oregon BOLI (Bureau of Labor and Industries) site at http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx or a composite poster of all required postings can be purchased from BOLLI for $12.50 + shipping. The order form is located at http://www.oregon.gov/boli/TA/pages/t_tabooks.aspx#posters.

2016 OSU Travel Per Diem Update
Effective January 1, 2016 the following changes are in effect:

- The OSU High Cost City Locations for CY2016 have been updated. A few locations have been added and deleted.
- The standard mileage reimbursement rate for use of a private vehicle for business purposes has decreased to $0.54/mile.
- The OSU High/Low Lodging and Meals & Incidental Expense per diem rates for 2016 have changed.

Please visit the Business Affairs Travel page for updated travel reference sheet, high cost location table, and further information.

The OSU travel per diem rates for 2016 are as follows:

<table>
<thead>
<tr>
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<th>High: OSU High Cost Cities (As posted on BAFF Travel page)</th>
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<tbody>
<tr>
<td>Meals &amp; IE</td>
<td>$ 68</td>
</tr>
<tr>
<td>Lodging</td>
<td>$207</td>
</tr>
<tr>
<td>Low: All Oregon Cities, All other cities, Continental US</td>
<td>Meals &amp; IE $ 57</td>
</tr>
<tr>
<td></td>
<td>Lodging $128</td>
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</tbody>
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Mileage: Private Vehicle $0.54/mile

If you have any questions, please contact BAFF Accounting or your HSBC Finance and Accounting team at bc.healthsciences@oregonstate.edu or by phone at 7-6195.