

# OCTOBER / NOVEMBER 2016

## Quote of the Month

*The road to success is always under construction.*

-Lily Tomlin

## Special Points of Interest

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## Personnel Changes in HSBC

A reminder that September 30<sup>th</sup> was Tammy Jennings' last day in HSBC. We wish her well in her new role in OSU's central Office of Human Resources. Gina Morford and Dustin Helvie have also moved on to new positions and we wish them the best as well.

If you are not sure who to contact while we recruit for their replacements, please use this guide for reference:

- CVM customers should contact Valerie Mouw and Pam Hulbert for their human resources needs or send an email to [HSBC.HR@oregonstate.edu](mailto:HSBC.HR@oregonstate.edu).
- PHHS customers should to contact Diana Lauderdale and Kim Cholewinski or send an email to [HSBC.HR@oregonstate.edu](mailto:HSBC.HR@oregonstate.edu).
- TEAM OREGON and KidSpirit customers should contact Debbie King and Kim Cholewinski or send an email to [HSBC.HR@oregonstate.edu](mailto:HSBC.HR@oregonstate.edu).
- Pharmacy customers should contact Debbie King and Valerie Mouw for their human resources needs or send an email to [HSBC.HR@oregonstate.edu](mailto:HSBC.HR@oregonstate.edu).
- For finance questions that Dustin used to handle for you, please contact Lisa Silbernagel, Mike Dooley, or Tom Fenske.

## Timing to Initiate a Criminal History Check and/or Motor Vehicle History Check

Many positions at OSU require a Criminal History Check (CHC) and/or a Motor Vehicle History Check (MVH). The recommended appointee cannot begin work until after the requirement(s) are met and permission is granted by the Office of Human Resources to proceed. There are no exceptions to this policy.

It is recommended that the pre-employment check process be started at the final interview stage (such as when candidates are brought to campus) or any stage after the final interview stage in which the committee/unit feels that a candidate may be a finalist for the position.

A copy of the release CHC form is often attached to the email sent to committees/units by HSBC HR to inform them that a recruitment has been posted. The release form can also be accessed at <http://hr.oregonstate.edu/hristeam/documents/criminal-history-check-release-authorization>.

## Inclement Weather and Work Curtailment

With winter approaching, we encourage you to familiarize yourself with the University's inclement weather matrix located here: [http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/incl\\_weather\\_matrix.pdf](http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/documents/general/incl_weather_matrix.pdf). The matrix provides useful information about time reporting.

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Information about University closures or curtailment of operations can be found on the OSU website at this location: <http://hr.oregonstate.edu/manual/closures-or-curtailment-operations-including-inclement-weather>

### Invoice Payment Request Reminders

This is just a reminder that invoices and packing slips can be sent by email to one of the HSBC addresses below:

- [HSBC.Pharmacy@oregonstate.edu](mailto:HSBC.Pharmacy@oregonstate.edu)
- [HSBC.PHHS@oregonstate.edu](mailto:HSBC.PHHS@oregonstate.edu)
- [HSBC.VetMed@oregonstate.edu](mailto:HSBC.VetMed@oregonstate.edu)

Sending invoices and packing slips by email will help facilitate more timely processing of these documents.

It is also very helpful to HSBC finance staff if all invoices are clearly marked with the budget authority approval to pay and the appropriate index to charge.

*If you email the invoice to HSBC, please do not also send the original documents.*

### Change in HSBC Office Hours at Magruder Hall

Recent schedule changes have been made to HSBC office hours at Magruder Hall. The HSBC Team will continue to have office hours in Magruder Hall, Room 203A, but those days will now be as follows:

- Thursdays – Mike Dooley, Finance & Accounting Manager
- Magruder office hours for Valerie Mouw, Human Resources Consultant, have been suspended until further notice.

### FLSA Overtime Changes – REMINDER

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). The **final rule becomes effective December 1, 2016.**

If you are interested in learning more about this topic, please check out the following items on the Office of Human Resources Classification & Compensation [website](#):

- [Final Rule to Update the Fair Labor Standards Act \(FLSA\)](#)
- OSU FLSA Update Training for Managers & Supervisors – [Slides](#)
- OSU FLSA Update Training for Managers & Supervisors – [Recorded Session](#)
- [Frequently Asked Questions](#)

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### Resources for Teaching Faculty and GTAs

The Center for Teaching & Learning (CTL), located in the Learning Innovation Center at 466 LinC Bldg, 165 SW Sackett Place, offers a variety of resources and tools, one-on-one consultations, quarterly symposia and faculty workshops and seminars to support excellence in teaching and learning in the academic curriculum and learning in co-curricular settings.

A list of their announcement and events can be accessed at <http://ctl.oregonstate.edu/announcements-events>.

Whether you are a brand new teaching faculty member seeking a supportive learning community or a returning teaching faculty member hoping to enhance the teaching and learning experience, we encourage you to visit the [CTL](#) website for more information.

### Graduate Assistantships – Reminders

The 2016–2020 Collective Bargaining Agreement between OSU and CGE contains substantive changes that may impact costs and/or practices in your units.

Effective September 2017, two of the most substantial changes are:

- Minimum graduate assistantship appointment level will be 0.30 FTE (up from 0.20 FTE)
- Limited use of hourly positions during the academic year, except where the work is very temporary (one year or less), the work is unrelated to academic work, and is not work generally assigned to graduate assistants.

Please work with your HSBC Finance & Accounting team to discuss how this may impact your budget, if your budget will be able to support a graduate assistant, etc. When applying for grants, remember to include costs for graduate assistantships in the amount you apply for as you are able/as the potential grant award allows.

Please see our [September 2016 newsletter](#) for more information and please check out the [Graduate Employee CGE Contract Resources](#).

### Holidays in EmpCenter

Holidays observed by OSU are programmed into EmpCenter. If you are eligible for holiday pay, the holiday will display on your timesheet; the hours displayed are based on your FTE (i.e., 1.0 FTE will display 8 hours, .5 FTE will display 4 hours). If the observed holiday is a normal work day and you do not work, you don't need to do anything.

Did you work will you work on a holiday? Does the holiday occur on your regular day off? If so, you'll need to make adjustments to your timesheet in EmpCenter. Please consult the EmpCenter user guide "Holidays in EmpCenter" for instructions on how to adjust your timesheet. Refer to the section related to your policy profile. If you don't know your policy profile, do the following:

- Log on to myOSU
- Select the Employee link
- Select Current and Past Jobs under My Employment Details
- A new window will open with your EmpCenter Policy Profile listed next to your current position

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Are you an hourly professional faculty member? HSBC HR will manually load any holiday pay you are eligible for onto your timesheet prior to your timesheet running with that month's payroll.

EmpCenter user guides are located here: <http://mytime.oregonstate.edu/empcenter-training>.

### **Vacation Cash Out for Classified Employees**

According to the Collective Bargaining Agreement, Article 47 Section 17, classified employees have the opportunity to elect a cash-out of up to forty (40) hours of vacation leave provided the employee has a minimum of 80 hours of accrued vacation leave remaining after the cash-out. The cash-out is paid to the employee in January.

To request the cash-out option, please submit the "Request for Cash Out of Vacation Leave" form. This form is available at [https://oscar.oregonstate.edu/Employee Access](https://oscar.oregonstate.edu/Employee%20Access). Select the link, "Vacation Cash Out." The employee should fill out the "Employee" section and sign the form. All other sections will be completed by HSBC.

Forms are due to HSBC no later than **December 31, 2016**. Forms can be submitted to [HSBC.HR@oregonstate.edu](mailto:HSBC.HR@oregonstate.edu) or mailed to Health Sciences Business Center-HR Unit, 425 Snell Hall.

- CVM & PHRM classified employees should send their forms to the attention of Valerie Mouw.
- PHHS & HSBC classified employees should send their forms to the attention of Kim Cholewinski.