**UABC Summer Update**

**A Note from Dee Wendler, UABC Manager**

This time of year I feel like I’m poised at the top of the highest loop on a roller coaster ready to plunge down! Graduation, Summer term, workshops, camps and county fairs, and fiscal year-end…..ready, set, here we go!! Summer is a VERY busy time for OSU. This edition of UABC Update focuses on topics you’ll need to make the most of your “ride”. For a complete list of topics at a glance, see the table of contents on the right. My personal tip: Be sure to partake of all the wonderful fairs, outdoor concerts, and Farmer’s markets Oregon has to offer, and when you do, stop by OSU and 4-H’s booths — we really get around! To quote OSU Extension: “Life—Get Good At It!”

**Graduation Event Expenses**

Just a gentle reminder that graduation expenditures for celebrations and student awards cannot be paid from E&G funds and require special administrative processing.

- Invoices must be processed through the OSU Foundation Direct Pay System as opposed to entering them into the OSU Banner system.
- If catering is provided by OSU Catering, these costs can be charged to FSxxxx indexes and reimbursement requested from OSUF. The appropriate account code is 28613 – Public Relations.
- Cap and gown rental is an appropriate charge to the general fund, if the faculty or staff member is required to attend the graduation ceremony as part of his/her official duties. Additional details on this policy can be found 410-09 Graduation Event Expenses.

Still have a question about graduation expenses? Contact your UABC CARE team: [http://fa.oregonstate.edu/uabc/](http://fa.oregonstate.edu/uabc/)

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**Notary Services**

Just a reminder that UABC has notary services available! Contact [Tiffany Gillis](tel:541-737-3994) at 541-737-3994 or [Laura Frye](tel:541-737-8732) at 541-737-8732 to make an appointment.
Fi$cal Year-End Close

Ready or not – Fiscal Year End is right around the corner! Please note that UABC will be sending out weekly 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 UABC as early as possible. This will help avoid bottlenecks due to last minute volume. Occasionally our Accounting 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.

♦ Purchasing – John DeVoe has been keeping busy with FY15 year-end requests. Please note the last day to submit FY 15 purchases with an amount of $25,000 - $100,000 is Friday, June 5th. For the expense to be included in FY15, the product must be received by June 30. If not received, the expense will be charged in FY16. If you have a purchase request that should be for FY16, please indicate this on the department requisition and John will process this accordingly.

♦ Scholarships – Scholarship awards must be processed through the Grant Reporting and Foundation Reimbursement Systems (GRRS). These awards must be submitted and approved by the OSU college/unit by 5:00 pm on Friday, June 17th for graduation student or June 19th for non-graduation students. There are several new reports that have been added to the GRRS to assist units with monitoring awards, etc. If your unit typically provides year end awards to students, please let us know how we can help you with this process.

♦ 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 your UABC Finance Analyst!

♦ Budget Commitments & Funding - Were you expecting budget or funding from another unit on campus? Please provide your finance analyst a list of any outstanding funding commitments ASAP to ensure all FY2015 funding is received prior to year end close.

FYE Critical Dates

Start Reviewing Your Financial Reports and notify your UABC Finance Analyst of any needed corrections to indexes, account codes, and activity codes for FY15!

5/29-- Last day for direct entry of SIS A/R for term other than Spring
6/5—Last day to submit purchases between $25K & $149K
6/12—Last day for:
  ♦ Ordering autopay supplies
  ♦ Reimbursing Petty cash
  ♦ Processing OSU Foundation Direct pays
  ♦ HR Paperwork for June
  ♦ Work study students to work on FY15 work-study funds
6/17—Last day to enter scholarships in GRRS for FY 15 graduating students
6/19—Last day to enter scholarships in GRRS for FY 15 for Non-graduating students
6/23—Last day to submit check requests to Ag Research Foundation
6/23—Last day to submit cash receipts for FY 15 for 6/23 & prior
6/26—Last day for P-Card transactions for FY15
6/30—Last day to receive items to be paid for with FY15 funds
6/30—Final cash receipts for FY 15 due at noon!
Travel Tip of the Month: Personal Travel Combined with Business Travel

Travelers may combine personal travel with business travel as long as no added expense is incurred by the University. When combining personal and business, keep in mind: **Extra documentation is needed:**

- **A comparison quote showing the business-only costs is required.** OSU will only cover the business portion of the trip. An added tip: OSU contracted travel agencies can split the billing so that the business portion of the fare is charged to the University and the traveler is billed separately for their personal segment of the trip.
- Personal days must be noted on the traveler's itinerary when requesting reimbursement of business related expenses.
- Personal days should match corresponding leave requests in EmpCenter, when appropriate.
- OSU will reimburse the most economical method of travel for the University employee. This may include reimbursement at an air fare equivalent if you choose to drive and take non-employees with you.

Additional information can be found within the personal travel section of the travel policy at: http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel/411-01-air-

New Team Members!!

We are happy to welcome several new team members to UABC!

**Taimi Dark** joined the Accounting Team in April, 2015.

**Caitlin Calascibetta** joined the HR Team in March, 2015

Michelle Lopez joined the HR Team in April, 2015

Please join us in extending a warm welcome!

Policy Updates

- **FIS 509** Relationship Between OSU and the Agricultural Research Foundation – ARF requested some modifications in the first paragraphs of 509-01 and 509-03 plus the last section of 509-04.

- **FIS 702** Administration of Service Center Reserve Funds and **FIS 703** Administration of Auxiliary Reserve Funds – significant rewrites in response to governance changes brought about by OSU’s new independence from the Oregon University System.

- **FIS 704** Building Repair Reserves – Auxiliary Enterprises has been removed from the FIS manual as language was incorporated into FIS 703

FY 16 Budget Preparation

Need specialized analysis as you build next year's budget? Have a special program or initiative you need to track? Contact your UABC finance analyst for assistance!
U.S. Citizen and Resident Alien Student

Enrollment requirements for student employment during the summer:
- The student was eligible for student employment during the prior Spring Term and intends to enroll for the upcoming Fall Term as an eligible degree-seeking student; **OR**
- The student is enrolled in Summer Session for at least three (3) credit hours and intends to enroll Fall Term as an eligible degree-seeking student (unless the student will be graduating at the end of Summer Session).

International Student

Enrollment requirements for student employment during the summer:
- The international student must have continuously attended a qualifying learning institution full-time for the past 3 terms (unless newly admitted during the current academic year) and intends to enroll for the upcoming Fall Term as an eligible degree-seeking student; **OR**
- The international student is attending summer session classes and intends to enroll for at least 12 credit hours for the upcoming Fall term.

Students are eligible to work 40 hours per week during Summer term if they are not registered.

Students Graduating Spring Term

A student who graduates in the Spring is not eligible to work as a student employee during the summer **unless** the student has been officially admitted to the Graduate School or a post baccalaureate degree program and plans to begin a graduate or post bac program in the Fall. If you wish to retain a graduating student as an employee throughout all or a portion of the summer, please contact UABC.HR@oregonstate.edu if you have any questions.

### Maximum Allowable Work Hours during Summer Session

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Maximum Allocable Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>All eligible students who are not attending classes, including high school students</td>
<td>Maximum of 40 hours per week</td>
</tr>
<tr>
<td>Eligible undergraduate and post-baccalaureate student Enrolled in 5 credit hours or more</td>
<td>Maximum of .49 FTE or 20 hours per week</td>
</tr>
<tr>
<td>Eligible undergraduate international student Enrolled in 12 credit hours or more</td>
<td>Maximum of .49 FTE or 20 hours per week</td>
</tr>
<tr>
<td>Eligible graduate student Enrolled in 5 credits hours or more</td>
<td>Maximum of .49 FTE or 20 hours per week</td>
</tr>
<tr>
<td>Eligible graduate student who is also an international student Enrolled in 9 credit hours or more</td>
<td>Maximum of .49 FTE or 20 hours per week</td>
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</tbody>
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### Recruitment Corner

#### Summer Pay on Grants
Grant funded summer appoints for 9-month academic/research faculty are limited to a 2.5 months equivalent of their Spring term 2015 annual salary rate during the summer. Faculty on a 9-month appointment requesting to work more than 2.5 months equivalent during the summer need written approval from their immediate supervisor and/or Dean AND the Senior Vice Provost for Academic Affairs. Please contact UABC-HR at UABC.HR@oregonstate.edu if you have questions.

#### New Student Hire or Reappointing A Prior Student Employee?

**Hiring New Student:** You must open a competitive posting for a minimum of three work days even if the student works or has worked elsewhere on campus;
- Students cannot be direct-appointed to a position;
- Get started early with your posting by completing the form located

**Reappointing a prior student:** to the same position the student filled earlier, contact Caitlin Calascibetta, HR Technician for student hires, at Caitlin.Calascibetta@oregonstate.edu for guidance and support.