A Note from Dee Wendler, UABC Manager

The seasons are changing! For many of you, Summer was a busy time, filled with reorganizations, research and special projects, camps and in many cases departmental realignments. We appreciate partnering with you on these endeavors, and are happy to provide information, reports, and analysis that can help you make informed decisions and smooth the path for transition.

UABC also went through reorganization this Summer in an effort to better align our service delivery with you—our customers! We are pleased to announce our reorganization is complete, and we now have one Finance team, one HR team, and a new HR Welcome Center (details below)!

While we’re on the subject of change, I wanted to let you know that I will be “retiring” from public service at the end of December! I have greatly enjoyed the opportunity to get to know and work with all of you, and wanted to extend my sincere thanks for your support and collaboration these past four and a half years. I am very pleased to announce that Jack Breen, current Manager of the AMBC, will be stepping into the role of UABC Manager! Jack brings a wealth of knowledge and experience, and we will be working throughout the next two months to ensure a smooth transition for our customers.

New UABC HR Welcome Center!

UABC has opened an HR Welcome Center to assist new employees and serve as the first point of contact for employees visiting UABC HR! The HR Welcome Center is housed in University Plaza suite 175, and has a separate external entrance. We look forward to serving you at our new location!

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October, 2016
JV’s for Internal Billings & Recharge Activities

Processing a JV to charge another entity for your department’s services? Be sure to reference your approved internal fee number in the FOATEXT of the JV! Internal fee numbers can be found by browsing the Internal Fee System. Please keep in mind that internal fees:

- Must be reviewed and approved through OSU’s formal fee setting process prior to their use;
- Should recover the full cost of providing goods and services within the OSU community;
- Must be reviewed annually for compliance with the Federal OMB Uniform Guidance & OSU policies.

The annual process for establishing and reviewing fees taking effect beginning July 1, 2017 will occur in early Spring. Watch for an e-mail with further information from your UABC CARE team! For additional information about setting and charging internal or external fees, see our article on page 3 or visit OSU Fees Online.

Travel Reimbursement FAQ:

Are there tips or tricks to make sure my travel reimbursements move smoothly through the system?

YES! Here are some ways to address the common reasons travel reimbursements slow down:

- Use mileage shown on OSU Mileage Chart, or include a MapQuest or Google Maps printout. NOTE: Please make sure the mileage included on your reimbursement matches the documentation submitted;
- Include a detailed agenda if traveling for a conference or meetings;
- Include copies of receipts if required. Not sure if a receipt is required? Visit FIS policy FIS411-08;
- Be sure to print off the TRES form, obtain traveler & budget authority signatures, and include a copy of it with the documentation;
- PLEASE be careful when entering dates in TRES, and specifically the year. We have recently seen several instances where a future date (the year 2020) was inadvertently entered, and thus the reimbursement failed to produce a check.

Announcing nuTravel: an on-line option for Booking University Travel!

CIAzumano, one of the travel management companies dedicated to supporting OSU, has implemented a new online booking tool called nuTravel, which allows employees to book airfare, hotel, rental car and shuttle service online! Travelers and Travel Coordinators who wish to utilize nuTravel need to create a nuTravel Profile Set Up Request Form. Additional information about the nuTravel system can be found at the Business Affairs nuTravel site.

University Holiday Schedule

OSU’s holiday schedule has been updated to reflect holidays through 2017!
New Team Members!!

Please join us in congratulating **Wendy Fekkers** on her promotion to Accountant 2, and join us in welcoming **Kathy Chase & Chris Carlson** who have joined the UABC Finance team as Accountant 2’s! We would also like to congratulate **Jo Ann Casselberry** and **Iqbal Khurram** on their promotions to Accountant 1, and welcome **Chieko Duvall & Darrell Oldfield**, as Accountant 1’s to the UABC Finance team!

In UABC HR, please join us in welcoming **Shane Turner** as the new Human Resources Manager for UABC! We would also like to congratulate **Michelle Lopez** on her promotion to HRC2, welcome **Sylvia Rasko** as our latest HRC2 hire, and welcome **Carleen Nutt, Angela Williamson, Laura Shimabuku, Lisa Butler, and Brittany Edwards** as HRC1’s!

We would also like to congratulate three team members who are participating in developmental opportunities within UABC: **Aracely Arredondo**, Finance Coordinator & Tiffany Gillis, Interim Finance Manager, both through 12/31, and **Cory Vieira**, HRC2 through 11/30!

Political Campaign Activity

As the November election nears, we wanted to share important information about our roles as public employees. Certain political activity by public employees while on the job during work hours is prohibited by ORS 260.432. This includes promoting or opposing the adoption of a ballot measure, or a candidate for public office while on the job during work hours. It also prohibits any person from requiring or attempting to require you, as a public employee, to give money, service or anything of value to promote or oppose a ballot measure or a candidate.


Fee Book

Thinking of charging a fee for materials or services? Units are required to review their existing internal and external fees annually and submit any additions, deletions or changes through the fee book process. External Fees are charges for goods and services provided by OSU to businesses, organizations, and individuals. Internal Fees are expected to recover the full costs of providing goods and services within the OSU community. Your UABC Accounting team will be distributing a listing of your current fees in January, 2017. **Please work with your UABC Finance analyst to complete your review and submit changes and new proposals to UABC by March 17th.** Need more information on fees, fee setting and fee criteria? Visit the [FIS Manual](#) or contact your UABC CARE Team.

New: Student Employment Request Form (SERF)

In an effort to unify and simplify the Student hiring process for customers, Business Centers have implemented a new Student Employment Request Form (SERF). The Hiring Supervisor completes the top three sections of the SERF (Student Employee Information, Job Information, and Funding) for each student they wish to hire, and forwards the form to their CARE team HRC1 who will initiate the hiring process. Implementation of the SERF helps insure complete, correct initial hiring information, which allows us to complete the Student hiring process in a timely, efficient manner.

FLSA/Overtime Change

The Department of Labor (DOL) has announced revisions to the Fair Labor Standards Act (FLSA). These revisions include updating the minimum salary threshold above which certain workers may be exempt from overtime compensation from $455 per week (the equivalent of $23,660 a year) to $913 per week (the equivalent of $47,476 per year). The revisions becomes effective December 1, 2016.

Further information is available on the Office of Human Resources (OHR) FLSA website, including a section of Frequently Asked Questions for departments and supervisors.
The Great Shake Out!

If an earthquake occurred while you were at work, would you know what to do? Join us on October 20th for the Great Shake Out! Drop, Cover, and Hold-On for 60 seconds!

If you do participate, please complete our Qualtrics Survey:

Click here for more Info and helpful videos!

Looking for Verification of Employment?

Oregon State University has implemented a new web based tool called The Work Number™ to provide automated, immediate employment and income verifications for faculty, staff, and temporary employees. For an Employment Verification on a Student or Graduate Student Employee, verifiers should fax an employment verification request along with an employee signed release to 541-737-7771.

Training Days: November 8-9, 2016

Training Days is a free two-day conference that provides over 80 brief informational sessions presented by OSU topic experts! The event is held at OSU’s La Sells Stewart Center, and pre-registration is required. For a complete list of presentations and to register visit the Training Days website! Please note: UABC Offices will be operating with reduced staff these two days so that our teams may attend!

Campus Operations Curtailment or Closure

As Winter approaches, our office receives inquiries about resources employees can access to determine if the campus is closed or operations have been affected. OSU will post this information on their official alert website at: http://alert.oregonstate.edu

Want To Be In The Know? Sign Up For OSU Alerts! The OSU Alert Portal allows you to provide OSU with your current emergency contact information, which will be used to notify you in the event of an emergency.

MANDATORY: PEBB Health Insurance Open Enrollment Sept 1—Oct 31, 2016

2017 Plan & Health Engagement Model (HEM) Changes:

- Medical:
  - Opt Out requirements have changed - Employee MUST attest that all tax dependents have minimal essential health insurance coverage
  - Premium tier structures are changing - to avoid impending Federal Excise Taxes from the Affordable Care Act
- Vision: VSP will offer an additional plan
- StayFit Rewards will no longer be offered due to changes in IRS regulations

Action #1: Open Enrollment: Oct 1 – 31, 2016
Partner/Spouse does not have to complete the HEM!!

Click here for additional information!