UABC Monthly News/Updates
September 15, 2010

UABC Team Updates
• New projects we’re working on:
  o COGNOS – this will be a new replacement for Data Warehouse. The project is spearheaded by Enterprise Computing for the entire campus
  o Journal Voucher (JV)Upload Process – Business Affairs is proposing an OSCAR based form to automate the loading of JV’s
  o Marketplace – UABC is working with Business Affairs to see if we can find a solution for customers who would like to sign up for workshops and want to see more of a “shopping cart” solution
  o Time and Attendance – OSU is researching possible solutions to the timesheet process currently in place

We will keep you posted every month on the status of these projects

UABC Finance News
• Year-End Closing of FY2010 – The Fiscal Year of 2010 was successfully closed on July 26th.... Hooray! Your assistance, cooperation, and hard work in helping to close OSU’s FY10 fiscal year were greatly appreciated.
• FY2011 Initial Budget Process – The UABC Finance Team is currently working on the Initial budget for E&G, Auxiliary, and Self-Sustaining Funds. The initial budgets are scheduled to be posted in Banner by the September month end close.
• FY2010 E&G Carryover distributions – The FY2010 E&G carryover distributions have been reviewed by unit leaders and have been submitted to the Budget Office. It is anticipated to be posted in Banner as soon as the initial budgets are posted. Please stay tuned.

UABC Accounting News
• New on July 1st is the Substitute W-9 & Direct Deposit form. The form and instructions can be found in OSCAR on the list of downloadable forms. This form is for commercial and business entities, and for individuals established as business entities. The Internal Revenue Service form W-9 will no longer be accepted by OSU. Another new downloadable form in OSCAR is the Activation & Maintenance Request for Reimbursement Payments. Students, staff, candidates, participants, and other persons that require setup to receive a payment must have the requesting department complete this form. Please contact UABC Accounting staff if you have any questions regarding these forms.
• With the start of the new university year, there may be some personnel changes in your department that also change the designated budget approver in your unit. Please notify UABC Accounting of any changes that occur.
Please remember to send transactional and other time-sensitive documents to the Outlook UABC AP Invoice Reply mailbox. We have several employees that have pre-planned absences of two or more weeks this fall. We want to do everything possible to avoid having documents sent to an individual accounting staff's personal email address that might remain unopened until they return to work.

UABC HR News

- We have hired Shawna Steeg to fill the vacancy left when an employee received a promotion in another business center. Shawna comes to us with a lot of experience in the private sector working in a temporary hire agency. Her areas of responsibility are Cascades Campus (Bend, OR), Graduate School and Student Affairs.
- Classified merit increases will start again October 1, 2010. You can refer to the union contract for specifics and the link to take you there is http://www.ous.edu/dept/finadmin/labor.php
- Staff Fees are coming in for fall term. The deadline for employees and dependents taking classes at OSU is October 22, 2010. For dependents taking classes at other OUS institutions the deadline is September 13, 2010. The deadline for OSU employees taking classes at other OUS institutions is September 23, 2010. The link for information and the Staff Fee Request is http://oregonstate.edu/admin/hr/benefits/deadlines.html
- There is a new Overload Policy for OSU. If you process any overloads for your staff you will want to be familiar with the new policy. We will be posting the link to the policy on our UABC web site as soon as it is available so you will have access to it.
- We will be sending all supervisors a Banner list of all their classified employees. It will list their names, classifications and evaluation dates. This will be a good tool for supervisors to use in scheduling the evaluation preparation. A tip is to input them into their Outlook calendar when they are due so they can complete them in a timely manner. If there are employees on the list they no longer supervise or missing employees, please let us know by sending an email. We will then update the records. If a Key Contact would also like to receive the list please, please let us know and we’ll get you one.
- If you have staff members who need to be added or deleted from our key contact list, please let us know. You are all a valuable resource for us and we want to make sure we know who you are. We appreciate you and the roles you play in your departments. Your assistance is invaluable as we work with your units.

Thank you very much for your support and feedback!

Carol Babcock
Jo Dee Bernal
Shirley Chow
Laurie Solum