UABC Monthly News/Updates
April 15, 2011

UABC TEAM UPDATES – New Projects

• It is with very mixed feelings that we announce Shirley Chows move to the Research Office. Shirley has provided outstanding leadership for the UABC Finance team and we will all miss her. But she has now become our customers and we’re looking forward to working with her.
• Christen Oien will be the new Finance Manager for UABC effective immediately. She brings a great deal of budget experience as well as OSU Extension Office experience to her new position. Please join me in congratulating Christen!
• UABC is joining ASBC (Arts and Sciences BC) and HSBC (Health Sciences BC) in a customer survey. This will be a maximum of 5 minutes of your time – we would really like to have your feedback to help us become better at what we do. The survey will be sent directly to each of our customers (excluding students) in approximately two weeks. Please call me if you have any questions.

UABC FINANCE NEWS

• The finance team has completed the 3rd quarterly projections. Thank you to all units for returning the information in a timely manner.
• As we are marching into the end of the fiscal year 2010-2011, please review your unit’s budgets to ensure that all expected budget transfers are posted properly. Please contact your designated Accountant or Christen Oien as soon as possible if you are expecting funding/supports from other unit(s) that has not yet been posted.
• With great reluctance, I am announcing my departure from the UABC effective April 25th, 2011 to return to the Research Office. I appreciated the opportunity all units have given to me. I appreciate working with you all. My association with the UABC has been a pleasant one. I shall miss both the UABC and all the units served by UABC. Meanwhile, my best efforts will go into training my replacement, Christen Oien. I appreciate your understanding of my decision to leave the UABC and I apologize for any inconvenience it may cause you. I wish you and the departments well for the days ahead, and I will continue to work with some of you in my new role at the Research Office.

UABC ACCOUNTING NEWS

We are pleased to announce that we will soon have two vacant positions in our accounting unit filled. LeAnne Rutland will be joining us as an Accountant 1 and John DeVoe will be joining our team as the Buyer 2. LeAnne is a current OSU employee and John will be coming from the private sector. They both bring a great deal of expertise and experience with them and we are looking forward to their start dates. We also would like to remind our units of some academic and fiscal year end procedures and deadlines that will help us process requests and transactions as efficiently as possible.

• Please submit any purchase requests for products or services that need to be received or take place before June 30th at your earliest convenience. We cannot process invoices in the current fiscal year if the product or service has not been received.
• Please notify us ahead of time of any purchase that requires construction or installation by an outside vendor. (Office World cubicle construction is a good example.) These projects will need
to be identified as Bureau of Labor and Industries (BOLI) projects by PaCS. If the vendor needs to use a screwdriver, wrench, or hammer, regardless of the cost, we need to identify the project.

- On the payment side, please send all approved invoices to our business center as quickly as possible and remind staff members that have outstanding travel reimbursements to submit them promptly so we can speed up the reimbursements and ensure that the expenditure is posted in the correct fiscal year.
- Finally, if your unit plans to make any year-end awards or distribute gift certificates, please contact our business center to ensure that the correct procedure is used. An employee cannot be reimbursed for purchasing gift certificates either by OSU or by the OSU Foundation. We can assist you with the correct procedure, just let us know!

**UABC HR NEWS**

**Providence Health Plans - SSN Verification**

Employees enrolled in the Providence Health Plans (Statewide & Choice) that are between the ages of 45 and 64, or have dependents between the ages 45 and 64, have and/or will receive a letter from Providence requesting the employee to provide Providence with your or your dependent’s Social Security Number (SSN) or to sign an annual waiver that you or your dependents have not received Medicare benefits.

Your response is **required**.

This is a reporting requirement of the Centers for Medicare & Medicaid Services (CMS) and is intended to help Medicare properly coordinates payment of benefits among plans so that claims are paid promptly and correctly.

**Online - register SSN:** [https://www.providence.org/healthplans/OnlineSocialSecurityNumberSubmission/LogOn.aspx](https://www.providence.org/healthplans/OnlineSocialSecurityNumberSubmission/LogOn.aspx)

- User Name (case sensitive): Reg2011
- Password (case sensitive): Prov57ssn
- You will then be prompted to enter the Group ID and Member ID from your Providence member identification card to proceed

You can go to the following Office of Human Resources Benefits link to get more information. [http://oregonstate.edu/admin/hr/benefits/providence-ssn.html](http://oregonstate.edu/admin/hr/benefits/providence-ssn.html)

**Supervisor of Record**

With the new time system coming we need to ensure that the system has current supervisors listed. We will also need to have supervisors in the system for student workers. We will be working with you over the next month to ensure our records are accurate.
**Timesheets**
The time sheets on the UABC web page have been fixed so that the “in” and “out” times do not have to be entered. You can put totals in the total column and it will figure it. If an employee has overtime and/or gets shift differential it is best to input the in and out times as then the timesheet figures the overtime and shift differential amounts for you and inserts the time. If you have any questions or concerns please send them to: jodee.bernal@oregonstate.edu. If you are going to use them you will need to insert your employee information on the instruction page to populate the timesheets. The timesheets in OSCAR have been updated to include FMLA and you are welcome to use these timesheets.

**Student Terminations**
As it is Spring term, please remember to send us notice of any student terminations for those graduating or not returning. We appreciate your help in keeping our records up to date.

**Shift Differential**
Shift differential is paid to all eligible classified employees except temporary appointments. In order to qualify, an employee must be in a job classification which is in a salary range 23 or below. All employees should receive a differential of seventy-five cents ($.75) per hour for each hour or major portion (thirty minutes or more) worked between 6:00 p.m. and 6:00 am and for each hour or major portion worked on Saturday or Sunday. If you have people who are working between these hours please make sure you are showing the shift differential on their timesheets so they are appropriately paid. If you have any questions please contact your UABC Human Resource representative.

**Student Employee Time Sheets**
Lately, we have been seeing some timesheets coming through with classified employees’ signing as “supervisors.” While classified employees can provide “lead” work, they are not considered the supervisors and should not be signing timesheets as the supervisor. This applies to student time sheets as well. Please have the correct supervisor sign all timesheets. Please let us know if you have any questions.

**Professional Faculty, Instructors, and Senior Instructor Renewals**
You will be contacted around the last week of April or first week of May by your UABC HR representative regarding contract renewals. We will be doing all of your appointment letters and sending them to you electronically to print on your letterhead, distribute and get signed. Once the letters are signed they are to be returned to UABC HR so we can scan them into their personnel files.

**Professional Faculty, Instructors, and Senior Instructor Non-Renewal Notification Requirements**
The following notification requirements apply regarding issuance of notice of non-renewal of appointment to Professional Faculty, Instructors, and Senior Instructors (excluding instructors appointed from an emergency pool recruitment) employed at 0.50 FTE or more when such an action is for reasons other than cause (OAR 580-021-0320) or financial exigency (OAR 580-021-0315). These notification requirements apply to non-renewals notices issued between February 15 and June 30, 2010, and remain in effect for the 2010-11 fiscal and academic years.
Non-renewal notification requirements do not apply to the following employees: instructors appointed from emergency pools; athletic coaches on contracts; fixed-term employees paid on gift, grant, or contract funds; and fixed-term employees employed at less than 0.50 FTE.

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<th>Minimum Required Non-Renewal Notification Requirements</th>
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<td><strong>Years of Continuous Service</strong></td>
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<td>Less than two years</td>
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<td>Greater than two years, but less than six years</td>
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<td>Six years or more</td>
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If the minimum notification requirement outlined above is not met, the college/division will be required to renew the employee’s contract for the length of time necessary to achieve the required notice period.

Before providing a notice of non-renewal to Professional Faculty, Instructor, or Senior Instructor, the employee’s supervisor or department chair/head must contact the Director or Associate Director of Human Resources for review. This can be done through your UABC HR contact.

Thanks and have a great weekend –
Carol Babcock
Jo Dee Bernal
Shirley Chow
Laurie Solum