UABC Monthly News/Updates
November 22, 2011

UABC EXECUTIVE SUMMARY

- University-Wide Faculty Salary Increase Process has begun. Spreadsheets will be sent to each contact within the departments before the end of the workday – Wednesday, November 23, 2011. The completed spreadsheets must be returned to UABC by December 9, 2011.

UABC FINANCE NEWS

- FY12 Initial Budgets, FY11 Carryover Budgets and FY11 Returned Overhead Budgets have been loaded in Banner by the Budget’s Office.
- Budget transfers can now be submitted to UABC Finance for processing. Budget transfers should start posting to your indexes in December.
- UABC Finance is currently working on the FY12 2nd Quarterly Projections and will send them to the departments for review beginning the week of December 5th. Please review and return to UABC Finance by December 19th.

UABC ACCOUNTING NEWS

- We hope that you had the opportunity to attend OSU Training Days! The Accounting Team attended several sessions and found them to be very informative. One of the topics that we wanted to share with you is the new and updated Online Fee Book. [https://fees.oregonstate.edu/](https://fees.oregonstate.edu/). While internal and external fees are nothing new to us, we have learned more about them and the process of setting up a fee and how to research a particular fee. Every fee now has a fee number associated with it. Business Affairs has informed us that when processing a journal voucher to charge this fee to an internal customer, we will need to reference this fee number. You may or may not be hearing from us soon!
- Another tip that we wanted to bring to your attention was discovered at the session: Tips, Tricks and Techniques for Transaction Entry and Approval. If your unit had a traveler who traveled internationally and all of the receipts are in foreign currency, ONADA has a great online Expense Report Manager tool that will convert all receipts for a single international trip. [http://www.oanda.com/currency/expense/](http://www.oanda.com/currency/expense/) (You must set up a free account to utilize this feature)
- For those of you who are scanning invoices to UABC: Please make sure that your scanner has the following settings in place:
  - TIF document
  - 200 dpi
  - Black and White
  Because color scanned images are extremely large documents, they are not recommended in NOLIJ. Also, they can create problems when the image needs to be sent for Budget Authority approval via email.
- As anticipated, we have received a large amount of travel reimbursements due to conference and training events. We appreciate your patience as we work through these and get the funds reimbursed to the traveler as soon as possible.
Several updates have been made to the OSU Fiscal Policy Manual (From email/sent to FIS List) http://oregonstate.edu/fa/manuals/fis. Please familiarize yourself with these changes by taking a brief look at the synopses shown below and then an in-depth review of each particular policy through the links shown.

**FIS 1300 Links to OUS and State of Oregon Policies**
http://oregonstate.edu/fa/manuals/fis/1300
The Oregon University System modified their website links so this revision reflects those changes.

**FIS 411-02 Ground Transportation**
Rental car vendor names were updated. With prior OSU budget authority permission, at no additional cost to the University and at their own risk or the personal risk of the driver, an employee’s family member may ride in “state” vehicles.

**FIS 410-05 Hosting Groups and Official Guests**
http://oregonstate.edu/fa/manuals/fis/410-05
For emphasis, the document was changed in the section for 5 W’s. Language was added to clarify steps necessary to take when meal or refreshments exceed the OUS per diem rates.

**FIS 406 Vendor Invoice Processing**
http://oregonstate.edu/fa/manuals/fis/406
The new changes incorporate the current process for invoices with the formation of Business Centers.

**UABC HR NEWS**

**December Payroll for Student Workers**
- With the winter break coming please be sure that you remind students to complete their timesheets and get them turned in before they leave for break so their payroll can be processed for December pay.

**Flexible Spending Accounts**
- If you have set aside money in a flexible spending accounts for childcare or medical expenses make sure you submit your expenses. If you do not use these funds in the calendar year they are lost.

**Holidays**
- The holiday schedule for the balance of 2011 and for 2012 has been posted and can be accessed at the following link: http://oregonstate.edu/admin/hr/holidays.html. Please be familiar with holiday eligibility requirements in the SEUI contract http://www.ous.edu/dept/finadmin/labor and Leave Administration Policy and Procedures http://oregonstate.edu/admin/hr/leave_admin_pol.pdf.

**Inclement Weather**
- The inclement weather policy has been posted and can be found at http://oregonstate.edu/admin/hr/policies.html under “Closures or Curtailment of Operations”.

Thanks and have a great day –
Linda Adams
Jo Dee Bernal
Christen Oien
Laurie Solum