UABC Monthly News/Updates
May 21, 2012

UABC EXECUTIVE SUMMARY - HIGHLIGHTS

- Contract renewal letters may be issued starting May 28, 2012
- The deadline for budget process has been shortened. Budget worksheets are due to UABC by August 3, 2012

UABC FINANCE NEWS

- UABC has a new Accountant, Shane Melton, providing financial support to the Library and Information Services. Shane’s contact information: 737-4095 Shane.Melton@oregonstate.edu
- As we approach year-end, please work with your UABC Accountant to review your indexes for any needed corrections.
- UABC Finance is currently working on FY13 salary estimates in preparation for the FY13 Budget process. We estimate sending you these projections by July 20th. Please watch for budget communications from your UABC Accountant.
- FY13 Budget Worksheets will be due to UABC Finance by August 3rd. Please note, the budget process this year will have a shorter turnaround time. We appreciate your help in assisting us with meeting the deadline.

UABC ACCOUNTING NEWS

Ready or not – FY12 Fiscal Year End is right around the corner! UABC Accounting is looking forward to another successful partnership with you for a smooth year end close.

Some items we want to share with you:

- **Scholarships and Awards** – All scholarships or student awards processed through the Scholarship System (GRRS) for FY12 must be submitted by Friday, June 22nd. 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.
- **Purchasing** – John has been keeping busy with FY12 year-end requests. Please note the last day to submit purchases for FY12 with an amount of $25,000 – $100,000 is Friday, June 8th. For the expense to be included in FY12, the product must be received by June 30. If not received, the expense will be charged in FY13. If you have a purchase request that should be for FY13, please indicate this on the department requisition and John will process this accordingly.
- **Foundation Reimbursement** – there has been a change in OUS procedure regarding the FS indexes and the fund balances. Interest is charged on the average daily balance. Therefore, if your fund balance is negative at any time, interest will be charged. It is important that FS index reimbursements are submitted timely to minimize the interest fee charged.
- **Our Accounting Team** has seen an increase in units requesting payments for Employee Meals. Additional documentation and justification is needed for this type of transaction. Please review the policy attached for what is allowable. [http://oregonstate.edu/fa/manuals/fis/410-07](http://oregonstate.edu/fa/manuals/fis/410-07)
Refreshments, meals, or affiliated supplies (i.e. paper plates, cups, etc.) at unit functions can be paid with university funds when the activity meets one of the following criteria:

- training or workshop lasting at least two hours
- unit staff retreat with written agenda and held away from the normal work location and in a private room
- employee working meal with required attendance and business conducted during the meal period (as documented in meeting agenda); location is not at a restaurant, unless in a private room
- employee meal provided at worksite during an overtime period, two or more hours beyond the end of employee’s work shift, when duties prevent the employee from taking a meal break (must be clearly documented)

- A reminder that if your unit has received notice that a check was returned for non-sufficient funds (NSF), please reply to the email with index, account code and activity code(optional) so the charge can be offset correctly against the revenue that was recorded.

**UABC HR NEWS**

- Just a reminder: all personal leave and exchange time earned for fiscal year 2011-12 must be used by June 30, 2012. Furlough can be used over the two year contract, so employees have until June 30, 2013 to exhaust these hours. Here is the contract language on personal and exchange time:

  **ARTICLE 39 - PERSONAL LEAVE DAYS**

  **Section 3.** Personal leave shall not be cumulative from year to year nor is any unused leave compensable in any other manner.

  **Section 4. Eligibility for Overtime Compensation**

  **(B) Straight Time Eligible Positions.** Employees in positions which have been determined to be executive, administrative or professional as defined by the FLSA shall receive exchange time off for authorized time worked in excess of eight (8) hours per day or forty (40) hours per week at the rate of one (1) hour off for one (1) hour of overtime worked up to a maximum of one hundred twenty (120) hours. This time off shall be utilized within the fiscal year earned or shall be lost, except when the scheduling has been extended by the university or as otherwise specified below. Time earned in the last ninety (90) days may, at the discretion of management, be carried forward into the next fiscal year. However, such carry forward may not increase the total exchange time that may be accrued in that year. If times off requests are denied for use of accrued leave before the year ends, these accrued hours will be paid in cash upon forfeiture. Employees will take all necessary steps to request use of exchange time during the fiscal year.

- **CONTRACT RENEWALS FOR FIXED TERM FACULTY**
  Contract renewal letters for fixed term faculty will be going out next week. The first day that supervisors are to issue them is May 28. Some units have chosen to do their own letters and UABC is also assisting units in the preparation and they will be out to the units by the end of this week. Once the letters have both the supervisor and employee signatures, please send a copy to UABC HR Ballard 125 so we can put it into their official personnel file.

- **FMLA/SAIF**
  When an employee is on FMLA or SAIF and are on a salary (non-hourly paid employees), a contact from UABC HR will be contacting the supervisor about the 15th of the month to get an estimated timesheet for entry into payroll. This will allow for the leave without pay (LWOP)
calculations that must be figured into their current month paycheck. This is a university process to avoid employee overpayment. If you have questions feel free to contact Tracey Coats, Leanna Ott or Jo Dee Bernal.

- **Student Employees**
  It is hard to believe but we are coming to the end of the academic year! Please remember to request to terminate those students who will not be returning to your unit as a student worker. If a student is leaving and needs to have their paycheck sent to a different address, please have them contact UABC HR to let us know where they want their check sent.

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