UABC Monthly News/Updates
August, 2012

We’ve Moved!!!!

UABC is excited to announce that we have completed our move! We are now located on the 1st and 2nd floors of Finley Hall on the OSU Campus. Our Address is:

UABC (please specify HR, Accounting, or Finance)
Finely Hall
2100 SW May Way
Corvallis, OR 97331

We would like to thank all of you for your patience and understanding during our relocation!! We will be hosting an open house later this fall, once the moving dust settles. In the meantime, if you are in the area, please stop in and say hello!

UABC FINANCE NEWS

• A reminder that your FY13 Budget Spreadsheets are due to your UABC Finance accountant by August 31st. The FY13 Budgets are expected to be loaded into Banner by September 28th, 2012.

• FY12 Carryover Spreadsheets are due to your UABC Finance accountant by September 7th. The FY12 Carryover will be loaded into Banner after the FY13 Initial Budgets post.

• All budget transfers will be held until FY13 Budgets have been loaded into banner. Please feel free to continue submitting your budget transfer requests to your Finance accountant, and we will hold them for processing.

UABC ACCOUNTING NEWS

• FY12 is now closed and we are looking ahead to FY13 – we very much appreciated your promptness and attentiveness to year end close deadlines and requests. We couldn’t have done it without you!

• **Vendor Reactivation:** Just an FYI regarding those vendors that have been reactivated as part of the campus-wide Vendor Update project. Some vendors have switched their payment method to direct deposit. If at any time you need to have a physical check produced and either picked
up or delivered to these vendors: if you have access to enter invoices for payment, check the Direct Deposit Override box on first screen of FAAINVE (Lower right hand corner).

We would you encourage you to subscribe the Reactivation Notice mailing list. Instructions were provided below from Business Affairs.

If you would like to view which vendors have been reactivated, you may subscribe to our Vendor Reactivation Notice mailing list to receive a daily list of all vendors reactivated in the previous 24 hours. To subscribe, go to http://lists.oregonstate.edu/mailman/listinfo/vendor_reactivation_notice and enter your email address. You will receive a confirmation email that you must reply to before your subscription is active.

Please don’t hesitate to contact us if you need assistance with requesting a Substitute W9 form from a vendor. We are here to help! http://oregonstate.edu/fa/bc/universityadmin/directory

**UABC HR NEWS**

The UABC would like to welcome two new employees to the HR team:

*Eva Martushev* is the new UABC HR Manager! Eva has 14 years of experience in human resource administration, most recently as Director of Human Resources at Biomerieux in Wilsonville, Oregon. In addition to her experience, Eva is a Senior Professional in Human Resources (SPHR) and holds a Bachelor as well as an MBA from Willamette University. Her first day will be Thursday, September 6th.

*Christina Flynn* is the UABC’s newest Human Resource Consultant 1! Christina has 10 years of experience as a Recruitment and Staffing Specialist both in Oregon and in Texas. In addition to her experience, she holds a Bachelor degree in Business and Communications. Christina will be working with E-Campus, Extension, Extension Administration, and Graduate Studies.

Please join us in welcoming Eva & Christina!

Thanks and have a great day –
Linda Adams
Christen Harryman
Dee Wendler