UABC Monthly News/Updates
October, 2012

A NOTE FROM DEE WENDLER, UABC MANAGER:

No Tricks – Just Treats!!!

The weather has finally turned, the leaves are falling, and football is in the air – Go Beavs!!! As the days get shorter, so does our processing time, due to the number of upcoming holidays. Please keep in mind that you may want to forward documents or submit requests a tad earlier, to ensure critical deadlines are met. In addition, if you have key staff who are going to be out of the office, please be sure to let us know who to contact in their absence in case we have questions or need approvals. UABC strives to maintain adequate staff coverage to answer your questions and respond to your needs. If your regular contact is out of the office, please refer to your contact’s automatic e-mail reply or voicemail message for who to contact in their absence. Alternatively, if you call and receive an out of office message, you can press zero to reach another staff member.

UABC FINANCE NEWS

• FY12 Carryover and FY12 Returned Overhead Settle-up budgets have now posted in banner, and Budget transfer requests are now being processed. Please submit budget transfer request to your UABC Finance analyst.

• UABC Finance analysts will be contacting departments in the next two weeks to set up initial budget review meetings. These meetings are an excellent time to ask questions, discuss new initiatives, and request needed information and reports. Please be sure to review your budget reports for any issues or anomalies, and to insure that salaries are correctly reflected and activity codes are correctly applied. If you have any questions or corrections, please contact your UABC Finance analyst!

• UABC Finance is starting to work on the FY13 2nd Quarter Projections. Please watch for these reports from your Finance analyst to be sent out the week of November 26th. Please review and work with your analyst on any changes and return to UABC by December 14th.

UABC ACCOUNTING NEWS

Cross training – UABC is starting to implement more cross training among team members in our Accounting section. Our goal is to make sure that even if your normal contact person is out of the office, we have knowledgeable staff ready and available to assist you. Most recently, our cross training involves the following team members: Laura Dalton, Ross Jefferys, LeAnne Rutland and Wendy Fekkers. Laura and Ross are cross training on the intricacies of Network Services, LeAnne will be taking on some payroll processing duties and Wendy has begun to take on more responsibilities related to processing of OSU Foundation reimbursements and direct pays. So when you contact UABC, you may get the opportunity to meet someone new!
Getting to know our customers better - UABC continues to look for new ways to get to know and serve our customers. Last spring we visited several of you and learned more about your operations and programs. We found this to be very beneficial! We are continuing that process this Fall, with cross functional teams of Accounting, Finance and HR scheduling visits to “your home” so we can continue to get to know you better! If you would like to schedule a visit, please contact Dee Wendler, UABC Manager, directly at 541-737-4128 or dee.wendler@oregonstate.edu.

Budget Authority changes – Have you had recent personnel changes in your unit? Please contact us if you have any changes that would require UABC updating our “look-up” worksheet for who can approve invoices, purchase orders, etc. for your operations. A quick email to Laura.Frye@oregonstate.edu with the appropriate changes will take care of it. Also, if you are going to be out of the office for a period of time and are delegating your approval authority to someone else, please drop Laura an e-mail prior to your departure listing the interim approvers name, title, and the dates they will be performing the approval function.

A reminder that if you have Budget Approval Authority you are CERTIFYING THAT THE EXPENSES:
1. HAVE BEEN REVIEWED AND ARE ACCURATE
2. ARE ALLOWABLE AND APPROPRIATE
3. ARE WITHIN YOUR BUDGETARY AUTHORITY TO APPROVE

Please remember never to share your system passwords with anyone!

FIS 205 Policy Update - Parking Permits - Please note change in policy regarding Parking Permits. Per OAR 580-040-0025 “Institutional accounts are not to be charged for parking space furnished to employees for personally owned automobiles.” This ruling applies to annual staff permits, daily permits, five day parking permits, temporary ten day cards, etc. Only permits for spaces for university service vehicles may be paid for with university (non-grant) funds. See the link below for the entire policy: http://oregonstate.edu/dept/fa/manuals/fis/205

UABC HR NEWS

Open Enrollment for Benefits - One final reminder for those of you who haven’t yet completed your open Enrollment: The Deadline is October 31st and the clock is ticking! For more information go to: www.oregonstate.edu/admin/hr/openenrollment

Timesheets - As you are aware, we process a high volume of timesheets each month. A couple of items that we ask of you that would be extremely helpful to us:

1) Submit timesheets as required by the dates listed on the Payroll Calendar. This eliminates phone calls and emails requesting timesheets.
2) Review timesheets for completeness. Items to watch for – approval signatures, number of hours in a day, shift differentials. If sending a revised timesheet please note that it is revised and date of revision so we know which to use.
3) Notify us if an employee didn’t work hours but is still active so that we aren’t expecting a timesheet.

This also helps ensure that the employee is paid on time and accurately – and that’s what we strive for ultimately!
We continue to review our processes to identify areas for improvement and help make things easier for our customers. If you have a suggestion, please e-mail Eva Martushev, UABC HR Manager at eva.martushev.oregonstate.edu

**HR Contacts** - Not sure who to call in HR? Check out our Business Center page for a detailed listing of our staff and the departments they serve: [http://oregonstate.edu/fa/bc/universityadmin/directory/full](http://oregonstate.edu/fa/bc/universityadmin/directory/full)

Thanks and have a great day!

Linda Adams
Christen Harryman
Eva Martushev
Dee Wendler