UABC News/Update
January, 2014

A note from Dee Wendler, UABC Manager:

Valentine’s Day is just around the corner, and even though I’m an accountant by trade, RED is still one of my favorite colors! Throughout this month’s newsletter, we try to give you shortcuts and clickable links to get you “right to the heart” of the information you need. If you’re reading this in hard copy and can’t click the link, just visit our website: all of the past newsletters are posted there, with clickable links included! Still didn’t find what you’re looking for? Please don’t hesitate to give us call or send us a “valentine” (ok, an e-mail will do…).

“RED HOT” TIP: Not sure who your UABC Care Team contacts are? Simply go to our website, http://oregonstate.edu/fa/bc/universityadmin/, and click on your unit in the right hand column to see a complete listing of the UABC Care Team assigned to you!

Finance News:

Congratulations!! Here in UABC, we have a new “sweetheart”: Finance Manager Christen Harryman and her husband Paul started off the New Year by welcoming Wyatt Steven Harryman to their family on January 13th! Our congratulations and best wishes go out to them on their new bundle of joy! And in the interim…..

Interim Finance Manager - While Christen is on leave, I’m pleased to announce that Tiffany Gillis has accepted a developmental opportunity as Interim Finance Manager through the end of April! You can reach Tiffany at 7-3994 or tiffany.gillis@oregonstate.edu. In addition, Shane Melton will be assisting Tiffany by coordinating this year’s Fee Book process. Shane can be reached at 7-2093 or shane.melton@oregonstate.edu.

Speaking of the Fee Book….. – Just a gentle reminder that the 2015 Internal/External Fee Book is now open for FY 15 requests! Changes, new fee proposals and updated justifications for existing fees need to be entered in to the on-line system 5:00 p.m. on Friday, February 14th.

NEW THIS YEAR: Existing fees that have not changed within the last three years will require a proposal submittal with supporting calculations & documentation. Fees may remain at the same rate; however, an updated proposal/calculation worksheet is still required. Link to OSU Fees Online: https://fees.oregonstate.edu/

Quarterly Projections/Budget Reviews – 2nd quarter budget projections have been submitted! Our “heart-y” thanks to all of your for your assistance! Given we are over half way through the fiscal year, now would be an excellent time to review your indexes for any needed changes or corrections!

UABC HR News:

A VERY “heart-felt” welcome to our new HR Manager: Celia Feres-Johnson! – We are VERY pleased to announce that Celia Feres-Johnson has accepted the HR Manager position here in UABC! Celia has an Ed. D. in Higher Educational Leadership, an M.P.A. in Public Administration, and an extensive career in Human Resources and Executive Management, including Cooperative Extension at the University of Nevada. She comes to us most recently from Eugene School District 4J, where she has been Director of Human Resources since 2008. Celia’s first day on campus will be February 17th.
Please join us in giving her a warm welcome! Celia’s phone number will be 541-737-8387, and her e-mail address is Celia.Feres-Johnson@oregonstate.edu.

HR Staffing Changes – Many of you recall that Leanna Ott, HRC2, retired at the end of August but graciously returned to assist us through December 31st. I’m happy to announce that effective January 1st, Leanna is transitioning to a .5 FTE HRC1 role within UABC! I am also excited to announce that Christina Flynn has accepted an interim HRC2 appointment in UABC! Christina has been working with Leanna to ensure a smooth transition for our customers.

“Love The One You’re With” -- The EmpCenter Enhancement You’ve Been Waiting For! –Great news: the EmpCenter grace/rounding period for logging in and out of EmpCenter is being extended to 15 minutes!! The change has already been implemented for hourly employees goes into effect for salaried employees February 2nd. The result: employees will have a “window” of up to seven minutes before their shift start time and seven minutes after their shift end time to complete their clock in or clock out. Hopefully, the new rounding will help avoid manual adjustments for employees who have trouble booting their computer, signing in, or arrive to ringing phones or waiting customers. A gentle reminder that we need to pay employees accurately for work performed, within the time and attendance requirements required by law. Working “off the clock” exposes the University to potential fines and penalties. In addition, all overtime must be approved in advance by the supervisor.

“For the Love of Money” - Increase in Minimum Wage – Effective January 1st, the minimum wage has increased to $9.10. Pay rates for any employees who were below the minimum wage (including temporary employees and students) have been automatically updated, and employees should see the new rates in their January 31st paychecks.

Clarification on Temporary Employees – Effective January 1st, OSU temporary employees are covered by the SEIU collective bargaining agreement, and will have fair share or dues deducted from their pay. The exception is TS901 temporary employees, who are excluded from the bargaining agreement. TIP: Have a temporary staffing need? Contact your HRC1 to discuss alternatives!

Accounting News:

Happy New Year! It’s hard to believe we are in the 2nd half of FY14! As the saying goes -- “time flies where you’re having fun”! A couple reminders for you as we start the New Year:

Communication Allowance Plan - Beginning 2014, the Communication Allowance Plan moves from taxable to non-taxable for qualified OSU employees. The Communication Allowance option is provided to approved faculty and classified staff working at least 0.5 FTE who are required to conduct legitimate OSU business using their own personal cellular telephone or other communication device. http://oregonstate.edu/fa/manuals/fis/410-33 Please note the policy is still “under construction” with recent changes. The revised Communication Allowance Reimbursement Agreement form can be found at: http://oregonstate.edu/fa/businessaffairs/sites/default/files/faa/CommAllowanceAgreement.pdf. Please submit completed Communication Allowance Agreement forms for calendar year 2014 as soon as possible to BAFF.Accounting@oregonstate.edu.
**Annual Renewal for Purchasing Cards** - If you have not yet completed the annual renewal of your units Departmental P-Card agreement, the deadline is quickly approaching! **Renewals are due to UABC by January 29th!** Required forms include the Department Agreement and the User Agreement for each card. Once UABC receives these forms, we will review, add our signatures and then forward to Business Affairs. If there are changes to the Budget Authority, Custodian or Card Name an Application/Change Form must also be completed and forwarded.

**Budget Authority & Approval Signature Delegation** - Are you the budget authority or have you been delegated budget authority by your unit head? If so, a few things to keep in mind:

By signing or electronically approving documents, you are certifying that:
- Expenses itemized on the invoice/reimbursement have been reviewed by you;
- Expenses are allowable and appropriate;
- It is within your budget authority to approve the expense

**NOTE:** If a reimbursement or payment benefits your direct supervisor, even if you have been granted delegated authority for the index, you are not authorized to approve the transaction or document. Instead, the document should be forwarded to the individual’s supervisor for approval.

**Travel News** - Please join us in congratulating **Peggy Goforth** on her recent retirement! Most of you know Peggy as UABC’s “Travel Queen”! 😷Fortunately, Peggy has returned to assist us for a limited time. Please continue to route all travel documents to Peggy via TRES. Copies of corresponding signed travel reimbursements and documentation should be sent to UABC via one of the following methods:

1. Scan document and submit through your Network Folder (preferred)
2. Email to: UABC.APIInvoiceReply@oregonstate.edu.
3. Campus mail delivery to UABC ACCOUNTING/ University Plaza, Suite 250

Effective January 1, 2014 the following rate changes are in effect:
- The OUS/OSU High Cost City rates for 2014 have been updated to add a couple of new locations.
- The OUS/OSU High and Low Lodging per diem rates for 2014 have been increased.
- The standard mileage reimbursement rate for use of a private vehicle for business purposes will be 56.0 cents per mile

Please visit [http://oregonstate.edu/fa/businessaffairs/osu-travel](http://oregonstate.edu/fa/businessaffairs/osu-travel) for additional details.

**Pre-Payment of Lodging on Departmental PCards:** Just a quick reminder: It is **critical** that you document that lodging was pre-paid via the Departmental PCard when submitting the employee travel reimbursement form via TRES (Travel Reimbursement Entry System). Failure to do so could result in an overpayment to the employee.

**“Sweetheart” of a Deal: OSU COSTCO Program!** OSU has a program with Costco so that authorizes OSU employees* to purchase goods for official OSU business in person at the Albany, Eugene or Hillsboro Costco locations. Can’t make it to the warehouse? **You can also order on-line from the Costco website!** This program is for OSU business related purchases ONLY and not for personal purchases. Additional details can be found at: [http://web.businessservices.oregonstate.edu/apps/pacs/costco/](http://web.businessservices.oregonstate.edu/apps/pacs/costco/)

[http://pacs.oregonstate.edu/sites/default/files/buyorange/content/Costco_Sign-up_Process_Information.pdf](http://pacs.oregonstate.edu/sites/default/files/buyorange/content/Costco_Sign-up_Process_Information.pdf)

[http://pacs.oregonstate.edu/sites/default/files/buyorange/content/Costco_Program_11-7-13.pdf](http://pacs.oregonstate.edu/sites/default/files/buyorange/content/Costco_Program_11-7-13.pdf)

**FIS Policy Updates:** Several updates have been made to the OSU Fiscal Policy Manual for November and December, 2013. Want to know what’s been updated at a glance? Take a look at the MMR Manual Revision Records which can be found at: [http://oregonstate.edu/fa/manuals/fis/mrr/2013](http://oregonstate.edu/fa/manuals/fis/mrr/2013)

A “heart felt thank you” to all of you for your assistance!!!

Best,

Tiffany Gillis
Linda Adams
Dee Wendler