Oregon’s Minimum Wage Increases

The Senate Bill 1532 passed in 2016 which requires minimum rates to increase every year through 2022. The minimum wage rates are determined by location, Portland metro areas, rural counties, and all others (referred to as Standard). On July 1, 2017 the minimum wage will increase to the following:

<table>
<thead>
<tr>
<th>Location</th>
<th>Minimum Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD</td>
<td>$10.25</td>
</tr>
<tr>
<td>PORTLAND METRO</td>
<td>$11.25</td>
</tr>
<tr>
<td>NONURBAN COUNTIES</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Anyone who is under the minimum wage will be brought up to the minimum wage on July 1st. The OSU Payroll Office will handle the increases centrally and you will not need to take any action. For more information on the minimum wage visit the Classification & Compensation Policy page.

Restricted Purchases for Procurement Cards

Some purchases through the procurement card program are restricted by OSU policy. The OSU policy is intended to serve as a guide for procurement card use. Purchasing items that are listed as restricted purchase types or account codes can result in the revocation or suspension of the purchasing card.

- Cash Advances
- Inter-Departmental Expenses (Use a JV)
- Meals
- Food/Groceries
- Alcoholic Beverages
- Entertainment
- Weapons/Ammunition
- Specific 1099 Account Codes
- Any Travel or Hosting Related Expense; transportation fares (air, bus, train or ferry, etc.)
- Conference or Seminar Lodging; room and tax are allowable but there must be a corresponding registration fee paid and the conference must be identified when the lodging transaction is distributed.
- Miscellaneous Lodging Charges; room service, movies, phone, laundry service, etc.
Year-End Closing is Here

Year-end closing is here and HSBC Finance wants to remind of these important dates:

<table>
<thead>
<tr>
<th>DEADLINE DATE</th>
<th>ACTION ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>JUNE 23</strong></td>
<td>Last day for FY2017 Auto-Pay vendor purchases</td>
</tr>
<tr>
<td><strong>JULY 6</strong></td>
<td>Personal reimbursements for FY2017 must be received in HSBC</td>
</tr>
<tr>
<td><strong>Travel reimbursements for travel that is completed by June 30, 2017 must be received in HSBC</strong></td>
<td></td>
</tr>
<tr>
<td>**Vendor Invoices &amp; Packing Slips *</td>
<td></td>
</tr>
</tbody>
</table>

*Invoices and packing slips can be sent by email. Sending invoices and packing slips by email will help facilitate more timely processing of these documents. If you email the invoice to HSBC, please DO NOT send the original documents. Invoices and packing slips can be emailed to the following:

- HSBC.Pharmacy@oregonstate.edu
- HSBC.PHHS@oregonstate.edu
- HSBC.VetMed@oregonstate.edu

HSBC HR is on Skype for Business

HSBC HR is using Skype for Business as another tool for communication and collaboration. Skype for Business will enable us to provide an enhanced level of service to you, our business partners, by being more assessable through instant messaging. This tool will allow us to share documents and computer screens with you for visual assistance and collaboration.

If you would like to start using Skype for Business to communicate and collaborate with a member of the HR team:

- Find Skype for Business on the start menu on your computer.
- Once logged in, type the HR staff member’s name in the “Find someone or a room” field.
- Double-click on the name. In the message box that appears, type and send your message.

If you do not have Skype for Business on your computer or if you experience any technical difficulties, please contact your IT HelpDesk for assistance.

“The skill in the art of communication is crucial to our success. We can accomplish nothing unless we can communicate effectively.” -Anonymous