The Finance Team of the Health Sciences Business Center will be moving Monday and Tuesday, October 19th and 20th. It’s a very short move but will nevertheless cause some delays in response time while we are in transition. You will still find us on the 4th floor of Snell Hall; turn right off the stairs or elevator for both HR and Finance Teams. Campus mail can be addressed to HSBC, 425 Snell Hall.

**HSBC Office Changes**

The Finance Team of the Health Sciences Business Center will be moving Monday and Tuesday, October 19th and 20th. It’s a very short move but will nevertheless cause some delays in response time while we are in transition. You will still find us on the 4th floor of Snell Hall; turn right off the stairs or elevator for both HR and Finance Teams. Campus mail can be addressed to HSBC, 425 Snell Hall.

**HSBC Office Hours in Magruder Hall**

To increase our service and availability to the College of Veterinary Medicine (CVM), three members of the HSBC Team will have office hours in Magruder Hall, Room 203A.

- Wednesdays – Mike Dooley, Finance & Accounting Manager
- Thursdays – Tammy Jennings, Human Resources Manager
- Fridays – Valerie Mouw, Human Resources Consultant

Thanks to CVM for providing us with the necessary resources and a space to work!

**Gradual Phase Out of Postdoctoral Scholar Positions**

On October 13th, University leaders announced that the Postdoctoral Scholar positions will be phased out. The University will continue the Postdoctoral Scholar category temporarily to honor pending offers, appointments currently written into submitted grant proposals and positions currently filled by Postdoctoral Scholars. Future requests for Postdoctoral Scholars, however, will no longer be approved. After the current and pending Postdoctoral Scholars have completed their appointments, the category will no longer be available.

The following FAQs provide some additional information and clarification:

**Q – Does this mean no more renewals for current Postdoctoral Scholars?**
A – No, you may continue to renew current Postdoctoral Scholars.

**Q – Is the Postdoctoral Fellow category going away as well?**
A – No, we will continue to utilize the Postdoctoral Fellow category.

**Q – What about the Research Associate (Post Doc) positions?**
A – You may continue to use the Research Associate (Post Doc) positions. These positions must be recruited through the PeopleAdmin system and/or a waiver of search process.

**Q – Can I continue to budget for Postdoctoral Scholar positions in new proposals?**
A – No. The Office of Sponsored Programs will not allow submission of new proposals that include budget lines for Postdoctoral Scholar. If you currently have a proposal in the pipeline that includes a budgeted position for Postdoctoral Scholar, that will be allowed. Existing commitments on grants will be honored.

If you have questions about compliance with the policies surrounding the Postdoctoral Scholar category, please contact Dorthe Wildenschild in the Graduate School or contact your HR Consultant to discuss by sending an email to HSBC.HR@oregonstate.edu.

**Training Days**

Training Days is a free two-day conference that provides over 56 brief informational sessions presented by OSU topic experts. You will be introduced to the latest policies, procedures, technical processes, innovations, and tools and tips so you can carry out your work with ease.

**Tuesday, October 27th – Wednesday, October 28th**
9:00 am – 4:00 pm daily at LaSells Stewart Center

Save the dates! To view the schedule of events and register, visit the Training Days website.
Background Checks
In the HSBC HR, we continue to receive questions and hear your concerns about the background check policy. We have repeated an abbreviated version below of information provided in earlier newsletters and hope this will be helpful to our inquiring customers.

Why do we require background checks for some positions?
- To protect the security, safety and health of faculty, staff, students and others
- To safeguard the assets and resources of the University

Who needs background checks?
Anyone who performs services in a position that is considered critical or security-sensitive is required to get a background check prior to performing that service. This applies to:
- Classified and unclassified positions
- Clinical fellows
- Graduate assistants
- Postdoctoral scholars
- Temporary or academic wage positions
- Student employees
- Volunteers

What are the conditions that trigger the need for a background check?
- Recruiting for and hiring new employees
- Rehire or reappointment of a prior employee after a break in service
- Job changes
  - moving from one position to a new, different position
  - changes that occur in the present position that results in a change of access

How do I know if a position is considered critical or security-sensitive?
- Use the HSBC HR resource "Special Conditions of Employment Worksheet" to help determine if the security-sensitive access types apply to a specific position. This form is located on our website: http://fa.oregonstate.edu/hsbc/forms.
- Refer to the Criminal History Check Crosswalk of Security-Sensitive Access. This matrix provides a more comprehensive list of the access types and corresponding duties that generally fall within each access type.

Who manages the background check process?
- The Office of Human Resources (OHR), Strategic Staffing/Workforce Planning Unit.
- If you have questions about the process, please email employment@oregonstate.edu.
- Completed “Criminal History Check Disclosure Notice and Release Authorization” forms are to be sent directly to Oregon State University, Office of Human Resources, 122 Kerr Administration Bldg, Corvallis, OR 97331-2132, or sent by email to employment@oregonstate.edu or by FAX to 541-737-7771 (and marked as ATTN: Employment). Once results are received, OHR notifies the supervisor and HSBC HR.

Please protect the University, your unit, yourself and your customers from the legal implications and associated risks by not allowing individuals being considered for OSU employment or service to start work or be promised employment until satisfactory results are received.

Details about OSU’s background check policy can be viewed in the following locations:
- http://fa.oregonstate.edu/gen-manual/criminal-history-checks
- http://hr.oregonstate.edu/manual/criminal-history-check

Standard No. 576-055-0000 regarding criminal history checks can be reviewed here:
Faculty Workshop

On Friday, October 2nd representatives from HSBC Finance and HR presented a workshop to College of Public Health and Human Sciences (PHHS) faculty. We were really excited to be given this opportunity and were encouraged by the great reception and engagement of the faculty who attended. Some of the topics we covered were Payroll and Effort Reporting; Travel; Purchasing; Partnering with OSU Foundation; Grants and Contracts Administration; Reporting and Financial Management; Different Types of Postdoc Positions and How to Hire Student Workers, Graduate Assistants and Postdoctoral Scholars.

For PHHS faculty members who attended the workshop, we welcome your feedback. Please tell us how we did and what improvements we can make.

For all of our customers in all 3 colleges, if you have groups who would benefit by additional training or are just interested in learning about specific topics, please let us know how we can help.

Feedback and suggestions can be emailed to HSBC.HR@oregonstate.edu.

Reporting Violations of OSU Policies or Standards

The Oregon State University core values are accountability, diversity, integrity, respect, and social responsibility. Our Code of Ethics notes that members of the Oregon State University community are expected to conduct themselves with the highest standards of ethics. If you believe that a violation of policies or standards has occurred and you don’t feel comfortable approaching your supervisor or management team, you are encouraged to place an anonymous report. You may use one of two methods to submit a report:

- Select the “Make a Report” link on the EthicsPoint website
- Dial toll-free, within the United States, Guam, Puerto Rico and Canada: 855-388-4971

Upcoming Wellness, Financial and Retirement Workshops

Wellness, Financial & Retirement providers will be on the OSU campus offering a variety of workshops.

- **Conquering the Winter Blues** - October 20, 2015, 10:30 am – 11:30 am, MU 213
- **Stress Management Tips and Techniques** - October 20, 2015, Noon – 1:00 pm, MU 213
- **How Much Should I Save for Retirement (Planning & Investing)** - October 26, 2015, 10:00 am – Noon, MU 206
- **Wealth Builder** - November 3, 2015, 10:30 am – Noon, MU 213
- **Introduction to PERS Retirement** - November 10, 2015, 9:00 am – 11:00 am, MU 213
- **All About OPSRP** - November 10, 2015, 1:00 pm – 3:00 pm, MU 213

For more information and to register for the above workshops:
Visit the OSU Professional Development website. Find the workshop by clicking on the “Course Listing” link or by clicking on the “Course Search” link and searching by “Employee Benefits”. If you have problems registering, please contact Employee Benefits at 541.737.2805 or by email at employee.benefits@oregonstate.edu

Chronicle of Higher Education Discounts

OSU, as a member of the Higher Education Recruitment Consortium (HERC), has partnered with The Chronicle of Higher Education to offer valuable discounts to enhance recruitment efforts. These discounts are available to every employee and department within the campus community. Discounts are offered for web job posting packages, color print advertising and digital publication subscriptions. To take advantage of these offers, contact Craig Dixon, Business Development & Strategy, The Chronical of Higher Education, Craig.Dixon@chronicle.com.