

# **AABC Monthly Newsletter**

## **February 2017**

### **EMPLOYEE HIGHLIGHT**

Scott Lommers has been a Buyer at AABC for just over six years, arriving a few months after the AABC officially opened shop. Before working at the AABC, Scott spent a couple of years as a Purchasing Analyst with PCMM, then known as PaCS. And before that, Scott worked for about seven years in the wild west, anything-goes frontier of private industry purchasing.



Scott grew up in central Washington before heading west to earn his bachelor's degree from the University of Washington and his master's from Seattle University. Scott, his wife Jennifer, son Payton and daughter Carson then lived, in order: Seattle, Mountlake Terrace, Birch Bay, Bellingham, and Sedro Woolley before deciding to migrate to the great state of Oregon in 2008. Scott spends most of his free time: with his family, running, reading and wondering what it would be like to live somewhere sunny.

Scott keeps busy with purchasing for the largest departments on campus, including Facilities, University Housing and Dining, and Athletics, among others. He enjoys the clear-cut, rule-based world of public purchasing at OSU and plans to end his career right here as an OSU Beaver...but not for about 20 more years.

### **W-2 WAGE AND TAX STATEMENTS:**

W-2 wage and tax statements will be prepared in January 2017 and mailed to the current mailing address on file at that time no later than January 31st. W-2 statements will also be available online through MyOSU or Online Services in early February.

### **ONBOARDING NEW EMPLOYEES**

Do you provide a comprehensive orientation for new employees that provides the new employee with the information and the foundation to get off them off to an optimum start? Without orientation, a new employee sometimes feels uncomfortable in his/her new position and takes longer to reach his/her full potential.

Here are sample checklists to use when you are onboarding [new classified and unclassified](#) employees and [new student team members](#).

## **REQUIRED POSTERS**

Oregon employers are required by a number of state and federal agencies to display a variety of workplace notices and posters. Typically, these notices must be posted in a conspicuous place, where employees may regularly view them. Employers with more than one work location are generally required to display these posters at each worksite.

Certain posters must also be readily available for job applicants to view. These include the Federal Polygraph Protection Act Notice; the Federal Family and Medical Leave Act poster; the OR-OSHA Job Safety and Health poster (“It’s the Law”); and the “Equal Employment Opportunity is the Law” poster.

January is a great time to ensure your department posters are up to date. Please go to the following link for more information. Please note you can either print them off for FREE at [http://www.oregon.gov/boli/TA/Pages/Req\\_Post.aspx](http://www.oregon.gov/boli/TA/Pages/Req_Post.aspx) or you can order the composite poster for large Oregon employers for \$10 plus shipping and handling at [http://www.oregon.gov/boli/TA/pages/t\\_tabooks.aspx#posters](http://www.oregon.gov/boli/TA/pages/t_tabooks.aspx#posters).

## **STUDENT EMPLOYMENT**

In the December newsletter, we wrote about how we will be moving our student job setups from a program called “Multiple Assignments” to Banner. Making this move will mean we can cut one system out of the loop, allowing students to see their timesheet(s) in EmpCenter in a timelier manner.

The cutover to Banner will take place on February 16, 2017. This date was chosen because it is the start of a new pay period. Training opportunities will be provided to supervisors on Friday 1/20, Tuesday 1/24, Wednesday 1/25, and Friday 1/27. If you haven’t had the opportunity to sign up for training, please do so this week, by completing the survey at [http://oregonstate.qualtrics.com/SE/?SID=SV\\_0Hxfn9vUVp87LGR](http://oregonstate.qualtrics.com/SE/?SID=SV_0Hxfn9vUVp87LGR).

We continue to clean up our records by sending our supervisors monthly termination worksheets. We appreciate your patience and diligence in helping us maintain clean student records. This will benefit supervisors in their timesheet approval process by getting unnecessary timesheets out of EmpCenter.

## **OPEN ENROLLMENT CHANGES/CORRECTIONS**

For faculty and staff participating in the PEBB health insurance plans, the deadline for making changes or corrections to the Open Enrollment Insurance benefit elections is February 28, 2017. For more information, please visit the [Employee Benefits website](#).

## **LOOKING FOR CARE?**

Are you looking for care for your child, pet, elderly family member or house, but can't seem to find anywhere or anyone that fits your schedule or budget?

Care.com is an online resource for finding child care, babysitting, elder care, pet sitting, and housekeeping services. Go to <http://care.com/osu> and create an account with your ONID e-mail address. Your membership will be FREE, because OSU is paying for it! Go to: <http://childcare.oregonstate.edu/carecom-membership>, for more information.

OSU Students and Employees can now access Care.com without having to pay a membership fee.

Looking for care for your child/  
pet/elderly family member/house,  
but can't seem to find anywhere/  
anyone that fits your schedule or  
budget?

Try Care.com for free! Using OSU's portal you can search for care providers near you without paying membership costs!

You will have access to view thousands of provider profiles, view references, and request FREE unlimited background checks! Take the difficulty out of finding a provider and try it today!

Visit **Care.com/OSU** to create a free profile using your ONID email address! For more information, visit [childcare.oregonstate.edu/carecom](http://childcare.oregonstate.edu/carecom)



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