UABC Update

A Note from Dee Wendler, UABC Manager

Flowers are blooming, the sun is out, Spring has sprung — or has it? This unreasonably warm February has me constantly looking over my shoulder for a cold snap! Why? I tend to get nervous when my “norms” change — I prefer stability and advance warning of changes ahead. If you’re like me, take heart: this month’s Update focuses on recent and upcoming changes, and includes helpful tips, tricks and links to new systems. You’ll also notice a new look: to my right is a table of contents for easy reference, and a calendar of important dates along with a link to our website. As for the weather? My personal tip: if you’re a gardener and use Facebook, “like” your local OSU Extension Office! They’ll keep you up to date on the latest so you don’t get “snowed”!!

Scanning to Network folders: Original Document Retention Requirements:

Just a reminder for those units who are using the Network Folders to scan all invoices and Purchasing Card supporting documentation to UABC — it is the unit responsibility to keep the original documentation for one year. http://fa.oregonstate.edu/fis-manual/1200-records-retention-requirements. If your unit is not currently scanning into the Network Folder and would like more information on what it’s all about, please contact Linda Adams at 541-737-6816 or Laura Frye at 541-737-8732.

Tip of the Month: FGIDOCR for Missing Transactions!

It’s hard to believe we are more than half way through FY15! We are sure the next five months will fly by just as fast. To insure that invoices are completed timely and don’t get “suspended” in Banner, we encourage those of you who enter transactions into Banner to build into your month end closing routine the use of Appworx report FGRIDOC. This report identifies invoices and journal vouchers that have been disapproved and/or were started and not completed. Once the report is run, it can easily be retrieved through the history queue. Directions for how to access the report can be found: http://fa.oregonstate.edu/uabc/uabc-forms/forms-function#Accounting

Travel Tip of the Month: Search Site for Lodging Per Diem!

Are you traveling within Oregon and need a place to stay? Did you know that Oregon State University employees can use the *WSCA/NAPSO contracts for lodging for OSU business travel? Attached “On State list” = hotels that are on the WSCA/NASPO lodging list (http://us.travelctm.com/wasca/hotels.php) that are under contract with the State of Oregon to charge no more than the per diem rate of $118 and many charge even less, $89-$104. Take a look at the savings you can find! *[Western States Contracting Alliance/ National Assoc of State Procurement Officials]
Purchasing Card Renewals

Just a reminder that if you have not completed the annual renewal of your Departmental P-Card agreement, the deadline is quickly approaching – **the renewal is due to Business Affairs by February 28, 2015.** Please route all Purchase Card agreements to UABC so we can sign the documents (if needed) and log in that they have been received. UABC will then forward to Business Affairs.

FIS Policy Manual Updates:

You may notice changes within the FIS manual where OUS language has been removed and references to various regulations have been updated as a result of the governance change. This work will continue until completed without specific emails being sent out. As part of this action, the following policies were removed from the manual:

- FIS 1107-06 Inter-Institutional Journal Vouchers (IIJV)
- FIS 1300 Links to OUS and State of Oregon Policies

Please take a moment to also review FIS 411 Travel section and FIS 415 Relocation and Moving section as some clarifying language has been applied.

http://fa.oregonstate.edu/fis-manual/400-expenditures/411-travel

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<thead>
<tr>
<th>Change</th>
<th>Policies</th>
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<tbody>
<tr>
<td>FIS 411 Travel – moved a paragraph to 411-01 Air Transportation, modified documentation requirements for currency exchange rate</td>
<td>FIS 411-01 Air Transportation – added reminder of what personal expenses will not be reimbursed</td>
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<tr>
<td>FIS 411-02 Ground Transportation – added a paragraph regarding the cost of refueling a rental car, removed Hertz Car Rental as an agency that has a contract with the State of Oregon, added a reminder about mileage documentation</td>
<td>FIS 411-03 Lodging – clarified travel status</td>
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<tr>
<td>FIS 411-05 Conference Expenses - updated FIS reference</td>
<td>FIS 411-06 Miscellaneous – updated list of reimbursable travel expenses</td>
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<tr>
<td>FIS 411-07 Travel Reimbursements – clarified documentation requirements, updated FIS references</td>
<td>FIS 411-08 Receipt Requirements – added list of travel related expenses that require receipts</td>
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<td>FIS 411-09 Non-Reimbursable Travel Expenses – added to list of non-reimbursable expenses</td>
<td>FIS 415-03 Relocation and Moving – changed from the allowance of two one-way tickets to one way trip for each “household” member as defined by the IRS</td>
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<tr>
<td>415-04 Reimbursements - mirrored the travel policy for mileage and map documentation (use of Google Map, MapQuest, etc.)</td>
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Fee Book

Thinking of charging a fee for materials or services? Units are required to review their existing internal and external fees annually and submit any additions, deletions or changes through the fee book process. External Fees are charges for goods and services provided by OSU to businesses, organizations, and individuals. Internal Fees are expected to recover the full costs of providing goods and services within the OSU community or to other Oregon University System institutions. Please work with your UABC Finance analyst to complete your review and **submit changes and new proposals to UABC by February 27th.** Need more information on fees, fee setting and fee criteria? See policy FIS 519: Recharge Activities (Internal & External):


**Link to OSU Online Fee System:** [http://fees.oregonstate.edu](http://fees.oregonstate.edu)
Congratulations to the following UABC Employees on their recent promotions:

Meredith Wade: UABC Finance Coordinator!
Tiffany Gillis: UABC Finance Coordinator!
Caroline Shriver: UABC HR Consultant 1!

FY2016 Self-Support Operations
Change in Budget Due Dates, Policies, & More!

The Self-Support FY2016 Budgets will be due in April 2015, which is a change from prior year deadlines. Due to the earlier submittal deadline, UABC will be contacting departments during March to build the self-support budgets. The self-support budgets include Designated Operation Funds 05xxxx and 06xxxx, Service Centers 09xxxx fund and Auxiliaries 1xxxxx funds.

Information needed to build the budget: Transfers-In from other departments/funding, Transfers-Out to other departments/funding, Revenue Estimates, Staffing Changes, One-Time Expenses versus Reoccurring Expenses, and Capital Equipment Expenses. Note: Capital Management Plan and Budget must match.

Policy Changes for Service Center & Auxiliary – Reserve Management: Development of the capital management plan should be done in conjunction with the budgeting process and must be submitted to UABC by April 15th. Budgets for self-support funds are due back to UABC by April 3rd!

The following policy change applies to both Service Centers & Auxiliary funds:

Equipment reserves are intended to be used for the acquisition of new capital equipment, or the replacement of existing non-serviceable or fully-depreciated capital equipment. To qualify for capitalization, capital asset expenditures for equipment must exceed $5,000 per individual asset. Expenditures for minor equipment are purchased from the associated operating fund; however, bulk purchases of individual items that cost less than $5,000, but are in total $5,000 or more, are an acceptable use of reserve funds as long as those purchases are included in the annual capital plan. Reserve funds cannot be used for regular operating expense.

Designated Operation funds: The 05xxxx series of funds are used to account for self-sustaining activities related to community education, testing, and other public services. A Designated Operation fund is established when approximately 80% or greater of a self-support activity is funded from external sources (outside OSU).

Funds may be carried forward from one fiscal year to the next fiscal year for continuation of the designated operation program. The fund balance must not exceed $30,000 or 20% of the annual revenue. Those funds with ending balances exceeding $30,000 or 20% of the annual revenue will be reviewed with the unit as to the planned future uses for the funds. Year End fund balances must be positive, any overdrafts (deficit fund balance), as determined after posting receivables and outstanding payables, must be eliminated before year-end closing by transferring of adequate funding by the responsible department from E&G funds or gift funds.

A Service Center fund should be used when the majority of the recharge activity is internal to the university.

Reminders:

Designated Operations: Generally do not have separate equipment and building reserves

Service Centers: Equipment reserves only - established in the 0905xx fund series

Auxiliaries: Equipment and Building reserves - established in the 1xx5xx fund series for Auxiliaries
NEW in 2015—PEBB Exercise Rewards Program!

The PEBB Exercise Rewards Program will continue in 2015. The required number of visits to receive your $15/month wellness reimbursement is only eight visits per month (dropping from 12 visits/month). Learn all about the changes to the program in 2015 here.

Make this year your healthiest yet!

Let Recreational Sports and Faculty Staff Fitness support your wellness goals! Contact Drew Ibarra (Faculty Staff Fitness) or Ali Casqueiro (Recreational Sports), for more information. Additional information is available at:


Reminder: Supervisors of Hourly Employees MUST Review & Approve Timesheets in EmpCenter by close of business on the 17th of each month!! To approve time go to:

mytime.oregonstate.edu

Fixed Term Unclassified Renewal/Non-Renewal Quickly Approaching

If your unit or college has fixed-term unclassified employees, either 9-month or 12-month, who you do not plan to reappoint for the 2015-16 academic or fiscal year, please note the following:

1. The non-renewal notification process is time sensitive.
2. If deadlines are not met, the unit or college will be required to renew the employee for the length of time necessary to achieve the required notice.

<table>
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<tr>
<th>Years of Continuous Service</th>
<th>Professional Faculty, Instructors, or Senior Instructors</th>
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<tbody>
<tr>
<td>Less than two years</td>
<td>One month prior to the beginning of the next contract period</td>
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<tr>
<td>Greater than two years, but less than six years</td>
<td>Two months prior to the beginning of the next contract period</td>
</tr>
<tr>
<td>Six years or more</td>
<td>Four months prior to the beginning of the next contract period</td>
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3. Non-renewal notification letters are required for any fixed-term employee who will not be renewed, regardless of funding source.
4. All non-renewals must be approved by Becky Warner, Senior Vice Provost for Academic Affairs and Dave Blake, VP for Human Resources, prior to notifying the employee. The minimum required non-renewal notification requirements follows:

For additional information please visit http://hr.oregonstate.edu/model/ft Contact Celia Feres-Johnson at Celia.Feres-Johnson@oregonstate.edu should you have any questions.
Looking for your replacement W-2?

**Current Employees:** Your W-2 is available on line, just look for 2014 Alert! on the “Employee: tab when you log onto “MyOSU” Go to “My Employment Details” and click on “W2”. **NOTE:** You may have two W-2’s this year. If so, use the drop down list to pull both. Your OSU W2 defaults as the first one on the drop down list; the other is your Oregon University System (OUS) W-2 covering the first half of 2014 (there are only 2 choices).

****Remember, you may be issued two separate W-2’s: one from OUS for the first half of 2014; one from OSU for the last half of 2014****

**Former Employees:** You can access the web to view your W-2 even though your ONID account has been deactivated.

Here's what to do:

1) Go online to www.oregonstate.edu
2) Select “Online Services” at the top of the page.
3) Select “myOSU”
4) Go to Helpful Links on the lower right corner and select “Login for former employee/student”
5) Click on the link and it will take you to the ONID login.
6) Enter your Social Security Number in the ONID Username field.
7) Then click on the “Former student GAP reset” button which will take you to your security question (i.e. “What’s your mother’s maiden name?”, or something similar).
8) Submit your answer and follow the instructions to re-set your GAP.
9) Your new GAP is set, now you will be able to log into self-service to view your employee data and W2!

Please contact Central Payroll at Paymaster@oregonstate.edu should you have any questions.

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Looking for forms, links to systems, or how to contact your CARE team? Visit UABC’s Website:

http://fa.oregonstate.edu/uabc/

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