UABC Update

A Note from Dee Wendler, UABC Manager

Spring has definitely sprung! Like the tulips and daffodils that are popping up all over, we’ve seen some questions popping up too! Throughout this month’s newsletter, we’ve tried to address questions we often hear. We take your questions very seriously, and keep track of “frequent flyers” so that we can address them not just in our newsletters, but also in our trainings and process reviews. That’s one of the benefits of taking your calls—it helps us identify areas that may need improvement, clarification or to be “LEANED”!

My personal tips for this Spring: Take a walk across our beautiful campus to see the green and blossoms! Also, remember that OSU has an amazing Extension Service that offers classes and tips for your gardening adventures! Visit their website or “like” them on Facebook to learn something new!!

New Team Members!!

Please join us in welcoming our newest team members:

Janet Chenard has joined UABC as our new Finance & Accounting Manager! Janet comes from the City of Corvallis, where she has held progressively responsible positions, including Interim Finance Director. Janet’s first day will be March 29th. Also, we are pleased to announce that Peggy GoForth has returned on a part-time basis.

In UABC HR, Lee Whiting has joined the UABC HR Team as an HRC1, and Penny Montgomery has returned to UABC HR on a part-time basis.

We would also like too extend our congratulations and heartfelt thanks to Heidi Hammond, Rhonda Holcomb, and Shawna Steeg who have accepted new appointments at OSU!

Retirement of the PSI Form!

Effective February 1st, the Personal Services Invoice (PSI) form was retired and should no longer be used for processing payments. Departments should submit a valid invoice for payment, or if an invoice is not available, process a Payment Request form for services under $5,000.
**Hosting Groups and Official Guests:**

We have had several inquiries re: allowable expenditures for hosting groups and official guests. Meal and refreshment costs should be reasonable for the occasion. Approved OSU travel *per diem* rates ($14.25 breakfast or lunch, $28.50 dinner) are used to check for the reasonableness standard. *Keep in mind the 15% allowable gratuity is included in the per diem rate.* Meal expenses significantly exceeding the OSU per-diem rates require documentation explaining the reason for the excess and the approval of the department head.

Check out the full policy at:

410-05 Hosting Groups and Official Guests or contact your UABC CARE team.

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**Refreshments or Meals at Unit Functions:**

We have also had several inquiries regarding refreshments, meals, or affiliated supplies (ie paper plates, cups, etc.) at unit functions. These can be paid with university funds when the activity meets *one of the following criteria:*

1. training or workshop lasting at least two hours
2. unit staff retreat with written agenda and held away from the normal work location and in a private room
3. employee working meal with required attendance and business conducted during the meal period (as documented in meeting agenda); location is not at a restaurant, unless in a private room
4. employee meal provided at worksite during an overtime period, two or more hours beyond the end of employee’s work shift, when duties prevent the employee from taking a meal break (must be clearly documented)

University funds cannot be used to pay for employee meals or refreshments for regularly scheduled unit meetings

Check out the full policy at:

410-07 Refreshments or Meals at Unit Functions or contact your UABC CARE team.

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**Travel Reimbursement FAQ:**

**Do I have to document the mileage I submit on my travel reimbursement form?**

**YES!** Several options are available:

- Use mileage shown on *OSU Mileage Chart*, no documentation is required;
- Submit a MapQuest or Google Maps printout showing the distance between the two addresses;
- For frequent day trips within a region (no overnight stay), or trips with multiple stops, complete a *mileage log* using odometer readings;
- Off-campus units: Use the standard mileage shown on a pre-approved mileage chart submitted to UABC by your department for frequent local travel—again, no further documentation is required;

*NOTE: Please make sure the mileage included on your reimbursement matches the documentation submitted.*

My travel often includes a trip to the airport from campus. Do I have to submit a MapQuest since it is further than the distance between Corvallis & Portland?

**No!** The *Oregon Mileage Chart* now includes the standard mileage between Corvallis and the Portland Airport: 98 miles one way, 196 mile round trip. A Mapquest printout is NOT required for travel to the airport from Corvallis since it is now included on the Oregon mileage chart!
Month End Fiscal Closing Reminders:

- On-campus departments should submit JV requests and scan invoices received to UABC for processing by noon on the 3rd business day following the end of the month.

- Off-campus units (including Extension offices) who input their invoices directly into Banner FIS should complete their entry by 5:00 p.m. on the 3rd business day following the end of the month. Please be sure to backdate invoices to the last day of the previous month. JV’s should be submitted by noon on the 3rd business day following the end of the month.

We greatly appreciate your help and assistance!!

Getting to the CORE of Things!

Don’t have time to attend in-person CORE training? The CORE Business Intelligence Center (BIC) now offers weekly CORE training sessions through WebEx! Operations Manager Diana Lindsley will lead participants through the various features of CORE each Wednesday from 2 p.m. to 2:30 p.m. To attend, simply click the link below:

Weekly CORE WebEx

P-Card Renewals Reminder

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 March 18, 2016. 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.

Upcoming Budget Deadlines:

- 3rd Quarter projections for E & G, Service Centers, and Auxiliaries are due to UABC by April 7th;
- FY17 E & G Departmental Revenue Estimates are due to UABC by April 7th;
- FY17 Self-Support Budgets (05xxxx, 06xxxx, 09xxxx and 1xxxxx funds) are due to UABC by April 15th;
- FY17 Capital Management Plan 5 Year rolling projections for Self-Support funds are due to UABC by April 15th;

Notary Services

Just a reminder that UABC has notary services available! Contact Tiffany Gillis at 541-737-3994 or Laura Frye at 541-737-8732 to make an appointment.

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 March 18th. Need more information on fees, fee setting and fee criteria? Visit the FIS Manual.
**HR News**

**Fixed Term Unclassified Renewal/Non-Renewal**

If your unit or college has fixed-term unclassified 9-month or 12-month employees who you **do not plan to reappoint for the 2016-17 academic or fiscal year**, please note the non-renewal notification process is time sensitive and requires prior approval. Minimum non-renewal notification requirements are as follows:

<table>
<thead>
<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>
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<tr>
<td>Six years or more</td>
<td>Four months prior to the beginning of the next contract period</td>
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**Oregon’s New Sick Leave Laws**

In late December, the Bureau of Labor and Industries (BOLI) issued the rules governing how employers are to implement Oregon’s new “Mandatory” Sick Time law (OAR 839-007-0000). Under the new law, **Students and Temporary Employees** will accrue sick leave and record usage in EmpCenter:

- Sick Leave will accrue at the rate of 1 hour for every 30 hours worked after January 1, 2016.
- Federal Work Study positions are excluded from the accrual.
- EmpCenter will automatically accrue SL for every 30 hours worked.
- Sick leave can be used immediately after it is earned for employees employed for at least 90 calendar days; new employees can use sick leave on the 91st day of employment.
- Sick leave MUST be used in 1 hour increments.
- Sick leave can be entered directly on the timesheet or pre-authorized by using the My Time Off request in EmpCenter.
- Accrual is capped at 40 hours each fiscal year (July 1st-June 30th).
- Employees can carry over 40 hours each fiscal year.
- Usage is capped at 40 hours each fiscal year.

For additional information or questions, please contact **Celia.Feres-Johnson@oregonstate.edu**

**Classified Staff Use of Personal Leave**

Just a reminder that classified employees must use their personal leave by June 30, 2016!

**Looking for your replacement W-2?**

*Current Employees*: log on to “MyOSU” Go to the “Employee” tab, and click on “W-2” in the “My Employment Details” box

*Reminder*: If you aren’t sure who to contact in UABC, a complete list of the Customer Accounting, Reporting, and Employment (CARE) team for your department can be found on our website at: [http://fa.oregonstate.edu/uabc/expanded-list-departments](http://fa.oregonstate.edu/uabc/expanded-list-departments)