UABC Fall Update

A Note from Dee Wendler, UABC Manager

The leaves are almost gone, and the holidays are fast approaching. As Fall wanes, our thoughts in UABC turn to….well….travel, holidays, and inclement weather!

Throughout this months newsletter, you’ll find guidelines, tips, and links to policies on all of the above and more. For a complete list of topics at a glance, see the table of contents on the right.

My personal tip: As you race across campus to meetings and events, detour through the MU to admire the art & decorations, and also check out all the wonderful upcoming events, craft fairs, and concerts! TIP: OSU Today is a great way to stay connected to what’s going on!

Information About Closures or Curtailment of Operations (including inclement weather)

As Winter approaches, our office receives an increasing number of calls about policies related to campus closures and inclement weather, including resources employees and others can access to determine if the campus is closed or operations have been affected.

The Office of Human Resources addresses this in section 714 of their policy manual, which can also be accessed on-line at:

http://hr.oregonstate.edu/manual/closures-or-curtailment-operations-including-inclement-weather

We suggest you urge employees to take a moment to review and familiarize themselves with the policy so that they will be informed in advance of an event. Additional information about OSU Alerts can be found on page three of this newsletter.
Travel Expenses & Reimbursements

As anticipated, UABC has received a large amount of travel reimbursements conferences and training events that occurred during October and November. We appreciate your understanding as we work through this high volume. Our goal is to get the funds reimbursed to travelers as soon as possible!

As you are working with TRES and submitting reimbursements, please visit http://fa.oregonstate.edu/business-affairs/travel for links to current per diems for domestic and foreign travel, a quick reference sheet, links to the OSU FIS Travel Policy, standard mileage charts, and many other helpful links. Some other important notes regarding travel:

- The Oregon Mileage Chart has been updated to include a special note indicating the mileage between Corvallis and the Portland Airport: 98 miles one way, 196 mile round trip. No longer will a mapquest printout be required for travel to the airport since it is now included on the Oregon mileage chart!

- Enterprise/National car rental has eliminated one way “drop fees” for all locations under 500 miles (i.e. between PDX/Corvallis, between airports if less than 500 miles apart and other locations if less than 500 miles for rental cars driven one way).

- A reminder that Airfare Approvers need to be aware of criteria for airfare approval. Approvers should verify the purchase is business related, the travel is authorized, the approval is timely and the index and account code are appropriate for the travel being reimbursed. If you would like a helpful “cheat sheet” for what is required, please contact Laura Frye in UABC Accounting – laura.frye@oregonstate.edu

Travel Reimbursement FAQ:

Can I submit multiple trips on one travel reimbursement form?

**YES!** As long as one of the following conditions is met:

1. The reimbursement requested for each trip is for mileage only; or

2. The trips are back-to-back. If the traveler returns home before leaving on the next trip, this is not considered a back to back trip and separate forms must be created.

Will per diem rates be changing anytime soon?

**YES!** Effective January 1, 2016:

- **High Rate Meals**: $68 - $17/$17/$34
- **Low Rate Meals**: $57 - $14.25/$14.25/$28.50
- **High Rate Lodging** - $207
- **Low Rate Lodging** - $128

Business Affairs plans to update TRES and send out a reminder in December, 2015.
New Team Members!!

We are happy to welcome several new team members to UABC!

James Ruoff, Lucinda Milligan & Rhonda Holcomb have joined the UABC Accounting Team this Fall!

We are also very pleased to welcome Jared Haddock & Ginny Kroshus to the UABC HR Team!

Please join us in extending a warm welcome!

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Want To Be In The Know? Sign Up For OSU Alerts!

The OSU Alert Portal allows you to provide OSU with your current emergency contact information. This information will only be used to notify you in the event of an emergency. For more information on OSU Alerts or to sign up to receive alerts, visit their website at: http://main.oregonstate.edu/alerts/osu-alert-portal

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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

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Communication Allowance Reminder

Just a brief reminder that current employee communication allowance agreements expire on December 31, 2015.

Faculty & classified staff interested in receiving a communication allowance during 2016 need to complete a new communication allowance agreement form, have it approved by their supervisor, and submit the form to Business Affairs either through campus mail, or electronically at BAFF.Accounting@oregonstate.edu.

Approved forms should be received in Business Affairs by January 15th, 2016 for the allowance to be paid starting in January, 2016.

There is no retroactive pay for this allowance.

Complete information regarding the communication allowance and a link to the required form may be found in the FIS Policy Manual: FIS 510-33.
HR News

Additional Day of Paid Leave: Classified Employees

Under the collective bargaining agreement (Article 42-Section 3 (C), classified personnel employed on or before December 24, 2015, receive one additional day of paid leave (pro-rated for part-time employees) on the workday before or after Christmas Day, or the workday before or after New Year’s Day. If work requirements prevent an employee from taking one of these four days, the employee may request to use the day on an alternate workday prior to June 30, 2016. If the day is not taken by June 30, 2016, it is forfeited.

To be eligible for holiday pay, classified employees must be in paid status at least:
* one-half (1/2) of the last scheduled workday before the holiday, and
* at least one-half (1/2) of the first scheduled workday after the holiday, provided such scheduled workdays occur within seven (7) calendar days before and after the holiday.

Additional Day of Paid Leave: Unclassified Employees

The University has recently updated our policy 580-022-0025, Academic/Unclassified Employee Holidays, to include the granting of eight (8) hours (pro-rated based on FTE for part-time employees) of additional paid leave to 12-month unclassified employees (formerly known as Governor’s Day) to be taken between the day before Thanksgiving and January 31. The OSU Unclassified Special Day is to be taken in a single block of time.

The employee must be employed during the time period in which the OSU Unclassified Special Day may be used to receive this additional day of paid leave.

Unclassified employees who are unable to be away from their duties to take the additional day of paid leave are to be allowed to use the paid leave prior to June 30, 2016. The employee must coordinate schedules with his/her supervisor to maintain regularly scheduled services.

Classified Staff One Time Vacation Cash-Out

Classified employees can elect a cash-out of up to forty (40) hours of vacation leave in December of each year per SEIU Collective Bargaining Agreement, Article 47, Section 17.

The employee must submit the Request for Cash Out of Vacation Leave form during the month of December requesting the cash-out. The cash-out will be paid to the employee in January 2016, and will be subject to ordinary deductions and withholdings.

The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.

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-