UABC Monthly News/Updates
October 15, 2010

UABC TEAM UPDATES – New Projects
• Journal Voucher (JV) Upload Process – Business Affairs is proposing an OSCAR based form to automate the loading of JV’s. The review team discussed reviewing options for massive JV’s that need to be entered into Banner
• Marketplace – UABC is working with Business Affairs to see if we can find a solution for customers who would like to sign up for workshops and want to see more of a “shopping cart” solution. Business Affairs has determined a possible solution that will meet the needs of multiple detail codes and are working with the Department of Treasury for approval
• Time and Attendance – OSU is researching possible solutions to the timesheet process currently in place. Two vendors have presented demonstrations of their Time and Attendance software – KRONOS and WORKFORCE Software.
• Metrics – work has commenced on the calculations of the metrics which will be used to focus on the performance of the Business Centers. A copy of the metric information will be posted on our web site http://oregonstate.edu/fa/bc/universityadmin/uabc-monthly-updates Business Affairs, Enterprise Computing Services, and Central Human Resources have done an outstanding job of data mining and we should be able to present baseline metrics very soon.

UABC FINANCE NEWS
• FY11 Initial Budget and FY10 Carryover for E&G Fund are now posted in Banner
• Return to Overhead Settle-up information will soon be available for units to review... please stay tuned.
• As the Initial Budgets are now posted, all the budget transfer requests that have been submitted to the UABC will be processed soon. Thanks for your patience!
• Reminder: Any labor distributions that may affect the first Quarter PAR Forms need to be submitted to UABC-Finance AS SOON AS POSSIBLE.
• The OSCAR Team has released the future Labor Distribution task to the Business Center. Your UABC-Finance Team now will be able to process the future Labor Distributions via EPAF. Please feel free to contact any members at the UABC-Finance team for your Labor Re-distribution needs. We will process it as soon as possible.
• Numerous projects are in progress.

UABC ACCOUNTING NEWS
• The Accounting Team will be welcoming Joy Asbury back to work on Monday the 18th. Some of our staff will be making vacation plans as the holiday season approaches. Please remember that documents can be scanned and sent to the following Outlook email Mailboxes:
  - Invoices - UABC AP Invoice Reply
  - Journal vouchers – UABC Journal Vouchers
  - Other documents and messages – University Administrative Business Center Accounting
This will ensure that other accounting staff in the business center can process your documents and requests if your business center contact person is out of the office. Don’t worry if you pick the wrong mailbox. We will get it routed correctly for you.

- The rollover of OSU’s document management software from version Nolij 5 to Nolij 6 occurs this weekend. Nolij 5 will be de-activated Friday, October 15th, and we will be working in Nolij 6 beginning Monday morning. We anticipate that there will not be any breaks in service to our customers.

- Another new process that will begin on Monday the 18th is the online travel reservation system, OSU Passport Travel Portal, with the company Travel Solutions. Login instructions [http://pacs.oregonstate.edu/buyorange/Travel/Travel_Services_OSU_Portal_Login_Instructions.pdf](http://pacs.oregonstate.edu/buyorange/Travel/Travel_Services_OSU_Portal_Login_Instructions.pdf) and more information can be found on the OSU PaCS website.

**UABC HR NEWS**

- **Open Enrollment**
  Fall is upon us and it is time to enroll for your benefit plans once again. The deadline for open enrollment is October 31, 2010. PEBB Open Enrollment for the Plan Year 2011 is mandatory for selecting a 2011 medical and dental plan or to continue to Opt-Out of the medical plans. If you do not re-enroll or opt-out of a 2011 medical plan during October, PEBB will move you to the Employee-only tier of the Statewide Health Plan and the ODS Traditional plan and **your dependents will lose medical and dental coverage** effective Jan. 1, 2011. For more information regarding Open Enrollment, please visit the OHR website at: [http://oregonstate.edu/admin/hr/openenrollment.html](http://oregonstate.edu/admin/hr/openenrollment.html)

- **New Overload Policy and Request Form**
  There is a new overload policy request form effective September 16, 2010. Full-time faculty at Oregon State University may be requested to perform service in excess of full-time effort for institutional-funded activities. Such activities are considered overload and may include instruction, education and outreach programming, and consulting. The University, in delivering the work, has an interest in and obligation to insure fair compensation across units for work of similar scope, complexity, and disciplinary content.

  The Oregon University System (OUS) has established rules and policies regarding additional pay for full-time faculty when the faculty member has provided substantial service over and above the regular services expected (OUS Fiscal Policy Manual 10.33, Oregon Administrative Rule 580-021-0025, and Oregon State University’s (OSU) Conflict of Commitment Policy). These state that “activities involving overload time should not exceed one day in a seven day week, on an average, or its equivalent during the academic year or other period of appointment” and that no full-time employee “shall engage in any outside employment that substantially interferes with duties.” The cumulative total of overload activities and outside professional activities must not interfere with the performance of the faculty member’s University duties.

  Here is the link to the new policy and information. [http://oregonstate.edu/admin/hr/azindex.html#O](http://oregonstate.edu/admin/hr/azindex.html#O) Go to this link and then to the A-Z directory and go to Overload and you’ll find the policy and request form.
• **Student Employment**
  Students are back and we have all been busy processing hiring paperwork. Please remember the 15 of the month deadline for getting the timesheets into us so that the students can get paid on time. If the students are eligible for work-study, please attach the Work Study green sheets to the timecard.

• **Timesheets**
  Here are some reminders when filling out your timesheets:

  o Unclassified staff do not complete any hours worked but only the sick and vacation time used.
  o Unclassified no long take furlough time effective July 1, 2010 so none should be taken or posted on timesheets.
  o Classified staff must use their furlough time before June 30, 2011. As a supervisor, please make sure that the use of furlough time is monitored and used throughout the year. Staff may request the furlough in any increments of time.
  o Veteran’s Day on November 11 is not a holiday for unclassified staff. It is a holiday for classified staff. However, because we have classes at OSU on November 11, the holiday is observed for classified staff on Christmas Eve (December 23 this year as the December 25 holiday falls on Saturday).
  o Because December 25 and January 1 are on Saturday this year, the holidays will be observed on December 24 and December 31. (Classified staff will also have December 23 off for Veterans Day)

Thank you very much for your support and feedback!

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