UABC Monthly News/Updates
February 11, 2011

UABC TEAM UPDATES – New Projects
• MarketPlace – The project has been kicked off and Tillamook County has agreed to be the “Pilot”. We will have one day of training in March to develop a test site. Once this site is completed, we will apply to Oregon Department of Treasury for a Merchant ID.
• Time and Attendance – OSU has now gone out to bid for solutions to the timesheet process currently in place. The closing date on the bid process is approaching – then the analysis will start on choosing the best solution.
• Work on the Luminus systems has commenced. We participated in the process for gathering data that members of OSU would like to see on a “portal” screen. Many of the items will be quick links that take each of us to specific programs that we need to access on a regular basis without a need for another sign on. The deadline for “Page Owners” to turn in their completed pages is February 18. This is a fast track process and it’s an exciting concept that will make our navigation within systems more efficient.

UABC FINANCE NEWS
• Just a friendly reminder: The deadline for Internal and External fee proposals is Friday March 11, 2011.

The online fee proposal system, which allows public access to browse all existing fees, http://osufees.bus.oregonstate.edu/ is designed for departments to create and submit new fee proposals; review, change, or drop existing fees. It also allows department personnel to track the fee proposal process from submission to approval.

All units and departments are required to use the online system to submit all fee proposals for the FY2012 fee process. Approved new or revised fees are effective July 1, 2011.

All existing fees must be reviewed annually online - even if there are no changes.
✓ For those units who have accesses to the online fee proposal system: There is a “Review” icon within the fee proposal links to use when there is no change. This icon will update the date of review and the name of the submitter for fees that are to remain the same for FY12. Use the “Delete” icon to remove current fees or the “Change” icon to update an existing fee amount.
✓ For those units who DON’T have access to the online fee proposal system: Please contact UABC Finance Team for assistance.

The deadline for Internal and External fee proposals is Friday March 11, 2011. Proposals submitted by the deadline will be reviewed by the University Internal/External Fee Committee (I/EFC). Before receiving final approval, external fees must be made available for public review in the Valley Library for 30 days before a mandatory public hearing is held in June.
If you have any other questions, please contact: Shirley Chow (7-0669) or Christen Oien (7-0697)

- The mid-year financial reports (for the period from July 1st to December 31st) had been sent to the units in January, please review it in detail for accuracy, and please do not hesitate to contact us if you have any questions.
- As we are marching into the second half of the fiscal year 2010-11, please review your unit’s budgets to ensure that all expected budget transfers are posted properly. Please contact your designated Accountant, Shirley Chow, or Christen Oien as soon as possible if you are expecting funding/support from other unit(s) that has not been posted to your account(s).

UABC ACCOUNTING NEWS

- The Accounting unit has had some recent inquiries on what documentation needs to be kept in the department for hosting events that use OSU Catering services. In general, the same criteria for the allowable costs, and the “5 W’s”, Who, What, When, Where, and Why, need to be retained in the department and accessible in the event of a financial audit. The hosting guidelines can be accessed either from the UABC website or directly from the OSU Fiscal Operations Policy & Procedures Manual at, http://oregonstate.edu/fa/manuals/fis/410-05. Please contact me or any of the UABC accountants prior to your planned event if you have hosting questions and we can guide you through the process.

UABC HR NEWS

- **New Timesheet Options**
  We have a new option for timesheets! We have posted new timesheets on our UABC web page. Please check them out and see if they will work for you and your work group. We encourage you to use them. They are created to meet the needs of the three reporting types – classified, unclassified and hourly. They are formatted to make it easier for classified employees to identify such things as overtime; shift differential and other leave and pay situations. The unclassified only includes leave appropriate to them so is much less confusing. If you want, you can also use those in OSCAR or others you are currently using. Again, this is a choice but we are hoping you will give the new ones a try. This is a stop gap as OSU has made the decision to purchase a time and attendance system and the Request for Proposal will close February 15. We hope to have a new system up and running in 18 months. Here is the link to the time sheets: http://oregonstate.edu/fa/bc/universityadmin/resources/forms#timesheets

- **Periodic Review of Faculty Worksheets**
  We will be sending out the Periodic Review of Faculty Worksheets the week of February 14. Please make sure you read the instructions carefully and if you have any questions please contact the UABC employee who sent them to you. The complete worksheets are due back to UABC by March 31, 2011.

- **Contract Renewal and Non-Renewal**
  Just a reminder: we will be processing spreadsheets soon for the renewal/non-renewal of unclassified personnel. If your unit has anyone who they will not be reviewing please note the required notice you’ll find at this link http://oregonstate.edu/admin/hr/modelFT.html
• **Work Study**
It is no longer required to send us the Work Study Timesheets IF you use our new UABC timesheet. Make sure you note the work study hours on the bottom of the timesheet. If you continue to use other timesheets, the green cover sheet will still be required. The choice is yours! However, in order to get the work study rate one of these methods needs to be used.

Thank you very much for your support and feedback!

Carol Babcock
Jo Dee Bernal
Shirley Chow
Laurie Solum