UABC Monthly News/Updates
March 18, 2011

UABC TEAM UPDATES – New Projects
• MarketPlace – We have been working on producing the web pages for the new OSU Extension MarketPlace in the development instance of the OSU Web. The next steps will be to produce the pages on the production site. Thanks to Lisa McKibbin, Karen Watte and Robert Monasky for the assistance with training, web page development and training documentation.
• Time and Attendance – The review committee is continuing to work on the RFP proposals to determine which ones should be invited to campus for a preview of the system.
• Luminus Portal Project - All pages for Luminus are currently in the programming/development phase. The project is moving forward and is on track

UABC FINANCE NEWS
• The finance team has completed the Fee Book submission process. Thank you to all units for your cooperation and help in meeting the fee book deadline!
• Just a reminder: the 3rd quarter projection is coming due soon. Please contact your assigned accountant if you have not yet received the 3rd quarter projection worksheets. The 3rd quarterly projection worksheets contain the actual expenditures for the period from July through February and the estimated expenditures from March through June. Please review, revise it if needed, and return the completed worksheets to your assigned accountant electronically as soon as possible but no later than March 30th, so we can have few days to compile everyone’s data for submission as a “BC” units. Your help in return your worksheet in timely manner is greatly appreciated.

UABC ACCOUNTING NEWS
• We are committed to assisting our business center customers as quickly and efficiently as possible but would like to ask your patience during the next few weeks while we recruit staff to fill our two vacant positions. We have positions posted for an Accountant 1 and a Buyer 2. Laura Frye was promoted to a Fiscal Coordinator in our business center and Tim Rogers accepted a position as a Purchasing Analyst in PaCS. Laura will continue to provide service to our off-site Extension offices and Linda Adams and I will assist our units with their purchasing requests. We will notify our units when the open positions are filled and post any changes in duties.
• We now have the new procedure posted on the UABC website for processing purchasing card (Visa) statements and purchasing logs. You can find the instructions on our website under Faculty/Staff Resources → Policies & Procedures → Instructions for Purchasing (VISA) Card Submission.
• http://oregonstate.edu/fa/bc/universityadmin/resources/procedures/purchasing-card-submission
• We also want to remind any staff located outside of the business center that enter documents in Banner to please include their name and phone number in the document FOATEXT. This assists our business center staff during the approval process and allows for quick turnaround times.
UABC HR NEWS

- **Periodic Review of Faculty (PROF Review)**
The Central Office of Human Resources distributed worksheets to UABC with faculty member’s names and relevant information (TS Org, ID #, position number, supervisor, etc.) This data is entered into Banner in order to provide a comprehensive means of identifying when an employee was last reviewed, track schedules for future evaluations, and provide information for auditing requirements. UABC HR is in the process of contacting all units to get the date of the last review that was done for any uncategorized reviews. Tracey Coats and Leanna Ott will be contacting you either by phone or email. This report is due March 31.

- **Work Study**
It is working great having you note “Work Study” on the time records submitted for payroll. This eliminated the need for the green sheets used to report work study time. If you have any questions about work study, or any other students, please contact our Student Coordinator - Valerie Lane at 7-3606.

- **Renewal and Non-Renewal Spreadsheets**
It is that time of year when we will be contacting units regarding contract renewal spreadsheets for unclassified professional faculty staff. Tracey Coats or Leanna Ott will be contacting you either by phone or email to discuss any changes to the spreadsheets. Remember, if you have any unclassified staff whose contract will not be renewed, please contact Tracey Coats or Leanna Ott immediately to ensure that the appropriate process for notice of non-renewals is followed. If you have any questions regarding non-renewals, please contact your UABC HR representative. There will be more communication to key contacts and unit heads regarding the renewal and non-renewal process once we receive the official information.

- **Revised Recruitment & Selection Management Process**
- The new Revised Recruitment & Selection Management Process is the process now used for hiring staff. We are your advisors and consultant for your search processes. We will assist you with your searches in any way we can. Remember that while we don’t have to review ads, interview questions or give pre-interview approvals we are happy to consult and advise you if you want us to. The link to this new process is: [http://oregonstate.edu/admin/hr/jobs/Recruitment-Selection-Overview-RF.pdf](http://oregonstate.edu/admin/hr/jobs/Recruitment-Selection-Overview-RF.pdf)

- **Timesheets on UABC Web Site**
If you are using the timesheets on the UABC web site, you do not have to enter “clock in” or “clock out” times. Totals may be entered. If you have a staff member on FMLA, please contact your UABC HR representative for directions on which time sheet to use. If you have any questions regarding FMLA reporting, please contact Jo Dee Bernal at 7-8387.

Thanks and have a great weekend –
Carol Babcock
Jo Dee Bernal
Shirley Chow
Laurie Solum