UABC Monthly News/Updates
July 19, 2011

UABC TEAM UPDATES

- We have received the survey results and we want to thank you very much for the input you have provided. We are currently analyzing the results. It is our goal to develop customer service initiatives for the 5 leading issues/concerns and then develop action plans for each initiative. These action plans will be part of the UABC goals for FY12. We will forward our plan to everyone by September 1, 2011.

- In this busy time of the year, I would like to remind everyone to use the UABC Outlook Global addresses when sending in requests or documents. If you enter **UABC or University Administrative** in the global search you will see a number of addresses that link to the units within UABC as well as special addresses for invoices and JV’s. Using this process will assure that a large group of UABC staff members will be able to support your needs.

- We will add a new section to the monthly updates. This section will provide details for a process that many of you will be using in the coming year. We will be calling this the **Process Corner** and will be displayed at the end of the monthly updates. Please send me a note if you would like a particular process highlighted.

UABC FINANCE NEWS

- UABC Finance will send June reports as of Period 12 Close. Please note these reports are not the final ending balance for your departments; additional June transactions may post to your indexes until July 26th. If you notice needed corrections, please notify your UABC Finance Accountant as soon as possible.

- Final close of FY11 will be on July 26th. UABC Finance will send Year End Final Balance Reports to departments after July 26th.

UABC ACCOUNTING NEWS

- We are completing the final steps and procedures for closing fiscal year 2011 and we welcome any feedback you may have on the process. July is probably the busiest month of the year for the Accounting unit. In fiscal year 2012, we hope to continue to find better ways to communicate with all of our customers and develop best practices. OSU will be launching a number of new processing systems over the course of the next year that will increase efficiency and accuracy in document management, travel processing, time and leave entry, purchasing, deposits, and journal voucher entries.

- We are pleased to announce that Linda Adams has been hired as the UABC Accounting Manager as a replacement for Carol Babcock who is retiring at the end of July. Linda has worked as the UABC Finance Coordinator for the last two years. Her knowledge, experience, and excellent communication skills will make for a smooth and seamless transition. We hope to have the Finance Coordinator position filled in the next few weeks.

- We would also like our units to be aware of a change in FIS policy. If you have any questions on this policy or other FIS policy, don’t hesitate to contact us.
OSU FIS Policy 410-05 Hosting Groups and Official Guests

The following statement has been added under “HOSTING GROUPS-Allowable Costs” in FIS Policy 410-05 to assist in determining the practical allowable amount that can be requested for reimbursement when hosting groups and official guests:

“Approved OUS travel per diem rates will be used to check for the reasonableness standard. Meal expenses exceeding the OUS per-diem rates require documentation explaining the reason for the excess and the approval of the department head.”

UABC HR NEWS

New Classified (non IT) Performance Evaluation Process

- A new performance evaluation process for classified employees will go live after the Labor Day holiday. It will not include IT positions but those will be coming on soon. The new system will be electronic and provide email reminders. The team working on this project has done a great job. Once all classified are done including the IT position the team will work on a process for professional faculty evaluations. Just a reminder to advise us of any supervisor changes so the new system will forward the evaluation and reminders to the appropriate supervisor.

Temporary Employees

- Just a reminder that temporary employees are for short term need. If you have an ongoing or seasonal need then a position needs to be created. You can work with your UABC HR contact to determine what the best course of action to meet your needs should be. We can do limited duration and seasonal positions in many cases.

DMV Checks

- Make sure when submitting a position if it requires driving as an essential function of the job that you include this in the duties within the position description. It is critical that we identify this in the job so the DMV check can be done before the employee goes to work.

PROCESS CORNER

GRADUATE ASSISTANTSHIPS

Graduate Assistantships (GTAs and GRAs) hiring procedures can be found on the Graduate School website at http://oregonstate.edu/dept/grad_school/fundingpolicy.php This page will give departments the following information;

- Graduate Assistant Appointment & Stipend Guidelines
- Graduate Assistant Model Letters of Offer (new appointments & renewal letters)
- Graduate Assistant Salary Supplement Guidelines
- Guidelines for Administrative and Academic Unit Partnering for Graduate Assistantships
- Changing from Graduate Assistant to Graduate Fellow Status
- Graduate Fellowship information
- Tuition Remission
Guidelines for Administrative and Academic Unit Partnerships.

As specified in the OSU Tuition Remission Policy, only academic units may award tuition remissions. Administrative units may award tuition remissions indirectly by supplying associated stipend dollars to an academic unit to be used to recruit an eligible graduate student.

The OSU Tuition Remission Policy defines academic units as “all academic Colleges including the Graduate School and interdisciplinary degree programs reporting to the Dean of the Graduate School.

Administrative units may continue to use graduate assistants, but they must do so by coupling their stipend funds to a tuition remission academic unit/program. This academic unit’s business center would then complete the hiring process for the graduate assistant. UABC only processes graduate students for the Graduate School. All others are done through the academic unit’s business center.

To achieve policy objectives, an administrative unit is required to collaborate with an academic unit prior to the beginning of the graduate assistant hiring process. The following describes the steps required to engage in administrative and academic unit partnerships for the purpose of hiring graduate assistants:

1. The administrative unit must specify the qualifications and skills associated with the graduate assistant position to be filled.
2. The administrative unit must contact the academic program(s) most likely to attract a pool of graduate student applicants who will have the desired qualifications/skill set.
3. Establishment of the recruitment pool will be the responsibility of the academic units in which partnerships are being pursued, with the goal of maximizing the recruitment of the best and most qualified graduate students to OSU.
4. Administrative and academic partners will make every effort to engage in this process during the graduate student recruiting season with the goal of making the assistantship offer by the national offer deadline of April 15.
5. The administrative unit will select a graduate student from the recruitment pool established by the academic unit partners.
6. The administrative unit will notify the academic unit in which the graduate student is enrolled that a selection has been made.
7. The academic unit will draft and extend the letter of offer to the graduate assistant based on information provided to them by the administrative unit.
8. Once the letter of offer has been signed by all parties, the academic unit will send the signed letter of offer to their business center so they can process the appointment paperwork.
9. The administrative unit will draft the graduate assistant position description and provide a copy to the academic unit who will forward to their business center with the offer letter.
10. Based on funding source, the administrative unit will either transfer the stipend funds to the academic unit in which the student is enrolled or provide the academic unit with an appropriate payment index (for details by funding source, see “Guidelines for Accounting & Reimbursement-GA Tuition Remission”). https://oregonstate.edu/dept/grad_school/faculty/tuitionremissionaccounting.html
11. The administrative unit will evaluate job performance in consultation with the academic unit to ensure the graduate assistant’s ongoing academic success and eligibility for appointment renewal.
12. This policy requires a minimum appointment level of 0.20 FTE and a maximum of .49 FTE each term of the appointment. Graduate assistants are required to enroll for a minimum of 12 credits each term, 9 credits during summer session.
Note: All academic units as defined above have full authority to extend offers and process graduate assistantship appointments regardless of the program of enrollment of the appointee. Academic units are encouraged to consult with the student’s academic home to ensure he/she has been admitted and his/her academic progress warrants the appointment.

Thanks and have a great summer –
Carol Babcock
Linda Adams
Jo Dee Bernal
Christen Oien
Laurie Solum