UABC Monthly News/Updates
August 18, 2011

UABC TEAM UPDATES

• The UABC will be attending a work session off campus on Tuesday, August 24. We will be developing tasks for the current fiscal year addressing our five customer service initiatives. I will be sending out an update detailing this information within the next 3 weeks.
• The Luminus project is on schedule and will be made available to all staff and students in September. The UABC staff met with Jill Swenson, the project manager, for a detailed presentation to prepare them for using the new tool.

UABC FINANCE NEWS

• UABC Finance is currently working on FY12 Budget estimates. These estimates will be based on current actual salaries and projections along with estimates for Services and Supplies based on prior year activity. Any assumptions will be posted on the spreadsheet. The spreadsheets will be sent to you by your UABC Finance accountant. UABC Finance will be contacting you to schedule a meeting for discussion on the budgeting process and your spreadsheet detail. If you have any questions regarding your budget estimates, please contact Christen Oien 7-0697 or your Finance Accountant.

UABC ACCOUNTING NEWS

• We are pleased to announce that Otila Zuschlag will soon be joining the UABC Accounting Team. She will be filling the open position of Finance Coordinator that became vacant with the promotion of Linda Adams as Accounting Manager. Otila is a current OSU employee with 17+ years on campus and she brings a great deal of expertise and experience with her. We are looking forward to her start date on Wednesday, August 17th.

• With the start of the new university year, there may be some personnel changes in your department that also change the designated budget approver in your unit. Please notify your UABC Accounting contact of any changes that occur.

• Some of our staff members have scheduled vacation plans now that our busiest month has just ended (July!) Please remember that documents can be scanned and sent to the following Outlook email mailboxes:
  1. Invoices - UABC.APInvoiceReply@oregonstate.edu
  2. Journal vouchers – UABC.JVs@oregonstate.edu
  3. Purchasing – UABC.Purchasing@oregonstate.edu
  4. Other documents and messages – UABC-Accounting@oregonstate.edu
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.

- If you have a staff meeting and would like clarification on a particular process regarding OSU policy and guidelines, please don’t hesitate to invite your UABC Accounting contact! We are here to help and look forward to continuing and strengthening our long term partnership with you.

**UABC HR NEWS**

- **Temporary Employees**
  We need to ensure that we are meeting the terms and conditions of the SEIU contract when it comes to temporary employees. Temps are for temporary, short term and emergency need. The temp assignment is to be no longer than six months and may not exceed over 1040 hours worked. A temporary employee designation applies to both OSU hires and an agency hire such as Barrett’s. An OSU temporary employee who has met the maximum time allotment is not able to continue service through an agency – the time period is considered continuous. If an employee has multiple temporary positions, the hours will be combined when determining the allowed duration of 1040 hours.

  If you have a need for a temporary position that exceeds more than six months, we can create a limited duration appointment. If the staffing need is intermittent or seasonal, a regular employee may be hired as well.

- **System Students and Non-System Students**
  Please remember to terminate any non-system students you have hired who are not system students so they only have one job in the system. Remember that non-system students who meet eligibility requirements get PERS where OSU student do not.

- **Overtime Compensation for Classified Employees**
  When an employee works overtime it is at their option if it is paid or taken as comp time. They are to turn in a request the next work day to indicate how they would like to record their time. If they do not submit the form, the time will always be paid.

**PROCESS CORNER**

**INVOICES THAT REQUIRE SPECIAL CHECK HANDLING**

The Vendor Payment Form can be found on the OSCAR website: [http://oregonstate.edu/fa/businessaffairs/sites/default/files/faa/Payment_Request_.pdf](http://oregonstate.edu/fa/businessaffairs/sites/default/files/faa/Payment_Request_.pdf)

This form has been updated to reflect clearly the special handling of an invoice payment. There are three scenarios in which you must use this form.

1. When departments are making payments from invoices that do not have a formal invoice number. Examples: conference registration, conference facility rentals or lodging, trademark registration, gift certificate purchase and refunds or overpayment or cancellations.
2. Making a payment when the vendor requires attachments to accompany the check for identifying the payment. Examples: memberships and subscriptions using the vendor order form. Use the code CTA (Check to Accompany) and any other relevant information (Dept., name, description, date of event—i.e. CTA07312011) that will fit in the vendor invoice field for proper handling.

3. If the department will pick up the check and send it to vendor, use the code PU (Pick Up) along with the department contact name and phone number in the vendor invoice field.

Thanks and have a great day –
Linda Adams
Jo Dee Bernal
Christen Oien
Laurie Solum