UABC Monthly News/Updates  
October 17, 2011

UABC TEAM UPDATES

- UABC is now fully staffed and operational. We will continue to provide staff training for all staff members.  
- The entire UABC team met at a staff retreat to work out our Customer Relations initiatives for FY12. We are working now on dates and deadlines for the following actions:

RELATIONSHIP BUILDING WITH CUSTOMERS

- UABC Cross functional team visit customer units  
- Sponsor Open house Fall term for customer to meet and greet  
- Ask: What can we do to improve?  
- Set realistic expectations and follow up. keep communications open  
- On site visits quarterly or such  
- Give your business card with an invite for coffee  
  Linda Adams (Accounting)  
  Sonya Arnold (Human Resources)  
  Christen Oien (Finance)

CONSISTENCY WITH POLICIES

- Work with Business Centers about GRAD student policies  
- Look at training options and policy information  
- Determine who should host a training session on GRAD student employment  
- Schedule a training for all Business Centers or possible training at training days  
- Work with Central OHR on Policies  
  Tiffany Gillis (Finance)  
  Otila Zuschlag (Accounting)  
  Valerie Lane (Human Resources)  
  Maria Davila-Ash (Finance)

IMPROVE COMMUNICATIONS

- Develop a contact list of who does what in the UABC and which units they serve  
- Update the website with the details above  
- Include the details above in the new employee packets  
  Jo Dee Bernal (Human Resources)  
  Laura Frye (Accounting)  
  Maria Davila-Ash (Finance)

SLOW DOWN – QUALITY VS. QUANTITY

- Double check all work that goes out the door  
- HRC1’s should have their work checked by HRC2’s  
- Auditors check the work of entries  
- Collaborate with co-workers to come together and problem solve for best solutions  
  UABC Human Resources staff

RESPONSIVENESS

- Only put phone on cover when out of office or having a meeting  
- If working on timesheets, leave a message on phone for period of time on cover
• Begin one hour quarterly “all UABC” meetings with detailed agenda – request agenda items
  Laurie Solum (UABC Manager)

UABC FINANCE NEWS

• FY12 Budget spreadsheets were due to your UABC Finance accountant October 12th. The FY12 Budgets are expected to be loaded in Banner October 31st or beginning of November. Once FY12 Budgets are posted, we will begin processing budget transfers
• Christen Oien will be out of the office October 26th through November 9th, please contact Laurie Solum during this time. Laurie.solum@oregonstate.edu 541-737-4128

UABC ACCOUNTING NEWS

• October and November seem to be the busy months for attending conferences. Please remind your employees who are attending a conference that we need the following in order to expedite the travel reimbursement:
  1. Something that shows the conference name, dates, and location
  2. Documentation of the conference hotel name and rates if the lodging exceeds the per diem for that city
• Peggy Goforth –“UABC’s travel queen” has received several TRES documents that were submitted electronically, however she has not received the back-up documentation. In order for UABC to get a quick turnaround of the reimbursement to the traveler, please note that the processing of the document is not complete until the signed copy of the TRES form with detail documentation for the trip has been received.
• We have seen in increase in employee personal reimbursement forms coming to UABC without Budget Authority. Please remind employees that personal reimbursements should be submitted to the unit first before sending to us for input and payment.
• Please add to your calendar OSU Training Days for November 9 – 10, 2011. This is great opportunity to network with others and to gain information about an area that you might be unfamiliar with or just need a refresher on policies/procedures.

UABC HR NEWS

• Benefit Changes
  There are a number of changes in the benefits insurance programs this coming benefit year. Here are some of the changes as outlined in the letter from Chancellor George Persteiner. Some of this year's changes include the following:

  You must actively enroll in your choice of medical and dental plans during the open enrollment period (10/15 - 11/15) or your coverage will default to the Statewide Plan for medical insurance and ODS Traditional dental as employee-only coverage (dependent coverage will be lost)

  Medical insurance plans have changed, including services that are covered and how much you may need to pay in 2012. Think carefully about the services that you use so you can estimate your 2012 household budget. You may want to look at other plans that are available in some areas of the state for a cost savings, or enroll in the health care flexible spending account that gives you a way to cover these added costs on a pre-tax basis.
Classified and unrepresented unclassified employees will share 5% of the monthly premium for health insurance beginning with the December 2011 payroll. Campuses will pay the remaining 95%. For some lower paid employees, a subsidy may be provided by the campus.

You can help reduce health care costs by participating in PEBB’s Health Engagement Model (HEM). This year, you simply need to complete a health risk assessment (HRA) by entering waist circumference, and participate in two e-learning modules.

The Office of Human Resources has many resources available to assist you, including Open Enrollment “Drop In” Help Session. Please visit http://oregonstate.edu/admin/hr/ and click on the links for Open Enrollment and 2012 Plan Changes.

- **Human Resource Action Initiators**
  For those of you who submit “templates” for us to process establishments, update an fills, temp requests and other human resource action you can get on board to enter them into People Admin yourself. Some of the advantages are:
  1. Allows for better accuracy
  2. Efficiencies are gained as we don’t then have to take the template and input it into People Admin duplicating work and adding possibilities of errors
  3. It speeds up the time for us to process your requests

If you are currently using our templates and would like to become an Initiator in People Admin, please let me know and we’d be happy to get your access and do some training with you. You can email me at jodee.bernal@oregonstate.edu or call me at 541-737-0688.

- **Supervisor Updates**
  Please remember to keep those supervisor updates coming so we have accurate information in Banner to drive the new classified (non IT) performance evaluation system. It is also critical that you provide supervisor information on student hiring paperwork and also let us know if there are supervisor updates for student workers.

- **Please Invite Us To The Table**
  If you are creating a position, updating a position, thinking of re-classing a position, doing a re-organization or other actions in the human resource area, please invite us to the table as soon as possible. We would love to work with you to get you where you want to be. We are here to be an active partner and work with you to meet your needs, so please give us a call.

- **Salary Commitments**
  Please do not make commitments to provide hiring salaries, stipends, overloads, merit and other pay changes to staff without making sure it is possible and what process you have to go through to get the desired result. This is true for all workers including Students and Graduate Students. Please give us a call and we’ll walk you through the correct process is to get the proper approvals.

- **SEIU Contract Ratified**
  The SEIU contract was ratified on Friday, October 14, 2011. As we are given information we will be passing it along. The Central Office of Human Resources will be offering informational
sessions for supervisors and all employees to attend to get the latest information on the contract changes.

- **Coming Soon -- EvalS**
  EvalS is a secured, online system that provides supervisors and employees the ability to interact and complete the employee’s annual performance evaluations. The system permits both the employee and supervisor to participate in recording goals and completion of performance objectives without using paper, saving your work in progress any time you wish.

  EvalS is currently implemented for use by classified employees and their supervisors who are working in non-Information Technology positions. If you are one of these individuals and you have an annual performance evaluation to complete during the months of November and December, we are asking you to use EvalS rather than a paper form. Effective January 1, 2012, all classified non-IT performance evaluations will be completed through EvalS. Please watch for instructions from Central OHR.

  We anticipate making EvalS available for completing classified IT performance evaluations during Winter Term 2012.

**PROCESS CORNER**

**PURCHASE ORDERS AND CONTRACTS**

It seems as though we were just looking forward to summer and all the plans we had, and now, looking out the window, the leaves are turning and there is a definite busyness about town. Students have arrived and it looks to be another exciting and eventful year here at OSU. We felt it would be helpful to provide a quick basic review of the process flow regarding Purchase Orders and Contracts at the UABC.

1. OSU departments have a delegated authority for purchases up to $5000. Orders up to this threshold can be processed by the departments themselves utilizing the Departmental Purchase Order form.
2. Purchase Order requests from $5000 up to $25,000 are processed in Banner by the Business Center and require a completed Purchase Requisition form from the unit with budget authority signature and index.
3. All requests for $25,000 and above must come through the Business Center first for review and signature. Once reviewed, they will be forwarded on to Procurement and Contract Services (PaCS) for processing of the purchase.
4. All PPSC contracts and/or agreements which require a signature should first be submitted to the Business Center for review. Once reviewed, they will be sent on to PaCS for final signature and completion.

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