UABC Monthly News/Updates
January 19, 2012

UABC EXECUTIVE SUMMARY – No Updates for January – Happy New Year!

UABC FINANCE NEWS
- UABC Finance Manager, Christen Oien has a new last name, Harryman and email address of: Christen.Harryman@oregonstate.edu
- UABC’s Accountant 2 position, which serves Academic Affairs, Library and Information Services, is currently vacant. During this vacancy, please contact Christen Harryman. Pei Kupperman has left UABC to work with the College of Oceanic and Atmospheric Sciences.
- FY12 2nd Quarter projections have been submitted. Thank you for your timely responses.
- FY13 Internal/External Fee Book process is now open. Your UABC Accountant will be contacting you to review your current fees and assist with any new fees required.

UABC ACCOUNTING NEWS
- With the recent policy update to FIS 407 Personal Reimbursements http://oregonstate.edu/fa/manuals/fis UABC has prepared a worksheet that identifies local businesses that allow accounts to be set up with them and will invoice OSU directly for payment. The detailed packet includes the contact person and the steps needed to establish an account for Albertson’s, Fred Meyer and COSTCO. A list of OSU auto-pay vendors can be found on the attached link, http://oregonstate.edu/fa/businessaffairs/staff/ap. Please know that we realize a personal reimbursement is at times unavoidable and/or necessary. However, our goal is to provide you with alternatives so that the personal reimbursement is not your only option. We have a couple minor changes to the worksheet but it will be on our website soon. If you would like a copy of the worksheet, don’t hesitate to contact us. I have spoken with many of you and encourage you to call me (or your Accountant) if you have additional questions.

- As shared with you in a previous monthly update, UABC continues to work on initiatives and incorporate customer survey feedback into our work processes, etc. One of the areas that I am involved with is RELATIONSHIP BUILDING WITH OUR CUSTOMERS! I am excited to share with you that UABC is ready to begin scheduling these visits. We would prefer to come to your location as this gives our team an opportunity to see your environment. I will be sending out an email to the unit no later than January 31st to begin scheduling these meetings and to identify the topics you would like to focus on. A representative from Accounting, Finance and HR will be in attendance. If you have any questions, please contact Linda Adams at linda.adams@oregonstate.edu

- Just a reminder that if you have not completed the annual renewal of your units Departmental P-Card agreement, the deadline is quickly approaching – the renewal is due to Business Affairs by January 31st! Forms to be completed are the Department Agreement and the User Agreement for each card. Once UABC receives the forms, we will add our signatures and then forward to Business Affairs. If there are changes to the Budget Authority, Custodian or Card Name there must also be an Application/Change Form completed and sent with the agreements to identify the change.
UABC HR NEWS

**INCLEMENT WEATHER**

Below is the link regarding inclement weather. Please note the various resources at the bottom to assist you as well. Watch for emails, television newscasts, the radio stations and other resources for information regarding closures before you come to work. We want you to be safe, so please don’t come to work in unsafe conditions.

http://oregonstate.edu/admin/hr/sites/default/files/documents/general/incl_weather_matrix.pdf

**UNCLASSIFIED SALARY INCREASES**

As you know, across the board increases have been processed for unclassified employees with satisfactory evaluations effective January 1. If you run into any concerns or issues on pay day, please call or email Jo Dee Bernal and we will research it for you.

Jodee.bernal@oregonstate.edu  Phone: 541-737-8387

**STUDENT WORKERS**

Just a couple of reminders regarding student workers:
Please keep us updated on student who should be terminated if they are no longer working for you. As some students hold several jobs and can work at different pay rates, please make sure you note the pay rate on the timesheet. Make sure you note if the employee is participating in work study so your department will get credit for it through the payroll process.

**PEBB UPDATES**

Please keep updated on the new health engagement model (HEM) with PEBB. The date for the questionnaire to be completed is to be extended and they are considering removing the surcharge. Go to the PEBB website for more information


**2012 TIMESHEETS**

We have posted new 2012 timesheets to our UABC web site located at

http://oregonstate.edu/fa/bc/universityadmin/resources/forms

You can use the forms on our web site, the OSCAR form or the one you have been using. Note that if you, or your employee, is on FMLA Leave them must complete the timesheet located in OSCAR as it also documents the FMLA leave taken.

**NEW UABC HR EMPLOYEE**

Susan Ullstad has left UABC for new adventures in the Forestry and Oceanic Business Center. We are pleased to announce that Jamie Wake has been hired as our new team member. Jamie is a Human Resource Consultant 1 and her primary customer base will be Extension. She comes with a wealth of experience as she worked for University Housing and Dining before joining the Auxiliary and Activities Business Center. If you have occasion to work with Jamie please welcome her to our unit.

Thanks and have a great day –

Linda Adams, Jo Dee Bernal, Christen Oien, Laurie Solum