UABC Monthly News/Updates
February 24, 2012

UABC EXECUTIVE SUMMARY
- As part of our FY12 Customer Service Initiatives, we have been scheduling visits to our customers at their work sites. This gives us the opportunity to meet our customers face-to-face and it gives UABC staff members the opportunity to learn more about the customers we serve. We will not be holding Key Contact meetings for the rest of FY12. Please contact me if you would like us to schedule a visit to your site.
- Important – the new rules for submitting travel/personal reimbursements are now in effect for travel after January 1, 2012. Please submit your reimbursement within 60 days of your last travel day of date of personal reimbursement receipt.
- The deadline for completing the new Health Engagement Model Survey is March 15, 2012 – the survey must be completed by all employees as well as enrolled spouses/domestic partners.

UABC FINANCE NEWS
- FY13 Internal/External Fee Book: Please contact your UABC Accountant by March 8th regarding any changes or additions to your unit’s fees.
- Academic Affairs financial support has been reassigned to Aracely Arredondo, her contact information is: Aracely.Arredondo@oregonstate.edu phone: 737-0669
- UABC’s Accountant 2 position which serves the Library and Information Services is currently vacant. During this vacancy, please contact Christen Harryman. Email: Christen.Harryman@oregonstate.edu phone: 737-0697
- 3rd Quarter Projections are coming up. UABC Finance will send out the 3rd Quarter Projections for your review in March.

UABC ACCOUNTING NEWS
- We have started our UABC Cross functional team visits and have enjoyed meeting with you! We appreciate your time and feedback in assisting us with process improvements, communication and how we can better serve our customers.
- Personal Services Contracts (PSC) – We would like to request that all PSC’s be routed to UABC Accounting/ John DeVoe – email: UABC.Purchasing@oregonstat.edu. He can assist with obtaining the contract specifications and requirements and will then work with Procurement and Contracts Services (PaCS) for execution.
- Travel and Personal Reimbursements – If you have had any travel that occurred in the first part January, 2012 – please remember the 60 day requirement of submitting reimbursements. This also pertains to personal reimbursements for OSU business related expenses.
- EXTENSION UNITS ONLY: We are excited to roll out the new On-Line Cashiering tool for off campus offices to utilize. The benefits of this tool are timeliness of deposits, reduced errors through duplication of entry, and the quick turnaround time of cash receipts posting to the indexes. LeAnne Rutland (7-0730) is currently using this tool to assist the Extension offices and is eager to get all of you on board!
UABC HR NEWS

- **New Time and Attendance Software Project**
  Here is a link to information regarding the new Time and Attendance Software Project 
  [http://oregonstate.edu/fa/time-attendance/](http://oregonstate.edu/fa/time-attendance/). Please check out the information and see what it’s all about.

- **PEBB Health Engagement Model (HEM) Health Survey Deadline Extended**
  The Health Survey must be completed on-line by March 15, 2012 by all employees and enrolled spouses/domestic partners. For a new hire, the survey must be completed within 45 days of the start of plan coverage.
  Two online e-lessons must be completed by July 15, 2012. For a new hire, the e-lessons must be completed within 195 days of the start of plan coverage.

  For more information go to this link: [http://oregonstate.edu/admin/hr/benefits/hem](http://oregonstate.edu/admin/hr/benefits/hem)

- **Supervisor Updates**
  Please remember to send us any needed supervisor updates so they are current in the system both for the new EvalS system and the upcoming time and attendance system.

- **Inactive Students Employees**
  Don’t forget to send us a request to terminate inactive students so we can keep our system current.

- **Telecommunications Agreements**
  If you process Telecommunications Agreements please send them directly to OSU Central Payroll for processing so they can get processed as soon as possible.

- **Hiring Freeze**
  The hiring freeze is still in effect. There will be a notice sent out when it is lifted. There has not been any word on if the merit and equity freeze will also be lifted.

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