UABC Monthly News/Updates
April 16, 2012

UABC EXECUTIVE SUMMARY

- OSU is nearing the time for our yearly contract renewal spreadsheets for FY13. We will keep you posted on the processes as well as due dates, when we get the information
- Jo Dee Bernal, Linda Adams, Christen Harryman, LeAnne Rutland and I will be out of the office the week of April 23, 2012. We will be conducting an OSU Extension Office road trip to Central and Easter Oregon
- I have given notice to OSU of my retirement effective June, 30, 2012. It has been a wonderful experience working with all of you!

UABC FINANCE NEWS

- The finance team has completed the 3rd quarter projections. Thank you to all the units for returning the information in a timely manner.
- As we approach fiscal year end 2011-2012:
  - Please review your unit’s budgets to ensure that all expected budget transfers have been processed. Please contact your designated Accountant or Christen Harryman as soon as possible if you are expecting funding/support from other unit(s) that has not been received.
  - Please review your expense transactions for any needed index or activity code corrections. Notify your designated Accountant as soon as possible for corrections.

UABC ACCOUNTING NEWS

Happy spring! With the change in the season, UABC accounting staff will begin to focus on the change in our “season” ...fiscal year end close is rapidly approaching! We have some early reminders for you.....
- OUS is moving to a standard 5-business close day starting with Period 12 of FY12. Instead of 7-business days to process all invoices and journal vouchers, it has been shortened to five days. To accommodate this change, please continue to send all approved invoices to our business center as quickly as possible and remind staff members that have outstanding travel reimbursements to submit them promptly so we can speed up the reimbursements and ensure that the expenditure is posted in the correct fiscal year.
- Please submit any purchase requests for products or services that need to be received or take place before June 30th at your earliest convenience. We cannot process invoices in the current fiscal year if the product or service has not been received.
- If your unit is planning on any graduation activities, a reminder that these expenses are most appropriately paid directly with OSU Foundation funds. However, a cap and gown rental is an appropriate charge to the general fund if the faculty or staff member is required to attend the graduation ceremony as part of his/her official duties. http://oregonstate.edu/fa/manuals/fis/410-09
- Finally, if your unit plans to make any year-end awards or distribute gift certificates, please contact our business center to ensure that the correct procedure is used. An employee cannot
be reimbursed for purchasing gift certificates either by OSU or by the OSU Foundation. We can assist you with the correct procedure, just let us know!
http://oregonstate.edu/fa/manuals/fis/1402-07

- We have added to our webpage under Frequently Asked Questions (FAQ) a summary sheet of local vendors that are either under a direct pay (vendor will send an invoice to OSU) or an autopay vendor (an invoice processed at Business Affairs).
http://oregonstate.edu/fa/bc/universityadmin/faq

**UABC HR NEWS**

- The Office of Human Resources will be maintaining delegated authority for Employee Relations and Benefits. The following are contacts for you for those areas identified:

  Howard Templeton  
  Human Resources Officer  
  Employee Relations  
  541-737-8222

  Jessica Dalziel Benefits Consultant  
  Benefit Issues  
  541-737-3521

  Heidi Melton  
  Human Resources Officer  
  Workers’ Compensation, Standard Insurance Claims (STD&LTD)  
  541-737-2916

  Kyla Mangini  
  Benefits Consultant  
  FMLA/Olay/Military Leave  
  541-737-5946

  Patricia Young  
  Benefits Consultant  
  Retirement, Savings & Pension Programs  
  541-737-8254

If you have any questions, please contact UABC and we will assist in directing you to the correct individual

- **Evals**

  The new employee evaluation system for classified non-IT employees is up and running. Employees and supervisors can access the system and work on the evaluation throughout the evaluation year. You can find more information about the new system at:
http://extension.oregonstate.edu/employees/employee-resources/evaluation/performance
• Workforce
  The new on-line time and attendance project is moving forward. You can find more information about the project at the following link:
  http://oregonstate.edu/fa/time-attendance/whats-new

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