A NOTE FROM DEE WENDLER, UABC MANAGER:

They’re BACK!!!!

Fall is always one of my favorite times of year, especially with the return of students to campus. This year, UABC is getting to enjoy the student’s return first hand, from their temporary new location on the first and second floors of Finley Residence Hall! Originally slated to be used only for sporadic conferences this year, the upper five floors of Finley have been pressed into service to accommodate OSU’s larger than expected enrollment!! We’d love to have you stop by and see our new temporary space! Our Address is:

UABC (please specify HR, Accounting, or Finance)
Finely Hall
2100 SW May Way
Corvallis, OR 97331

Again, we would like to thank all of you for your patience and understanding during our relocation!!

UABC FINANCE NEWS

- FY13 Initial Budgets have been submitted and loaded into Banner. Thank you for your assistance in submitting the budgets in a timely manner. Please review your budget information to confirm it is correct, and contact your UABC Finance analyst with any questions.

- FY12 Carryover and FY12 Returned Overhead Settle-up budgets have not yet posted in banner, but should be posted soon.

- Budget transfer requests should be submitted to UABC Finance. However please note transfers will not be processed until all Initial Budgets, Carryover and Returned Overhead have posted in Banner. Thank you for your patience!

- UABC Finance analysts will be contacting departments to set up initial budget review meetings. These meetings are an excellent time to ask questions, discuss new initiatives, and request needed information and reports.

- We are fast approaching the end of the first fiscal quarter. Please review your budget reports for any issues or anomalies, and to insure that salaries are correctly reflected and activity codes are correctly applied. If you have any questions or corrections, please contact your UABC Finance analyst!
UABC ACCOUNTING NEWS

Come by and say “Hello!”
We are all moved into Finley Hall – and welcome any of you to stop by and see our new offices!
The Accounting Team is located in Finley Hall 124.

Selecting Account Codes
At times you probably have been asked by a member of the UABC Accounting Team: “What is the business purpose of the transaction?” This information helps us identify the correct account code to use and to verify the funding source us appropriate. For example, food purchases could be for a nutrition class (instructional supply), workshop (conference refreshments), graduation event (hosting) or catering (for resale). For more information on account code selection, see the OSU Fiscal Operations (FIS) Manual: http://oregonstate.edu/fa/manuals/fis/409

Just like the example above, all of you have different business purposes. We would like to encourage you to provide this additional documentation when submitting invoices as they relate to your unit – this will assist us with identifying the correct account code. For those units who enter in their own invoices: please be sure to include the business purpose in text (FOATEXT). Having this information up front will streamline UABC approvals and help eliminate the need for follow-up questions. Also, please keep in mind that all costs must be associated with fulfillment and administration of OSU’s mission: instruction, research and/or public service.

Don’t hesitate to contact us with any questions or concerns you may have.
We greatly appreciate all the support we receive from you!

UABC HR NEWS

Open Enrollment for Benefits
A reminder that Open Enrollment for benefits is October 1-31, 2012. You can find additional information about open enrollment at:

www.oregonstate.edu/admin/hr/openenrollment

We encourage everyone to review the benefit options and to complete enrollment earlier rather than later to avoid that last-minute rush!

Brief update on EmpCenter Time & Attendance implementation (i.e. Electronic Timesheets).
Many of you have been asking when the move to electronic timesheets will occur. Employees working in business centers will begin using the new EmpCenter system effective December 1, 2012. Being “early adopters”, will enhance business center employees’ familiarity with the system prior to full implementation. We are excited about all of the benefits that this system will bring! For more updates check out:

http://oregonstate.edu/fa/time-attendance/
Please note that the start of the term is a particularly busy time for our team due to new faculty and student employees. We appreciate your patience as we work to get everyone processed in a timely manner. We welcome your feedback as we work toward providing better service to you.

Thanks and have a great day –
Linda Adams
Christen Harryman
Eva Martushev
Dee Wendler