A NOTE FROM DEE WENDLER, UABC MANAGER:

“Oh, the weather outside is frightful….

Well, OK, maybe not frightful....just a little wet!!! As “the shoppers rush home with their treasures”, we thought we’d take the opportunity to highlight a few purchasing reminders in our newsletter this month. Also, since we’re half way through the year (gulp!), now is a VERY good time to review your budget reports and make any necessary corrections or adjustments. Likewise, our HR Team is in the process of reviewing and updating system data in anticipation of EmpCenter, the new online time entry and leave reporting system which is scheduled to go live shortly after the start of the new year. Consequently, you may get a call to confirm supervisory information, labor distributions, or organization codes.

Finally, we know many people will be taking leave during the holidays. If you have key staff who are going to be out of the office, please be sure to let us know who to contact in their absence in case we have questions or need approvals. Also, if your regular UABC contact is out of the office, please refer to your contact’s automatic e-mail reply or voicemail message for who to contact in their absence, or press zero to reach another staff member.

UABC FINANCE NEWS

- Reminder that your FY13 2nd Quarter Projections are due back to your UABC Finance analyst by Friday, December 14th.
- Please continue to review your budget reports carefully 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!
- One of our team members, Wei Li, will be out on leave January 1st through March 29th. If Wei is your Finance Analyst, please contact Christen Harryman during this time. Christen can be reached at: Christen.Harryman@oregonstate.edu (541) 737-0697.

UABC ACCOUNTING NEWS

We hope that all of you had an opportunity to attend OSU Training Days! The Accounting Team attended several sessions and found them to be very informative. Not only were we able to obtain some awesome professional development on some new topics, but we also had the opportunity to network with many of you!

PCards -- In asking for ideas for the newsletter from the Accounting Team, they suggested that I the share the link for OSU’s policy on PCards. In a few instances, we have seen purchases come through that are not allowed on the PCard. Please
take a moment to review the policy, paying particular attention to what charges are allowable and what charges are not. The policy can be found at: 
http://oregonstate.edu/fa/manuals/fis/1402-12.

**On-line Purchases** -- We wanted to remind you to take extra care to select the correct address and billing information when placing online orders for OSU business related items. Many companies allow only one online profile per individual. If you have established a personal profile with an online company (for example, with Amazon) and only one profile can be created, you must remember to either remove the OSU PCard information or select your personal billing information when making personal purchases through that company’s website.

**From the Purchasing Corner of John DeVoe:** Just a friendly reminder to all regarding a few University purchasing guidelines:

- If the item being purchased is below $5,000, the department may place the order themselves *(Unless BOLI related – see below)*
- If the item being purchased is within the range of $5,000 to $24,999.99, the purchase requisition or purchase request must come to UABC and a purchase order will need to be created.
- Above $24,999.99 the purchase will need to be processed through PaCS, but please send the request initially to UABC as we will be your liaison with PaCS.
- **BOLI purchases:** Anything to do with construction, remodeling, painting, furniture assembly requiring the use of tools, or the use of tools to attach furniture to a building is likely BOLI subject and must be processed by PaCS. Please send these requests to UABC initially and we will coordinate with PaCS for you.

If you have any questions regarding the purchasing process, please contact John DeVoe at 737-1284 or email - UABC.Purchasing@oregonstate.edu.

**UABC HR NEWS**

**December Timesheet Reminder -- The December deadline for timesheet submission is Friday, December 14.** Time Entry begins on Monday, December 17th and we will need timesheets submitted to our office prior to that date. The only exception is hourly employees who are working during the weekend of December 15th and 16th. Timesheets for these employees should be submitted first thing Monday morning, December 17th.

**EmpCenter Is Coming!!** -- A brief update on EmpCenter Time & Attendance implementation: Roll-out to employees working in business centers has been moved to February 2013 – other roll-out dates have been slightly delayed as well. However, we want to assure you that the project is moving forward! For updates and specific schedules, check out [http://oregonstate.edu/fa/time-attendance/](http://oregonstate.edu/fa/time-attendance/)

Many thanks to all of you, and best wishes for happy, safe holidays!

Linda Adams  
Christen Harryman  
Eva Martushev  
Dee Wendler  

Happy Holidays