A NOTE FROM DEE WENDLER, UABC MANAGER:

“Baby, it’s cold outside....

I wasn’t going to go with this theme, but since two of my managers submitted clip art for this newsletter that included warmly dressed people with thermometers, I decided to take the hint! Over the last month, we have had the opportunity to meet with several of you to discuss new initiatives, problem solve on emerging issues, and engage in strategic planning. As your business center, our goal is to partner with you and provide assistance in these activities – not to “leave you out in the cold!” We encourage you to continue to call us with questions, ideas, or information requests. Being included early in the process allows us to be proactive and improve our service to you!

UABC FINANCE NEWS

Internal/External Fees – The FY2014 Internal/External Fee Book is now open for FY14 requests! All units are required to review all existing fees annually and submit any new FY2014 fee proposals through the online system https://fees.oregonstate.edu/ by Friday, March 15, 2013. Approved new or revised fees are effective July 1, 2013. Note: dropped or approved internal fees are reflected in the online system upon update by the fee book administrator, while external fees will be displayed July 1st. Your UABC finance analyst will be contacting you to review your current fees and assist with any new fee requests.

FY2013 2nd Quarter Projections – All quarterly projections have been submitted. Thank you all for your timely responses!

UABC Finance Re-Alignment – To better serve you, within UABC Finance we have reassigned the financial support analysts for several departments: Outreach and Engagement, Student Affairs and the Executive Office. New contact information is listed below. We appreciate your patience during this transition.
  - Outreach and Engagement: Tiffany Gillis Tiffany.Gillis@oregonstate.edu 737-3994
  - Student Affairs: Shane Melton Shane.Melton@oregonstate.edu 737-2093
  - Executive Office: Aracely Arredondo Aracely.Arredondo@oregonstate.edu 737-0669

Temporary Staffing Change - While Wei Li is out on leave, January 1st though March 29th, Wendy Fekkers, from our Accounting Team, has been granted a temporary Professional Development Opportunity within UABC Finance. Wendy will be working with our Finance Team from January 14th through March 8th to help provide support to the Research Office. Wendy’s contact information is: Wendy.Fekkers@oregonstate.edu 737-2161.

ACCOUNTING NEWS!

PaCS – New Buy Orange Contracts - PaCS has recently put in place new contracts on Furniture, Flooring, and Industrial Supplies. These contracts greatly expand the options available for your next purchase in these areas. Furniture has grown from 2 to 28 manufacturers, flooring has grown from 1 to 12 manufacturers, and Grainger was recently added for industrial supplies. These contracts are with local...
Purchasing Card Renewals - Just a reminder that if you have not completed the annual renewal of your Departmental P-Card agreement, the deadline is quickly approaching – the renewal is due to Business Affairs by January 31st! To renew, complete both the Department Agreement form and the User Agreement form for each card, and return them to UABC. 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.

Purchasing Requisition Form Changes - PaCS has made some minor changes to the Purchasing Requisition form. The form has been modified to include a Business Center approval block with two check boxes for Business Center use. This change does not in any way affect how requesters complete these forms, however it would be helpful to us if customers could begin using the new forms immediately. Below is a link to the new form for your convenience: http://pacs.oregonstate.edu/forms. If you have any questions regarding this change please contact John DeVoe in the UABC: John.DeVoe@oregonstate.edu

Tip of the Month: Incomplete Transactions - It’s hard to believe that we are already half way through FY13! We are sure the next six months will fly by just a fast. To insure that invoices are completed timely and don’t get “suspended” in Banner, we encourage those of you who enter transactions into Banner to build into your month end closing routine the use of Appworx report FGRIDOC. This report identifies invoices and journal vouchers that have been disapproved and/or were started and not completed. Once the report is run, it can easily be retrieved through the history queue. The directions for how to run this report will soon be available on the UABC website: http://oregonstate.edu/fa/bc/universityadmin/resources/tools. FAST FIS Another important reference document that can be found on the UABC website. Under “tools” is the guide for “how to” enter or correct financial transactions in Banner that you have created. Also, please don’t hesitate to contact us if you have questions!

UABC HR NEWS

Welcome Rhonda Maillard, HRC1! - UABC welcomes Rhonda Maillard as the newest member of our team in her role as HRC1. Rhonda has been on the campus for a few years in her prior role as HR Manager for INTO-OSU. We are excited to have Rhonda join our team and to be fully staffed!

EmpCenter - Beginning February 1st, all Business Center Employees will begin using EmpCenter, the University’s new on-line time entry system, for their personal time reporting. Having Business Center employees be “early adopters” will give us a chance to become familiar with the system so that we can better answer your questions, develop processes, and provide tailored training. Our staff will be attending training as end users of the system during the next two weeks. Stay tuned for more details as we experience the benefits of the new time and attendance system! If you haven’t yet, be sure to check
out http://oregonstate.edu/fa/time-attendance/ for more information about the new time and attendance system, and information on upcoming training.

Employment Verifications - A reminder that employment verifications are now being completed through an outside service provided by The Work Number - 1-800-367-2884. Please note that there is a charge for requesting the verification. For more information about this service go to: http://oregonstate.edu/admin/hr/theworknumber/

Stay warm, and we look forward to hearing from you!

Linda Adams
Christen Harryman
Eva Martushev
Dee Wendler