UABC Monthly News/Update
February, 2013

A NOTE FROM DEE WENDLER, UABC MANAGER:

Feeling a bit “In the dark”???

Take heart! Daylight savings time is just around the corner, on Sunday, March 10th! So here’s a friendly reminder to spring ahead one hour on Saturday, March 9th before you turn in for the night. If your feelings of “being in the dark” stem more from what policies and procedures to follow, a listing of pertinent Administrative Policies & Procedures can be found at: http://oregonstate.edu/fa/manuals/. Still feeling lost or know someone who is new? OSU offers numerous courses and workshops for employees, many of which can be taken on-line via the web. Check out the following links: http://oregonstate.edu/training/course_list.php, http://oregonstate.edu/admin/hr/training. Finally, please feel free to contact us in UABC for assistance!

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. Please keep in mind that this is your one opportunity to update fees for FY 2014. 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. Please send your UABC finance analyst any changes or new fee requests by March 8th.

Quarterly Projections - 3rd Quarter Projections are fast approaching. Please watch for these reports from your Finance analyst to be sent out mid-March. Please review and work with your analyst on any changes and return to UABC by April 5th.

Financial Reconciliations/Review - We are over half way through FY13! 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! Have a special program or initiative you need to track? Give your Finance Analyst a call. We would be happy to assist you in setting up tracking and reports.

ACCOUNTING NEWS

Invoice Submissions to UABC - Just a reminder when you are scanning and submitting invoices to the Accounting Team for processing, please submit all items pertaining to one invoice together as a single scan. This will expedite payment processing and ensure that are all related items are in one document. Also, please refrain from “highlighting” any items on the invoice as this causes the item to be blacked out when scanned into NOLIU.

PCard Receipt Documents - UABC will begin scanning receipt documents for those expenditures that have been made using your departmental PCard effective with the January 2013 statement. Detailed
instructions will be sent out to the card custodians in the near future and will be available on UABC website: [http://oregonstate.edu/fa/bc/universityadmin/resources/tools](http://oregonstate.edu/fa/bc/universityadmin/resources/tools)

1. The PCard statement, log and receipt can be submitted to UABC via:
   a. Campus Mail – 124 Finley (Optional: include the name of your Account Manager)
   b. Hand Deliver to 124 Finley
   c. Email to: [UABC.APInvoiceReply@oregonstate.edu](mailto:UABC.APInvoiceReply@oregonstate.edu)
      i. In order to facilitate transferring into NOLIJ, please scan the PCard Statement, Log, and Receipt documentation as a single file (not multiple documents)
      ii. One monthly PCard and all of its receipts and backup = 1 file

**One-Time Vendor Payments** – Please note that these requests are no longer sent to Vendor Maintenance for processing. They should now be submitted to Siora Arce in the Financial Accounting & Analysis section of Business Affairs for review and entry ([Siora.Arce@oregonstate.edu](mailto:Siora.Arce@oregonstate.edu)). See policy [FIS 406-14](http://oregonstate.edu/fa/time-attendance/), One-Time Vendor Payments, for further information.

**Enterprise Rent-A Car Information and Procedures**

You may have received the NEW Enterprise rental car information and procedures because you were identified as an OSU Traveler, or Travel Coordinator. If you are unsure who your Travel Coordinator is or need general assistance with Enterprise Rent-A-Car reservations, please contact Otila Zuschlag @ 541-7637-8517 or [Otila.Zuschlag@oregonstate.edu](mailto:Otila.Zuschlag@oregonstate.edu). She will be happy to offer assistance!

**UABC HR NEWS**

**Professional Faculty Compensation Study Project Update** - The Project Team is currently reviewing benchmark data gathered by Sibson Consulting. The benchmark data will also be reviewed by subject matter experts to ensure it aligns with our job families and positions. In addition, a series of Small Group Discussions will be held across campus in early March to provide updates on the project and gather questions from employees. If you are interested in attending a small group session please contact Eva Martushev or Dee Wendler.

**EmpCenter Update** - Business Center Employees began using EmpCenter on February 1st and have found it easy to use. We have discovered a few minor glitches that have been referred to the Project Team for correction prior to go live for the remaining groups. Some of the benefits of EmpCenter include the ability to see the actual vacation and/or sick balance available when requesting time off and prompts for supervisors to review and approve requests in a timely manner. The system will also flag a leave request as unpaid if the employee doesn’t have leave available for that time period. If you haven’t had a chance to take a look at the system we encourage you to do so at [http://oregonstate.edu/fa/time-attendance/](http://oregonstate.edu/fa/time-attendance/).

Additional key dates:

- April 1, 2013  Unclassified Salary Employees Go Live – training will be provided in March
- May 1, 2013  Classified Salary Employee Go Live – training will be provided in April
- June 16, 2013  Hourly Employees Go Live – training will be provided in May, June

**Fixed-Term Faculty Appointment Renewals and Non-Renewals** - An early reminder that we will begin the appointment renewal/non-renewal process for Fixed-Term Faculty in April. Non-renewals need to
be reviewed with OHR prior to being finalized. Please contact the UABC HR team if you have questions.

We look forward to hearing from you!

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