UABC Monthly News/Update
March, 2013

A NOTE FROM DEE WENDLER, UABC MANAGER:

Keeping up with “the winds of change…”

When faced with newsletter themes of “Spring Cleaning” or “Winds of Change” – I gladly took the latter! Spring often seems to be a season of change, and this year we have not only new buildings taking shape on campus, but new systems and processes as you will see highlighted below. While these changes are very positive and exciting, we understand that change isn’t always easy and straightforward. Throughout the newsletter, we’ve tried to include timelines, information links, and progress reports to keep you up to date and “in the know”. If you do have additional questions, please don’t hesitate to give us a call. Most likely, others have had similar questions, and we will do our best to answer you or point you in the right direction!

UABC FINANCE NEWS

Additional Reporting Systems - The Office of Budget and Fiscal Planning has provided enhancements to their web-based report applications. These reports provide “drill down” capability, including allowing you to directly access related scanned Nolij documents! Consequently, they are an excellent tool for researching questions you have when reviewing your monthly reports. The system can be accessed at http://oregonstate.edu/budget/view/online-systems:

1. Grant Reporting and Foundation Reimbursement Systems (GRRS)
   Provides principal investigators (PI’s), o-PI’s, grant account managers, and business managers with the current financial status of grant funds. Scholarship administrators and signers may access FS Index Foundation Reimbursement Requests, scholarship awards and approvals.
   - My Grants: with Summary, Monthly Detail, Transaction Detail and Grant Documents

2. Report Center
   Dashboards and finance reports published by the Office of Budget and Fiscal Planning:
   - Consolidated Fund Summary by FUND
   - Consolidated Fund Summary by INDEX
   - Consolidated Fund Summary by ORG
   - INDEX Summary
   - INDEX ACTIVITY Summary

For additional information or to schedule a demonstration of these systems, contact Christen Harryman or your UABC fiscal analyst.

Quarterly Projections – It’s that time! 3rd Quarter Projections are due week after next. Please watch for these reports, review them, work with your fiscal analyst for any changes or corrections and return them to UABC by April 5th.
ACCOUNTING NEWS

UABC Process Improvement – Document Submission & Routing

UABC continues to look for process improvements and we wanted to let you know that we will soon have a more streamlined, efficient method for submitting documents to UABC for processing. Most of our off campus Extension units have been submitting documents to us via this process since December, 2012 and it has been a great success!

We have partnered with Technology Support Services (TSS) to set up Scan-To folders which will allow you to securely scan documents directly to a UABC network folder (specific to your unit) from your copy machine. **In order to set up the copier correctly, TSS might be contacting your unit to obtain copier information.** Also note, you may see additional buttons appear in the scanning folder of your copier.

More detailed instructions will be sent out once all folders have been established, but below are the simplified steps of how this will work:

**Scan-To Folder Instructions:**

1. Place document in copier tray.
2. Select Scanner Option.
3. Select Folder tab
4. Select Appropriate Pre-Set Scan To Location:
   - UABC HR
   - UABC Finance

It’s that simple!

**OSU Foundation – Direct pay invoice submission**

Another new process that we are excited to share is being implemented by the Office of Budget and Fiscal Planning (Michael Hansen’s group). UABC Accounting was fortunate to be one of the beta testers and provide our feedback as they worked on this process.

This process is somewhat similar to the FS reimbursements in that routing of approvals is done online and a nice feature is that is double checks for duplicate payments in Banner as that has been a concern in the past for OSU Foundation. It really is an efficient process! If you are directly involved with OSU Foundation processing of payments, please watch for an invite to attend a training session! Or let us know and we can pass on the training information to you. Training could be offered as soon as April 1, 2013. *(no foolin!)*

**UABC HR NEWS**

**Professional Faculty Compensation Study Project Update** – Numerous small group sessions were held in March to provide updates on the project and gather questions. A general campus forum will be held in late April (date TBD) with further information on the project as it nears completion. We encourage all professional faculty to participate in the Forum and to check out the project website at [http://oregonstate.edu/admin/hr/job_category/](http://oregonstate.edu/admin/hr/job_category/) for updates.

**EmpCenter Update** - Business Center employees are well into the second month of using EmpCenter and so far it’s been a very positive experience! We had some minor glitches which are being addressed by the project team prior to future go live dates. Overall, the system has been user-friendly for both employees and supervisors and streamlines the timesheet process significantly.
Training is available online beginning March 25th at http://mytime.oregonstate.edu/empcenter-training for employees who will go live on April 1. We strongly encourage you to take the time to attend the training and review the resources available at the project website: http://mytime.oregonstate.edu/

In addition, there will be an open forum for Supervisors on Wednesday, March 27th 2-3:30pm in Linus Pauling 125. The forum will cover background information on the project, review supervisor responsibilities and review questions that employees may ask. There will also be time for Q&A. The forum will be streamed at live.oregonstate.edu.

**Professional Faculty Reviews**

We are in the process of updating evaluation dates for professional faculty for the 2012-13 academic year and have sent out lists with a request to provide us updated information. We strongly encourage all managers and supervisors to complete evaluations for professional faculty. The evaluation process provides an opportunity to review and update position descriptions on an annual basis in addition to providing formal feedback for the employee. We understand the evaluation process can be a daunting exercise for managers and supervisors, but it can be extremely beneficial to both the employee and manager by setting clear expectations, recognizing excellent performance and areas for improvement, and by establishing developmental goals. It is often recognized by employees that the manager is investing in them by engaging in the evaluation process. Please let us know if we can provide any resources to help facilitate this process.

We look forward to hearing from you!

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