A NOTE FROM DEE WENDLER, UABC MANAGER: “Batter UP!!!!”

For those of you who haven’t physically visited UABC this year, you may not realize that we are located directly across from OSU’s Goss Baseball Stadium. Spring means open windows and the unmistakable “thwack!!” of the bat hitting the ball, followed by the roar of the crowd! Go Beavs!

Here at UABC, we’re doing the “7th inning stretch” as we prepare for our version of the World Series: Fiscal Year End and sliding into a new Budget year! Consequently, you may get a call from one of us as we go over your stats and look for foul balls! The UABC Team strives to “keep the bases covered” and “watch out for the curve” so you can play to win. We really appreciate your feedback - it helps us stay on top of our game!

UABC FINANCE NEWS

FY2013 3rd Quarter Projections — All quarterly projections have been submitted. Thank you to all the units for your timely responses!

Financial Reconciliations/Review — As Dee mentioned, we are coming to the end of the series and fast approaching year end! As you round third base, please continue to review your budget reports carefully. **TIP:** compare your current year to date reports to last year’s reports. See any major unidentified swings in activity? Use the GRRS reporting system to review the detail (see last month’s newsletter). If you have any questions or corrections, please contact your UABC Finance Analyst!

FY2014 Budget Preparation — Change in game plan? New players in the dugout? Have a special program or initiative you need to track next year? Funds or Org codes you no longer use? Give your Finance Analyst a call now! We would be happy to assist you in setting up tracking and reporting mechanisms. UABC Finance is busy preparing FY14 “salary lineups” for the FY14 budget process….watch for them in your in-box soon!

ACCOUNTING NEWS

Ducks on a Pond - Graduation Event Expenses: If your unit is one that recognizes students who will be graduating in June, please note the following expenditure requirements:

- Departmental graduation event expenses **cannot be paid from E&G funds** and are most appropriately paid directly by the OSU Foundation (OSUF). These invoices should be sent to the Foundation for payment without entering them into the OSU Banner system.
- If catering is provided by OSU Catering, these costs can be charged to FSxxxx indexes and reimbursement requested from OSUF. The appropriate account code is 28613 — Public Relations.
- Cap and gown rental is an appropriate charge to the general fund, if the faculty or staff member is required to attend the graduation ceremony as part of his/her official duties. The appropriate account code is 28613. [FIS Policy 410-09 Graduation Event Expenses](http://example.com)
**Student Scholarships and Awards**: Also this time of year, you may wish to recognize students with a monetary award for their outstanding contributions in their field of study or achievements throughout the year. A couple of reminders about student award payments:

- The OSU Office of Financial Aid and Scholarships administers payment of university student awards. Payment is made through the student’s revolving account according to University procedures. See FIS 507-02: Scholarships or Fellowships to Students.
- Funding for the awards may come from OSUF or University funds.
- These expenses need to be reported to the Office of Financial Aid and Scholarships for coordination with other possible sources of financial aid.
- Scholarship awards must be submitted and approved by the OSU college/unit by 5:00 pm on Friday, June 21st.
- For awards to student employees, the payments must be routed through Payroll.

Please do not hesitate to contact the UABC Accounting Team for questions on the above policies.

**UABC HR NEWS**

**Professional Faculty Compensation Study Project Update** – The final phases of the project are underway and include completion of the administrative guidelines and final review of benchmark positions and salary ranges. The final phases also include determining appropriate levels and ranges for all OSU professional faculty positions. We encourage all to attend the *Professional Faculty Job Groupings and Compensation Open Forum on Tuesday, April 30th at 8:30 a.m. in LaSells Stewart Center.* The Forum will also be recorded and available at [http://oregonstate.edu/admin/hr/job_category/](http://oregonstate.edu/admin/hr/job_category/)

**EmpCenter Update** We are quickly approaching the close of the first inning for unclassified employees using EmpCenter and welcome any questions you may have about how to submit or approve time sheets. Classified employees are on deck and will begin using EmpCenter as of May 1st and the final go live for hourly employees and students will begin in June. We continue to see benefits and efficiencies of the system as we use EmpCenter. Training resources are available at [http://mytime.oregonstate.edu/empcenter-training](http://mytime.oregonstate.edu/empcenter-training). You can also contact us at [UABC-HR@oregonstate.edu](mailto:UABC-HR@oregonstate.edu) if you have any questions or concerns.

**Professional Faculty Renewals and Non-Renewals**

We are in the process of preparing the final information for renewal/non-renewal notices for the upcoming academic year. Please notify us as soon as possible if you have a professional faculty employee who should either receive a non-renewal or a short renewal notice so we can update our information. We will prepare the notices for all departments unless otherwise requested.

**We’re proud of our team!!!** – We’d also like to recognize two of our outstanding players:

- **Christina Flynn – HR**: Christina received the PFLA “Our Hero” Award for April!
- **Eva Martushev – HR Manager**: For successfully completing the Boston Marathon!!

We look forward to hearing from you – *play ball!*

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