A NOTE FROM DEE WENDLER, UABC MANAGER: “The Race Is On!!!”

With the advent of June we in UABC enter the starting block and commence “The Great Race” toward fiscal year-end! During June we will be focusing on transaction processing and what we affectionately refer to as “data scrubbing” to make sure your indexes look pristine! We will also be taking a hiatus from our monthly newsletter over the summer and move to weekly e-mail missives aimed at keeping you “on course” and aware of vital check points throughout the race. Speaking of check points, here’s a quick preview of coming attractions:

Pertinent FY 13 Deadlines:
- Submit to PaCS any FY 13 purchase requisitions $25K-$100K: **Friday, June 7th**
- Order FY 13 direct pay goods & services (Office Max, VWR, OSU Bookstore, etc.): **Friday, June 14th**
- Students to work on FY 13 work study funds: **Friday, June 14th**
- Submit check requests to the Ag Research Foundation: **Monday, June 24th**
- Submit cash receipts for FY 13: **Friday, June 28th AT NOON!!**
- Labor distributions changes: **Thursday, June 27th**
- P-Card redistributions: **Friday, July 5th**
- Travel Reimbursements: **Monday, July 8th**

A comprehensive link to the Major Deadlines for FY13 Year-End Close may be found at: [http://oregonstate.edu/fa/businessaffairs/sites/default/files/yec13_major_deadlines.pdf](http://oregonstate.edu/fa/businessaffairs/sites/default/files/yec13_major_deadlines.pdf)

Keep in mind fiscal year end is a **relay race** – we couldn’t do it without our teammates -- YOU!

**UABC FINANCE NEWS**
As Dee noted we will be reviewing your indexes over the next few weeks looking for anomalies. As part of this process you may receive calls or emails from your Finance Analyst asking for information. Your timely response to these inquiries is greatly appreciated! But don’t wait for us: if you have questions about your reports or note needed corrections please contact your Finance Analyst!

**Race Team Roster Update:** Wei Li, Accountant who supports the Research Office, is leaving UABC to work for Portland State University. Wei has been a valued team member and we congratulate her on this new opportunity! Wei’s last day with UABC is May 30th. Until the position is refilled, please contact Tiffany Gillis 541-737-3994  
[Tiffany.Gillis@oregonstate.edu](mailto:Tiffany.Gillis@oregonstate.edu) or Christen Harryman 541-737-0697  
[Christen.Harryman@oregonstate.edu](mailto:Christen.Harryman@oregonstate.edu) for assistance.
UABC ACCOUNTING NEWS

Fiscal Year End Processing: We can’t believe we are coming down the backstretch on another year end! During this time, please send in all vendor invoices, employee personal and travel reimbursements, and PCard documentation as early as possible. This will help avoid bottlenecks due to last minute volume. Occasionally our Accounting Team may request additional information to help us better understand a transaction. We appreciate your prompt response and assistance which helps us select the correct account information, properly identify the business purpose and ensure the transaction posts to the correct fiscal year.

Scanning Disruption: On Monday, May 20th, UABC experienced some problems receiving scanned images. PLEASE double check all images that were sent to UABC that day to ensure they were processed. Images affected include those sent to our Network folders and UABC’s “A/P Invoices” and “Journal Vouchers” e-mail boxes. We feel confident that all access has been restored successfully but in case we missed something, please let us know!

New International Calling Rates: Recently Telecom informed the OSU Community that OSU’s long distance provider, AT&T, instituted new higher calling rates for international calls. The new rates became effective Friday, May 10. Please consider the new rates when placing international calls and review any relevant departmental policies concerning international communications. Please note, the rates to call international landlines differ from international mobile phones, and calling mobile phones is generally more costly. If you would like a copy of the new international rates, please contact your Telecom coordinator.

Policy Updates: Several updates have recently been made to the OSU Fiscal Policy manual, including those listed below. We encourage you to review the policies and modify any bookmarks that you may have:

- FIS 403 Graduate Assistant Employed by Non-Academic Unit
- FIS 407-01 Cash Out
- FIS 407-02 Petty Cash
- FIS 408-01 Procurement Cards
- FIS 410-08 Employee Recognition
- FIS 410-09 Graduation Event Expenses
- FIS 410-11 Fellowships, Scholarships, and Student Payments
- FIS 410-27 Gift Cards or Certificates
- FIS 410-22 Licenses & Occupational Fees
- FIS 507-01 Payments to Vendors or Contractors, Employee Awards and Gifts
- FIS 510 Facilities and Administrative Rate
- FIS 901 Transfer of Funds and FIS 902 Transfer Account Codes
  - Also, the Personal Reimbursement form has been updated and is posted on OSCAR https://oscar.oregonstate.edu/Resources/SubNav.aspx?NavPage=9&submenu=T9.

Here’s a great tip: The entire library of OSU Policy manuals can be accessed at: http://oregonstate.edu/fa/manuals/
UABC HR NEWS

Professional Faculty Compensation Study Project Update: This project is nearing the finish line! The project team is working with departmental subject matter experts and leadership to review appropriate salary grades for all OSU professional faculty positions. If you have any questions about the project or would like an overview please contact Eva or Dee.

EmpCenter Update: We are quickly approaching the first month finish line for classified employees using EmpCenter and we are answering questions left and right! 😊 So far, we haven’t had a question or issue that couldn’t be fixed and we are very optimistic that things will get easier each month. The “go live” for hourly employees and students is set for June 16th. And YES, we are still very happy with the benefits and efficiencies of the system as we continue to use EmpCenter!! Training resources are available at http://mytime.oregonstate.edu/empcenter-training. You can also contact us at UABC-HR@oregonstate.edu with any questions or concerns.

One important point about EmpCenter: there have been rumors that some non-exempt folks are so busy that they are clocking out and then continuing to “work off the clock”. Please remind all non-exempt employees that all OT must be approved in advance and recorded. Please also make sure employees are not clocking out and then doing additional work. Working off the clock exposes the University to fines, penalties and back pay. While we appreciate the employee’s dedication and desire to get the work done, it must be within the time and attendance requirements imposed by law.

Professional Faculty Renewals and Non-Renewals: We have been busy as Beavers 😊 preparing renewal notices. The notices are to be issued to employees beginning the week of May 27th. Please remember that a signed copy of the notice must be returned to UABC for each employee.

A Final Note: You may have noticed that the bottom of our e-mails now includes an optional survey link. We very much value your input and feedback! If you have comments, concerns, or kudos, please take a moment to complete the survey. We know your time is precious, so we’ve kept the survey short, however we look forward to hearing from you!

As for the fiscal (and academic) year-end race – ready, set, go!

Linda Adams (linda.adams@oregonstate.edu)
Christen Harryman (christen.harryman@oregonstate.edu)
Eva Martushev (eva.martushev@oregonstate.edu)
Dee Wendler (dee.wendler@oregonstate.edu)