A note from Dee Wendler, UABC Manager:

Things that go “bump” in the night...

Fall is here, complete with football, falling leaves, and as one of my staff put it: “a few major changes and bumps in the road!!” My grandmother used to say “the only thing constant is change” and I would have to agree – she was right! We are seeing improvements and changes in processes, policies, personnel, and systems. While these changes are very positive, they can come with a few “bumps” along the way. With that in mind, the focus of this month’s newsletter is to update you on some of the important changes taking place during our newsletter hiatus this summer. Also, you will note throughout the newsletter that UABC is wrapping up recruitments for several key vacancies. We appreciate your patience as we onboard our newest team members and juggle workload to cover vital processes!

UABC Finance News:

Budgets and Reports:

- **FY14 Initial Budgets, FY13 Carryover and FY13 Returned Overhead budgets:** Final budgets have been submitted and loaded into Banner. Thank you for your assistance and timely responses! **Please take a moment to review your budget information to confirm it is correct.** Please don’t hesitate to contact your UABC Finance Analyst with any questions or concerns.
- Budget transfer requests should be submitted to your UABC Finance Analyst for review and processing.
- UABC Finance Manager, Christen Harryman, will be contacting units to schedule an update meeting to review your budgets, new burn rate reports, monthly management reports and discuss unit specific reporting needs.
- **Believe it or not, we are a quarter of the way through FY14!** Please review your monthly budget and management reports for issues or anomalies, 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.

Fee Book:

- All units are required to review all existing internal and external fees annually and submit any new FY2015 fee proposals through the fee book process. **NEW** this year: if an existing fee has not changed within the last three fiscal years, units will be required to submit a proposal with required supporting calculation documentation by March 14, 2014 to retain the fee. The amount of the fee may remain the same; however, they must be re-submitted with the appropriate calculation worksheets. Due to this change, UABC will be starting the fee book review process earlier this year -- watch for communications from your Finance Analyst!

Staffing:

- The UBAC Finance Team is currently recruiting for an Accountant 1 position. We hope to fill the position soon so stay tuned. This position will support the Research Office and Centers, Institutes & Programs (CIP’s).
- We are also currently recruiting for a new position: Grants/Contracts Coordinator. This individual will assists all UABC units with grant and contract applications and budgets, monitor subsequent funds received and coordinating multiple awards.
UABC ACCOUNTING NEWS:

UABC is happy to welcome a new team player-- Heidi Hammond -- to the Accounting Team! Heidi will be joining UABC on October 14th. Heidi has been at OSU almost two years and comes to us from ASBC with a wealth of knowledge in Accounts Payable, Payroll, Purchasing, Travel and OSU Foundation. She prides herself on providing exceptional customer service, teaming and interpersonal skills as well as her knowledge of accounting principles and practices. Once Heidi becomes settled, we will make sure she becomes acquainted with her UABC customers.

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 409-01 Account Code Restrictions by Fund Type
- FIS 409-03 Determining whether an Activity is Program or Training Related
- FIS 410-29 Meals on One Day Trip (no overnight stay):
- FIS 410-01 Alcoholic Beverages
- FIS 410-03 Donations, Contributions, and Sponsorships
- FIS 410-05 Hosting Groups and Official Guests
- FIS 410-06 Memberships and Dues
- FIS 410-22 Licenses and Occupational Fees
- FIS 502 Lease Reporting
- FIS 505 How to Determine Fund, Account, Budget Balances
- FIS 1104 Rule Codes
- FIS 1403-03 Designated Operations
- 1403-04 Service Center Operations

Procurement Card changes!
- FIS 408-01 Procurement Cards -- this policy has been modified so lodging (room and tax only) for faculty and/or staff business travel may be prepaid on PCards! Any incidental fees must be personally paid by the traveler and could be submitted for personal reimbursement, if an allowable business expense. Also, the Purchasing Card Application/Change Form must be updated/submitted when there is any change in Budget Authority, Custodian, Account Manager, or Business Manager.

UABC Travel Reminders!

- If lodging is prepaid using the Departmental PCard, it is critical to identify that the lodging has been prepaid when submitting the TRES (Travel Reimbursement Entry System) employee travel reimbursement form. Failure to do so could result in an overpayment to the employee.
- Once the employee travel reimbursement is completed and submitted through TRES, please remember to submit timely the paper copy along with receipts to UABC! The travel reimbursement is considered incomplete until both items have been received.
- UABC has developed a “Travel Summary” form to facilitate recording all the travel costs associated with a trip. You can find this form along with the TRES Reimbursement login and process for UABC Travel Reimbursement Submission on the UABC webpage.

BOOKMARK ALERT!!!
Just a reminder!
The entire library of OSU Policy manuals can be accessed at:
http://oregonstate.edu/fa/manuals/
**Wire Transfers:** Business Affairs has notified all Business Centers that the volume of Wire Transfer Requests submitted for payment has continued to increase. In order for wire transfer requests to be processed in a timely manner please note the following:

- Old wire transfer request forms are still being submitted.
  - Please update your files so that the new form is used for future wire transfer requests.
  - The **Wire Transfer Request Form** can be found on OSCAR listed in the Payment Request Section.
  - Business Center Approval is required on all wire transfer requests.
- Banking Information is not always complete on forms submitted.
  - It is important to have all the banking information completed on the form or the wire cannot be processed.
- Incomplete beneficiary information
- There must be a street address (not just a PO box) for the beneficiary. This address must match what the bank has on file for the beneficiary
- All wire transfer requests are to be submitted by email **Wire.Transfers@oregonstate.edu** OR sent by campus mail to Business Affairs- Attn: Cashiers Office

**OSU Foundation Direct Payment System:** A reminder that effective July 1, 2013 the Foundation Direct Payment System @ https://fasystems.oregonstate.edu/DRS/UserMenu.action must be used for all Foundation Direct Payment requests. For those that have not yet accessed the Direct Payment system, GRRS Accountant user access is required. Help files are located @ http://oregonstate.edu/budget/sites/default/files/GRRS/GRRS-Simple/grrs_simpledirectpayments.pdf. Please feel free to contact UABC Accounting if you have any questions or need assistance with accessing this tool.

**UABC HR Updates:**

**Professional Faculty Compensation Study Project Update:** This project is nearing completion! The project team is working with departmental subject matter experts and leadership to review and attach salary ranges to job profiles for all OSU professional faculty positions. Communication for Phase 2 is scheduled to begin later this month.

**Student Employment Update:** The UABC Team has been busy with student hiring. We have approximately 15-20 students come in daily and have processed 185 student hires in the past 2 weeks. Kudos to everyone on the team for pitching in to help with student hiring in addition to their regular duties! A big “Thank You” to all of our departments for sending students to UABC with all of the required paperwork and documentation. It’s a huge help to us when the student shows up with a current completed Student Employment Request Form and their documentation for completion of the I-9 process. The updated Employment Request Form along with other helpful information can be found on the UABC Student Employment page at: http://oregonstate.edu/fa/bc/universityadmin/student-employment-request-form-0

**EmpCenter:** We would like to remind everyone that timesheets must be submitted at the end of each month for all employees in EmpCenter. Once submitted, the timesheets should be reviewed and approved by a supervisor to ensure that each employee is paid accurately. We appreciate that so many of you are reviewing the timesheets and correcting errors prior to submission! We process approximately 3,000 timesheets each month so it can be very time consuming to have to follow up on exceptions that impact an employee’s pay. Listed below are some additional guidelines for hourly employees:

- Do NOT share your password. Please see the guidelines at: http://oregonstate.edu/fa/manuals/gen/computing-resources
• ALL Red level exceptions must be resolved prior to submission of the EmpCenter timesheet by the employee.
• ALL EmpCenter timesheets must be reviewed by the supervisor and Red level exceptions must be resolved prior to approval by the supervisor. Failure to do so may pay an employee incorrectly!
• Oregon law requires at least a 30 minute (unpaid) meal period for employees who work 6 hours or more.
• Hourly employees must clock Out and In for Meals in EmpCenter using the Web Clock.
• If the employee is out in the field and recording hours upon return to a computer (daily or weekly), select Enter My Hours to enter hours worked and meals taken directly on your EmpCenter timesheet.

Please note that we make every effort to activate student assignments in EmpCenter as soon as possible but it may take 3-4 days due to the entry and coordination of multiple systems.

Staffing: We are currently recruiting for an HR Consultant 1 and hope to fill that position soon so stay tuned. Also, please note that although Leanna Ott officially retired in August, she is continuing on during our transition and recruitment for her replacement.

We look forward to hearing from you!

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