UABC News/Update
November, 2013

A note from Dee Wendler, UABC Manager:

“Movin’ On Up!”

Last month I included one of my Grandmother’s favorite quotes: “The only thing constant is change”. This month, I’m very pleased to announce several promotions and new team members within UABC!!

Wendy Fekkers & LeAnne Rutland – Most of you know Wendy & LeAnne as two outstanding members of our Accounting team. I’m pleased to announce that both have accepted new positions with the UABC Finance team! Wendy is now a financial analyst focusing on Research Centers and Institutes. LeAnne has moved into our newly created Grant Coordinator position, and will be splitting her time between UABC’s principle investigators and OSU Sea Grant. Before you worry that UABC Accounting is now shorthanded, read on!

Jessica Dickason & Heidi Hammond have joined the UABC Accounting Team as Accountant 1’s! Both come to UABC with previous OSU experience, and will be working on accounts payable processing and payroll. We are thrilled to have them on board!

Stacy Nedry-Johnson and Amanda Noble are recent HRC1 additions to our HR section! Both are excited to begin careers at Oregon State, and come to OSU with previous Human Resource experience.

Finally, we bid a fond farewell to Eva Martushev, UABC HR Manager, who is heading up to new opportunities in the Portland area. Eva was an integral part of our team and will be greatly missed! We are in the process of recruiting for an HR Manager.

***Did you know that you can see the UABC team members assigned to your specific department on the UABC webpage? Go to http://oregonstate.edu/fa/bc/universityadmin/ and click on your department’s name on the right under “Staff Directories” for a customized directory of UABC staff assigned to work specifically with you!

UABC HR News:

LOTS of things happening with compensation and benefits!! Here are a few highlights:

- University-Wide Salary Increases for Professorial and Fixed –term Faculty – Thank you all for your assistance as we processed the worksheets for these increases! As a reminder, the 3% increases will be effective January 1st for 12-month employees (reflected in the January 31st paycheck), and February 1st for 9-month employees (reflected in the February 28th paycheck). For complete details on eligibility, see the “University-Wide Salary Increase Process for Professorial and Fixed-term faculty: FY2013-2014” on the Office of Human Resources web page: http://oregonstate.edu/admin/hr/
- Classified Salary Increases – Classified employees receive a 1.5% increase effective December 1st, 2013.
- Professional Faculty Compensation Project: Manager and Supervisor training is now complete, and supervisor discussions with individual employees should take place by November 30th. If you were
unable to attend the trainings in person, the video presentation and corresponding materials are available for review on the project website:  [http://oregonstate.edu/admin/hr/job_category/](http://oregonstate.edu/admin/hr/job_category/)

- **Inclement Weather Policies** - As the weather turns colder, several of you have asked for guidelines for use of leave due to inclement weather situations. The Office of Human Resources provides a handy matrix for managing work interruptions or curtailment of operations: [http://oregonstate.edu/admin/hr/sites/default/files/documents/general/incl_weather_matrix.pdf](http://oregonstate.edu/admin/hr/sites/default/files/documents/general/incl_weather_matrix.pdf)

Finally, with November and December come holidays and the end of 2013! Please help us by making sure to complete and approve your EmpCenter timesheets in a timely manner. This is especially important to insure pay is accurate as we prepare for tax reporting for 2013. Not sure how to enter holiday time taken or worked in EmpCenter? Check out the “Holidays in EmpCenter” guide at: [http://mytime.oregonstate.edu/sites/default/files/empcenter-holidays.pdf](http://mytime.oregonstate.edu/sites/default/files/empcenter-holidays.pdf)

**Accounting News!**
As Dee has mentioned, the Accounting Team is experiencing some change...and with change comes opportunity for us! We have been fortunate that both Wendy and LeAnne are just across the hall with the UABC Finance Team. This provides a great opportunity for training and sharing the “in’s and outs” of the units they supported. We appreciate your patience as we work through this transition of onboarding our new team members. Another recent change, in addition to John’s duties as Buyer 2, he also supports five units within the Research Office -- see below.

**Jessica Dickason** *(Jessica.Dickason@oregonstate.edu)* 7-2161  
Graduate School, Academic Affairs and University Relations and Marketing

**Heidi Hammond** *(Heidi.Hammond@oregonstate.edu)* 7-0548  
Research Office and Centers and Institutes  
(with the exception CGRB, LARC, EHSC, SRC and Space Grant)

**John DeVoe** *(John.Devoe@oregonstate.edu)* 7-1284  
CGRB, LARC, EHSC, SRC and Space Grant

**Laura Dalton** *(Laura.Dalton@oregonstate.edu)* 7-5511  
Extension Service Units – *(temporary until LeAnne Rutland’s position is filled!)*

**Over the River and through the Woods....** As anticipated, UABC has received a large amount of **travel reimbursements** due to conference and training events during October and November. We appreciate your understanding as we work through this high volume. Our goal is to get the funds reimbursed to the travelers as soon as possible.

Several updates have been made to the OSU Fiscal Policy Manual for October. Do you want to know what policies have been updated each month? A great tool is the **MMR Manual Revision Record:**

http://oregonstate.edu/fa/manuals/fis/mrr/2013. A quick summary of recent changes is presented below. It's important to familiarize yourself with these changes. If you have questions, please contact us!

October

<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
<th>Summary of Changes</th>
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<tr>
<td>15</td>
<td>Ex003-24: Inviting &amp; Paying a Non-Resident Alien for Academic Activities</td>
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<td>Ex003-25: Non-resident Alien - Form Descriptions</td>
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<tr>
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<td>Ex003-28: Department and Employee Directory - non-resident Alien Activities</td>
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<tr>
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<td>Ex003-27: Payments That Can Be Issued to Foreign Nationals</td>
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<td>Ex003-28: Paying Wages to a Non-resident Alien</td>
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<td>Ex003-16: Proposal for Use of e-Signature</td>
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<td>413: Non-Resident Aliens (NRA)</td>
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<td>508-01: Payment of Audit Disallowance</td>
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The Accounting Team would like to take this opportunity to say how thankful we are for all of our UABC customers! We appreciate your willingness to adapt to process changes and to assist us with our questions. We continue to look for opportunities to improve our processes as well as partner with each of you. We also welcome feedback for what’s going well and any areas that have opportunity for improvement. Please feel free to contact us or to provide feedback through the survey link at the bottom of our e-mails.

Finance News:

Fee Book: Thinking of charging a fee for materials or service? Then this section is for you! Units are required to review their existing internal and external fees annually and submit any additions, deletions or changes through the fee book process. Please work with your UABC Finance analyst to complete your review and submit changes and new proposals to UABC by February 14th! UABC Finance analysts will be sending departments a list of their current fees, including a note of which fees have not changed in the past three years. Watch for these notifications to be sent the week of December 6th.

- **NEW** this year: if an existing fee has not changed within the last three years, the fee will require a proposal submittal with supporting calculation documentation. Fees may remain at the same rate; however, an updated proposal/calculation worksheet is still required.
- Link to OSU Fees Online: [https://fees.oregonstate.edu/](https://fees.oregonstate.edu/)

Reports: Check out the new Burn Rate Report, included with your October monthly reports. This report is designed to provide you with a “quick high level check” on the percentage of your budget spent each month and
year to date. UABC Finance analysts are meeting with departments to introduce and discuss this new Burn Rate Report as well as other monthly reports and budget projections. If you have not met with your finance analyst yet and would like to do so, please contact us to schedule a meeting! A couple highlights;

- 2nd Quarter Projections will include revised salary projections for upcoming salary increases: Unclassified 3% Increase January 1, 2013 and Classified 1.5% COLA December 1, 2013.

**Future Planning:** Is your department planning a reorganization or change in processes? UABC wants to help! Schedule a meeting with UABC to discuss how we can help with process flow, resource allocations, changes in budget authority or unit specific needs.

Finally, we want to take this opportunity to wish all of you a happy, safe Thanksgiving holiday! We are VERY THANKFUL for all of you!!

Christen Harryman
Linda Adams
Dee Wendler