Spring has Sprung!!

A note from Dee Wendler, UABC Manager:

If you’re like me, after this Winter you are MORE than ready for Spring!! Here at OSU, Spring is filled with fun activities and preparation for upcoming events: graduation, workshops, seminars, fairs, presentations….and a few year-end and budget deadlines as well! If you have a special event coming up this Spring and have questions about logistics, temporary hires, policies or payments, please give us a call. We can assist you in working through the details in advance, which will hopefully reduce stress and allow you to concentrate on making your event a success!

Need A Notary? We are pleased to announce that UABC has added two notaries on our team: Laura Frye and Tiffany Gillis. If you have documents that require notarization, please give them a call in advance to arrange a time. Our office is located at the corner of 15th and Western in Corvallis, and has a few short term “visitor” parking spaces making it easy for you to stop by on your way to or from campus!

Accounting/Finance News:

New Team Member!: We are happy to introduce Meredith Wade who joined the Accounting Team on March 31st! Meredith is new to OSU and is looking forward to getting to know more about Oregon State University! She will be supporting the Extension Offices and the OSU Library. Contact her at Meredith.wade@oregonstate.edu or 541-737-0730.

Spring Clean-up! – Budget Authority

In May we will be sending out Financial Budget Authority forms for completion by our customers. This form will allow UABC to quickly verify who is the appropriate Budget Authority for expenditures and purchases for unit indexes. The form also allows Budget Authorities to delegate their authority, and provides an opportunity to review, add or delete previous delegations that are currently on file for your unit. Your prompt response in completing and returning the form would be greatly appreciated! Questions regarding the form or budget authority delegations? Contact Laura Frye @ 541-737-8732 or Linda Adams @ 541-737-6816.

Quick tip: If you are submitting an invoice for payment on an index for which you do NOT have Budget Authority (for example, an agreement was made to “split” the purchase of the item with another unit) please include documentation (e-mail, copy of the agreement, etc.) authorizing you to use the other index. This will speed up payment especially if the index is normally serviced by another Business Center!

FY14 Year End Purchasing Deadline …..is just around the corner!! One of the first deadlines for Fiscal Year End Close is for any requisitions for $100,000 or greater: FRIDAY – May 9th. Please plan accordingly to gather all required documentation and submit it to UABC.Purchasing@oregonstate.edu. John DeVoe will route the information to PaCS to ensure purchases are made and received in FY14.
Whose got my Pie....or was that PII??`?? - UABC has received several inquiries regarding obtaining Personally Identifiable Information (PII) and use of the New Vendor Setup system. An updated tutorial has been added to assist with those questions and be found on the following link: http://oregonstate.edu/fa/businessaffairs/bcr/training/faa/new-vendor-setup

What does PII include?
- Social Security number
- Driver’s license number
- Foreign identification number
- Passport or other US identification number
- Credit card number
- Bank account number

How do I protect PII?
- DO NOT keep PII after using for business purposes
- DO NOT include PII in emails
- DO NOT take files containing PII home
- DO NOT store PII on personal media devices (laptops, thumb drives, home computers, etc.)
- Keep computer screens displaying PII out of public view and use screen passwords
- Shred documents that are no longer needed
- Store paper documents containing PII in a locked file
- Store electronic documents containing PII on a secured network or with password protection and encryption

Quick Tip: For a quick look at what has changed within the Information Security Policies and Procedures Manual, please use the link: http://oregonstate.edu/fa/manuals/is/mrr

Vendor Maintenance (VM) Goes Green for Spring!! -  As of May 1st, VM will complete the transition to self-service, and will no longer accept paper activation forms for setting up students, employees, volunteers, candidates, and participants. Need to set up a new vendor? Visit: http://oregonstate.edu/fa/businessaffairs/bcr/training/faa/new-vendor-setup

Speaking of Being “In the Green”: Budget Process Update
FY 14: 3rd Quarter Projections have been submitted. Many thanks to you all for your timely responses!

FY 15: NOTE: Budget deadlines are a month earlier than last fiscal year!
- Completed FY15 budgets are due to UABC by August 8th!
  - Salary Projections will be sent out by UABC mid-June for your review. Please let your Finance analyst know of any personnel changes, anticipated new hires and position vacancies or eliminations.
  - FINAL Revenue Estimates for FY15 are due to your Finance analyst by May 14th. If your department receives revenue, your Finance analyst will be contacting you to confirm if your March 2014 revenue estimate needs updating for next year.

**Questions about the budget process? Contact your Finance analyst and schedule a meeting!**
HR News:

NEW OSU Job Announcement Tagline - Advertising for an open position? The tagline for job announcements and employment ads in written publications has changed. For publications that charge by the word (gulp!) the following tag line should be used: “OSU is an AA/EOE/Vets/Disabled.” For other electronic or printed listings (such as listserv announcements, job seeker websites, etc.) where per word cost is not a factor, additional taglines are available: http://oregonstate.edu/oei/job-announcement-tagline. The change is in response to new federal guidelines and OSU’s self-study of equity, inclusion, and diversity efforts. Questions? Contact Robbin Sim in the Office of Human Resources (robbin.sim@oregonstate.edu or 7-3203), or Anne Gillies (anne.gillies@oregonstate.edu or 7-0865) or Kerry McQuillin (kerry.mcquillin@oregonstate.edu or 7-4381) in the Office of Equity and Inclusion.

Getting Paid – It’s Rewarding!!! Getting paid is rewarding; getting paid on time is even more rewarding! All employees deserve to partake in this rewarding experience. You can help by ensuring that hiring paperwork is turned in on time. When paperwork is received after payroll due dates, employees’ paychecks are delayed; which besides causing logistical problems can leave employees feeling unappreciated. Payroll cut-off dates can be found at: http://oregonstate.edu/admin/hrsteam/paycal.pdf. Please call us if you have any questions, but most of all, send us all required paperwork in time to share the reward of timely paychecks with all employees!!

A Few Important HR Dates and Upcoming Events:

- Faculty Merit Increase Process:
  5/07/14 Distribution of salary worksheets.
  5/22/14 Salary worksheets due to UABC.
  5/27/14 Salary worksheets reviewed by Academic Affairs and OHR.
  6/16/14 Approval of increases and notification to employees.
  7/01/14 Salary increase effective date for 12-month employees

- Summer Insurance
  5/06/14 Last day to notify UABC HR of academic year employees who will not be returning in the Fall and should not be triple deducted for Summer insurance coverage.

We Want to Hear From You! Hopefully you received our e-mail late last week with a link to UABC’s Customer Satisfaction Survey. We would greatly appreciate you taking a moment to take the survey. As one of our valued customers, your feedback is essential and will help us identify successes and best practices, as well as opportunities for improvement and service development.

Many, many thanks for all you do!!

Dee Wendler, UABC Manager
Celia Feres-Johnson, UABC HR Manager
Linda Adams, UABC Accounting Manager
Christen Harryman, UABC Finance manager
Tiffany Gillis, UABC Interim Finance Manger