Provost Business Office April 2015 Newsletter

**GIA Scholarships**
Remember that any GIA (Graduate Incentive Award) budget you have is a fixed budget. If your college has overspent the GIA account line (G/L 550202) in FY15, you must move off those over expenditures to college/departamental funding. For any questions, contact Tim Bybee.

**Local Funds - End of Fiscal Year**
As we quickly are approaching the end of the fiscal year, please be proactive in monitoring your local funds and prevent them from going into deficit. Per the current cash policy, no local fund can end the fiscal year in deficit unless there is an approved plan on file with the Provost staff.

**Travel Reminders**
Travel Authorizations must be completed and approved prior to travel plans being made. Clearly identify on each reimbursement form which charges have been pre-paid (via p-card).

**Records Management**
The University of Cincinnati Records Management Program is holding three spring workshops with different topics designed to help folks best understand university records. The workshops are all located in Blegen Library and you are asked to RSVP to Eira Tansey at eira.tansey@uc.edu. The workshop titles and times are:

- Introduction to Records Management. Friday, April 17, 10:00AM
- Managing Email and Electronic Records. Tuesday, April 28, 10:00AM
- Get a Game Plan for Records Management. Monday, May 18, 10:00AM

Other very useful information can be found in their newsletter series “Records Quarterly” or their website www.libraries.uc.edu/arb/records-management

**Reminder: Sign up for Castlight by 4/30/15**
Don’t forget: sign up for Castlight by April 30 and you could win a year (12 months) of premium-free healthcare*! To sign up, simply log into anthem.com, and click “Know Your Costs.” Registration takes less than 5 minutes.

What is Castlight? Castlight is a personalized healthcare tool that helps you compare doctors, medical services, and facilities by cost and quality. Castlight gives you the information you need to find the best healthcare for you and your family through your Anthem medical plan. Castlight is available to UC employees, spouses/domestic partners and dependents age 18 and older enrolled in a UC Anthem medical plan. Learn more about Castlight at www.mycastlight.com/UC. Or you can call Anthem Support at 1-844-249-5372. Don’t delay – register and start using Castlight today!

* The university will cover your share of your monthly or bi-weekly medical premium (deducted from your paycheck).

**CACUBO Conference**
CACUBO is offering the 2015 Higher Education Accounting Workshop on May 18-19 in St. Louis, MO. The intended audience is accounting and financial administrators in all types of higher education institutions who want to enrich their professional skills. If you or any of your business folks are interested, visit the CACUBO website at cacubo.org for the details.

**Next BA Meeting**
The next Business Administrator’s meeting will be on Tuesday, March 24th 8:30-10:00am in 407 Teachers College.

**Next Board of Trustees Meeting**
The next meeting will be on Wednesday, April 15th at 8:00am at the Russell C. Meyers Alumni Center.