Validation Table
Please make sure that your account strings are updated in the validation table by 4/15/17.

Travel Authorizations
Any travel taking place 6/15/17 or after which already has a signed/authorized TA, will need to have re-approval via the Concur system. Please hold off on Travel Authorization requests for travel after 6/15/17 until Concur goes live at the end of April in order to avoid duplication of effort.

Concur
Just a reminder, those identified as participating in the Concur Pilot need to schedule for training. Once the system goes live to please reach out to our office to Kent Martin, Brad Hoffman, or Tim Bybee for any questions.

Important Budget Formulation Dates

<table>
<thead>
<tr>
<th>DATE/DEADLINE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/24 at 12:00 noon</td>
<td>A123 Cut-off - PERM Budget ONLY</td>
</tr>
<tr>
<td>3/6 – 3/10</td>
<td>New User PBF Training</td>
</tr>
<tr>
<td>3/13 – 3/17</td>
<td>PBF Open Refresher</td>
</tr>
<tr>
<td>3/20 at 8:00 AM</td>
<td>PBF Opens to Decentral Users</td>
</tr>
<tr>
<td>Deadline</td>
<td>To be distributed to each area in separate e-mail</td>
</tr>
</tbody>
</table>

Pooled Requisitions and Recruitment Waivers
The University can fulfill its compliance requirements for externally posting and recruiting diverse, well-qualified applicant pools through advertisement of pooled positions or through advertisements indicating that a defined number of current vacancies shall be filled from a specified requisition. The Provost Office and OEOA do not need to approve waivers where the university appropriately advertises and recruits for either:

1) A pooled position, which is a position where the job posting expressly states that though UC may or may not presently and/or at any time during the lifecycle of the posting have a vacancy for this position, applicants interested in working for the university in this capacity are invited to submit their completed applications into the pool. If, during the advertised lifecycle of the pooled position, the university has a need to hire one or more persons to serve in the position, persons with completed applications in the pool at the time when the university’s need arises will receive consideration. Typically, a pooled position will be posted for a defined duration of time and will not be closed, whether hiring occurs or not, until the end of the posting’s lifecycle; or

2) A position with a defined number of currently available vacancies, identical in their position descriptions and classifications, to be filled from a single requisition applicant pool. (e.g. Expressly advertising in externally posted recruitment materials that the University has 2 vacant admissions officer positions that will be filled from the pool of applicants collected in Requisition No. 000000.) Differing from a pooled position, in this circumstance the position would typically close when the defined number of advertised vacancies are filled.

With proper departmental/divisional approval, hiring units may hire multiple candidates from a properly advertised pooled position without acquiring an OEOA approved waiver and/or hiring units may hire multiple candidates, up to the number of vacancies advertised, from a requisition that is expressly advertised as being used to fill a defined number of current openings.

Where a hiring unit seeks to deviate from standard, external recruitment/hiring practices an approved waiver should be requested. (e.g. A request for an appointment without a search; A request to conduct an internal search; A request to hire an additional candidate from an applicant pool that was not advertised as being intended to fill multiple current vacancies or as a pooled position; A request to hire an additional candidate, beyond the number of vacancies advertised, from an applicant pool that was advertised as being intended to fill a specified number of current vacancies; A request to hire a candidate from a closed search; etc.).

Next Business Administrator Meeting
Tuesday, February 28th from 8:30am - 10:00am, 407 Teachers/Annie Laws.

Next Board of Trustees Meeting
Tuesday, February 21st at 8:30am, 407 Teachers/Annie Laws.