Provost Business Office May 2017 Newsletter

Year-End Closeout Schedule
Please review the Year-End Closeout Schedule link for important deadlines. Also, remember to have all FY17 Journal Entries done by June 30.
http://www.uc.edu/content/dam/uc/af/controller/docs/ClosingScheduleByCategoryByDate.pdf

CONCUR Updates
- A comprehensive list of FAQ’s that can be disseminated to your College/Unit can be found here: http://www.uc.edu/af/travel/concur-training/faqs.html
- There was a newsletter that was sent by the Travel office that highlighted some important best practices as well as tips/tricks (see attached).
- Please make sure all of your personnel are trained and up to date with the current Concur news. When traveling, unless you are entertaining (see Financial Policy regarding Entertaining), you will receive per diem. Do not charge meals (or room service) while on travel on your p-card (unless the meal meets the entertainment requirements). Updated financial policies to match Concur requirements will be forthcoming very soon.

Alternative Work Schedules
The university HR policy committee in conjunction with UCIT Information Security, Payroll, and the Office of General Counsel updated the Alternative Work Schedule Policy 16.21. We encourage all org units to carefully read the policy including the definitions of each type of alternative work schedule and the procedures required for requesting an alternative work schedule. Please reach out to Scott Page or your HR Business Partner should you have any questions.

HR Updates
- Just a reminder that Overload PCR’s can now be processed with Dean approval. Please ensure you input the Dean’s approval in the comment section of the PCR.
- As we are moving into high volume hiring season over the summer, helpful hints from Central HR can ease the time it takes for your hiring requirements:
  - Give yourself enough time to complete the hiring process- Start early!
  - Pay close attention to accuracy- Mistakes take time to fix!
  - Follow the process- You’ll have less errors and hire more quickly
- Just a note, Scott and Kent check Success Factors daily at least once in the morning and once at the end of the day at minimum.

Next Business Administrator Meeting
No May Meeting. The next meeting will be the BA Retreat on Thursday, 6/22 at BOOST.

Next Board of Trustees Meeting
Tuesday, June 20th at 8:30am, Clermont College.