TOPICS

Separation PCRs
Please make sure to process separation PCRs in order to assure the Bundled Rate Charges will be accurate for FY18.

UGA Funds
If your area receives UGA (stipend) funds from the Graduate School, please remember that you are not permitted to overspend those funds. Since we are approaching half-way through the FY, this is a good time to review. If you are trending to overspend by the end of the fiscal year, make arrangements to move off some expenses to college funded lines. If you have any questions, please call Tim Bybee.

Open Enrollment for 2018 Benefits
Annual Enrollment dates are November 1-30, 2017 for the 2018 plan year. You will make your benefit elections using Employee Self Service (ESS). Please review the dedicated HR webpage (http://www.uc.edu/hr/benefits/2017-annual-enrollment.html) for information about a variety of topics including what is changing and what is staying the same. Some of the changes include the addition of a VSP vision plan as well as an increase to the IRS annual maximum contributions to HSA accounts.

Electronic A123s (Excel)
When using the Excel version of the A123, remember to also include the carbon form with your signature. You may attach the spreadsheet to the carbon form and reference “see attached.” For faster processing by OBM, also email the Excel file to our office. We will forward that on to OBM for uploading into UC Flex. This will also help avoid keystroke errors.
Travel Expense Report

- Travel Resource office encourages users to start their Travel Expense Reports from their Travel Request.

Starting Expense report from the Request:
- Transfers the header information from Request to Expense
- Attaches the Request to the Report automatically

Next Business Administrator Meeting
The next meeting is Tuesday, November 28th at 8:30am, 407 Teachers Dyer (Annie Laws).

Next Board of Trustees Meeting
Tuesday, December 12th at 8:30am, Location TBD.