Provost Business Office December 2011 Newsletter

FY 13 UGS/UGA Allocations

Final FY13 UGS allocation letters have been sent to the Colleges for their planning purposes. Tentative UGA allocations letters have been sent as well. Final UGA allocation letters for FY13 will be sent after the June Board of Trustees Meeting. Any questions about your numbers should be directed to Karen Losekamp.

Closing Funds

With the All Funds Budgeting process taking place, there has been a lot of interest in closing funds. Before sending in the paperwork to close a fund, the first thing is to make sure it is at a true $0.00 balance. Also, make sure to run AA330 in B/W to make sure there are no assets tied to the fund. If you need to change the fund on an asset, please work with Asset Management.

Provost HR Office

The Provost HR Office has experienced a few issues with People Admin and its new position description module. If you submit a requisition and there is no action for a day or two, please contact Mike, Rebecca or Angel, as we have had some instances wherein requisitions have not been visible in the Provost queue. Please feel free to continue to provide feedback on any other issues that you encounter and we will work with HR to resolve them as quickly as possible.

December PCR Deadline Reminder!

Don't forget that the last day to submit PCR's and be guaranteed they will be processed in time for the December payroll run is close of business on **THURSDAY 12/15/2011**.

State of Ohio Minimum Wage Increases on 01/01/2012

The basic Minimum Wage for the State of Ohio increases from $7.40 per hour to $7.70 per hour effective Sunday 01/01/2012. If you have any Student Workers below this new wage rate, they will receive an automatic increase to the new Minimum Wage. Any students already at or above the new Minimum Wage will NOT receive an adjustment.

New People Admin Module

We are continuing to identify and correct any issues and problems found with the new Position Description Module in PeopleAdmin. Please continue reporting any questions, concerns or comments you have to Mike Sonntag via e-mail. He will address these items with the PD Committee for review.

Next Board of Trustees Meeting

The next Board of Trustees Meeting will be on **Tuesday January 24th, 2012 at 8:30am** at the Russell C. Meyers Alumni Center.

Next BA meeting

The January 17th BA meeting has been **CANCELLED** due to Budget meetings.

The next BA meeting will be on **Tuesday February 28th, 2012 at 8:30am** in 220 Van Wormer.