Provost Business Office June 2012 Newsletter

UC Role Request Forms

All UC Role Request Forms are required to be sent to us for VP approval. UC Flex has had to send numerous forms to us that were not routed through our area first, so this extra step may cause a delay in the processing of your request.

Wireless Stipends

Just a reminder that all cell phone stipends should have an end date of **6/30/12**. Anyone interested in requesting a cell phone stipend, needs to re-justify their request (per the policy) and get their supervisor's approval prior to any PCR being submitted. Per the wireless stipend policy, a GetIT order is required before processing the PCR. Please include the GetIT order number in the comments section

E-Verify information

Beginning **July 1, 2012** the University of Cincinnati will E-Verify all new hires (Staff, Students and Faculty) and continue to E-Verify employees assigned to a federally funded contract.

- **What is E-Verify**
  - E-Verify is an internet based system that allows employers, using information reported by the employee on Form I-9 (Employment Eligibility Verification form), to determine the employee's eligible work status within the United States. The process requires the I-9 to be completed electronically. The system then searches the Social Security Administration and Homeland Security Databases for matches. Note: after July 1, paper forms will only be accepted for the remote I-9 process.
- **What Happens if a Mismatch Occurs**
  - A mismatch or 'tentative non-confirmation" occurs when the system is not able to confirm that the employee's personal information matches the Social Security Administration's or Homeland Security's records. When a mismatch occurs, the employee must be permitted to work until all discrepancies are resolved. The employee should be provided with documentation regarding his or her rights and responsibilities to challenge the mismatch. Tracking of a mismatch will be completed by Human Resources.
- **Electronic I-9**
  - On July 1, all new hires (Staff, Students and Faculty) will complete an I-9 electronically. The employee will complete Section 1 of the online I-9. Human Resources and authorized business partners (representatives at UC Blue Ash, UC International, Clermont College, Academic Health Center and Central HR) will complete Section 2 of the online I-9. The authorized business partner will also select the E-Verify option that automatically initiates the E-Verify process.
- **Keep an Eye**
  - HR is in the process of scheduling demo dates for the new process. There will be several dates available that will be communicated shortly. Questions regarding this process should be directed to Alecia Trammer at (513)-556-1225.

FY12 closing schedule

http://www.uc.edu/content/dam/uc/af/controller/docs/ClosingScheduleByCategoryByDate.pdf

Provost Contacts

The VP Contact Reference Sheet for BAs has been updated and your contact has likely changed. Your new contact can be found here: http://www.uc.edu/provost/units/business_financial_affairs.html
To better serve you please submit all forms and inquires to your referenced contact.

Provost Commitments and Transfers

All Provost Commitments and ITIE Funds will be transferred in early July. Christa Eitel will be sending you your commitment list with a request for account information in the next week or two.

New Faculty Hires

In order for new faculty hires to receive a September paycheck, the hiring complete must be done by **08/30/2012**. **However**, keep in mind, a faculty member made hiring complete by **08/30/2012** would not have access to Blackboard nor would they have benefits effective **08/15/2012**. We suggest that hiring complete be done by **08/01/2012** to ensure there are no issues with delayed access to benefits, Blackboard, or pay.

Outside Activity Reports

The reporting period will be later this year due to semester conversion. A schedule is forthcoming so please be on the lookout.

Next BA meeting

The June BA meeting will be on **Tuesday June 19th, 2012 at 8:30am** in 220 Van Wormer.

Next Board of Trustees Meeting

The next Board of Trustees Meeting will be on **Tuesday June 26th, 2012 at 8:30am** at the Russell C. Meyers Alumni Center.