Provost Business Office February 2012 Newsletter

Journal Entries Reminder:
Please make sure that all journal entries are completed prior to budget formulation.

P-Card process:
Please remember that the Independent Reviewer designated for each p-card holder must review a p-card statement and the receipts at a minimum of once per quarter.

PCR Initiators:
When creating and submitting PCR's you must keep the PCR Workflow in mind in order to allow ample time for review (and correction and resubmission, if needed) in advance of the Payroll Deadline. **PCR's submitted ON THE PAYROLL DEADLINE run the risk of not making it through the workflow in time for the monthly (or bi-weekly) payroll run**.

PCR Initiators should also check their PCR queue on a regular basis for PCR's that have been returned for correction or additional information that may be required. Remember, there is **NO** e-mail alert when PCR's are returned to the initiator.

Please share with the AAUP-Represented Faculty in your college/unit:

- AAUP Retirement Seminars:
- Tuesday 03/06/2012 – 10:00 a.m. through 12:00 noon – Vontz Auditorium.
- Wednesday 03/07/2012 – 12:00 noon through 2:00 p.m. – Vontz Auditorium.
- Faculty members should RSVP to the AAUP Office at 556-6861.

Recruitment Waivers:
Please remember to send all Recruitment Waiver requests to the Provost HR mailbox at Provost HR (ProvostHR) ProvostHR@ucmail.uc.edu and be sure to include a completed Recruitment Waiver Request Form which can be found on the Provost Website under the Business & Financial Affairs section.

Coming this Spring --- a new Human Resources Training Program called "HR 101". Watch for more details coming soon!

Faculty Development Council – Collaborative Awards
FY12 Faculty Development Council Collaborative Awards were just awarded late last week. The faculty members who received awards were notified by Ryan Hays on February 10. If any of your faculty received awards, Tim Bybee will be contacting you in the next week to get the account information for the transfers.

Next Board of Trustees Meeting
The next Board of Trustees Meeting will be on **Tuesday March 27th, 2012 at 8:30am** at the Russell C. Meyers Alumni Center.

Next BA meeting
The next BA meeting will be on **Tuesday February 21st, 2012 at 8:30am** in 220 Van Wormer.

The March BA meeting will be on **Tuesday March 20th, 2012 at 8:30am** in 220 Van Wormer due to the scheduling of the next Board of Trustees Meeting which is on Tuesday March 27th, 2012.

Farewell Reception for Kelly Beck:
Please join us on Friday, February 24th, 2012 at 2:00pm to wish Kelly Beck good luck in her new position in the Office of Budget Management! The reception will be in Van Wormer, 1st floor rotunda.