Provost Business Office April 2012 Newsletter

Provost Office Staff News

New Employees - Christa Eitel, Associate Director of Business Affairs; Scott Page, Financial Analyst. Welcome to our team! We are currently in the process of searching for a replacement for Mike Sonntag who has taken a position with Arts and Sciences. We wish Mike all the best in his new position!

UCIT bundled services rates

The rate for FY13 has been set at $53.91 per FTE, which is an increase from FY12 of $53.71 per FTE.

Annual Performance Reviews

Once again it is time to start thinking about the Annual Performance Evaluations for your College or Academic Unit. As we have done in years past, the Provost Office does NOT require use of a specific evaluation form. There is Performance Evaluation forms located on the Central HR forms webpage.
http://www.uc.edu/hr/forms.html
Colleges and Units should try to have all annual performance evaluations completed by **May 31st, 2012.**

New Timekeeping System

Thanks to all of you for your responses on the Role Assignments and Time Schedules needed for the set-up of the new university timekeeping system. Watch for more details and answers to your questions as we get closer to the launch date – **July 22nd, 2012.**

Next BA meeting

The April BA meeting will be on **Tuesday April 24th, 2012 at 8:30am** in 220 Van Wormer.

Next Board of Trustees Meeting

The next Board of Trustees Meeting will be on **Tuesday May 22nd, 2012 at 8:30am** at the Russell C. Meyers Alumni Center.