New Faculty Orientation
September 22, 2015

Working with the Agricultural Sciences and Marine Sciences Business Center (AMBC)
Contacts . . . Your Office Administrator is a great resource and usually your first point of contact. The business center is next:

http://oregonstate.edu/fa/bc/ambc/
### Directory of Staff Serving Applied Economics

#### Unit Contact

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Radke, Cheryl   | Office: 541-737-1398 | › Human Resources  
                 | Contact person by email | › Time Entry |

#### Grants and Contracts

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Child Rodgers, Sarah | Office: 541-737-5251  
                     | Contact person by email | Pre-award support for grants & contracts |

#### Payroll

<table>
<thead>
<tr>
<th>Name &amp; Position</th>
<th>Contact Information</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Brittain, Helen | Office: 541-737-4375  
                  | Hovland Hall  
                  | Empcenter/Pay Analysis  
                  | Hovland Hall 108  
                  | Specialist  
                  | 2700 SW Campus Way  
                  | Corvallis, OR 97331  
                  | Contact person by email |
Visit the Agricultural Sciences and Marine Sciences Business Center in Hovland Hall

And invite us to your offices, your seminars, and your departmental functions

We also have an office at the Hatfield Marine Science Center
We aim to . . .

• Reduce your administrative workload
• Increase efficiency and improve service to you
• Provide you with information that meets your needs
• Have dedicated contacts and back-up contacts to serve you
• Expedite the hiring process
What is or is not in the business center?

In the business center:

• Finance and Accounting, including grant monitoring, budget review, invoice payment, etc.
• Payroll
• Human Resources
• Tracking your start-up funds
• Budgeting funds to your unit
• Helping with other questions, assistance in getting to the right place, finding the right policy, troubleshooting, etc.

Not in the business center:

• Benefits
• Office for Sponsored Research and Award Administration (OSRAA)
• Business Services (e.g., parking, recycling, etc.)
• Facility Services
• Information technology
Some of the more common documents and policies

- Invoices, HR forms, travel forms and personal reimbursements
- Labor distribution changes
- Communication allowance agreement
- Staff fee privilege form
- Personnel Activity Reports (PAR forms) - accurate time reporting is critical for federal compliance
- Request for Approval of Professional Outside Activities
- Limit personal reimbursements
- Request reimbursement within 60 days
- Purchase of $5,000 or more requires a purchase order
- Link to all OSU Administrative policies: http://oregonstate.edu/fa/manuals/
- Most forms: https://oscar.oregonstate.edu/

Do not sign contracts
Some suggestions

• Give others enough time (e.g., to advertise a student job, review a grant proposal, etc.)
• Do not put someone to work before the paperwork is complete (e.g., I-9 employment eligibility verification, if applicable, criminal history, motor vehicle check) unless you have a get out of jail free card
• Submit your timesheet and approve your employee’s timesheets
• Talk with your unit travel coordinator to know the process and what is allowable

Training

• Take Search Advocate training
  http://oregonstate.edu/oei/search-advocate-training
• If you are going to supervise, take management training
  http://hr.oregonstate.edu/training/core-curriculum-managers-supervisors
Try the Grant Reporting and CORE Systems
https://bfpsystems.oregonstate.edu/bfponline/GrantResearch/ViewMyGrants/Default.aspx

Active and Non-Terminated Grants through 9/14/2015 (Includes all Payroll Encumbrances)
Edge, William D

https://core.oregonstate.edu/home

Jack Breen
Tuesday, September 15, 2015

Enrollment Dashboard

OSU Fall 2015 as of 9/15/2015

<table>
<thead>
<tr>
<th></th>
<th>Cascades</th>
<th>Corvallis</th>
</tr>
</thead>
<tbody>
<tr>
<td>27558</td>
<td>994 (3.9%)</td>
<td>22183 (0.9%)</td>
</tr>
</tbody>
</table>

% Remaining | Burn Rate | Project End | Mths Remaining | Last Trans Date
---|---|---|---|---

Oregon State University
Life as a public employee, the newspaper test and the legal test...

...the cornerstone of Oregon Government Ethics law, prohibits public officials from using or attempting to use their official positions or offices to obtain a financial benefit for themselves, relatives or businesses they are associated with through opportunities that would not otherwise be available but for the position or office held.

Working with the AMBC . . .

Questions?
Comments?

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(541) 737-5909