College of Arts & Architecture
Joint Human Resources & Finance Office Meeting Agenda
October 28, 2010
10:00am – 11:30am

**Those Attending:** Janet Bergamaschi, Chris Butts, Barbara Cutler, Dan Heckman, Dee Heichel, Tammy Hosterman, Judy King, Ronda Markley, Shelly Marquardt, Karen McNeal, Brenda Ross, Wanda Scaife, Tracey Spicer, Kathy Walker, Betsy Warner, Jenny Watson, Linda Wheeland, Lora Zimmerman, and Brenda Zucco

**Guest Speaker: Ray Burke, Payroll Manager**

**Finance Office:**

1) Barb Cutler’s role regarding Grants/Contracts – (Grants Manager)
   a. Point of contact for all Grants and Contracts for College
   b. Works directly with Office of Sponsored Programs
   c. Represents Associate for Dean’s Office and Finance Office on Grants and Contracts related issues.
      (send an email to Shelly @ szm5@psu.edu requesting her to set up an advance fund. The email must document that your department is accepting responsibility for any expenditures incurred if grant funding is not received from the sponsor)

2) Autoposted transactions
   a. 30 days from purchase
   b. Notify Finance Office if there is a reason a transaction will autopost (send an email to Tracey @ tjs20@psu.edu to notify our office)
   c. Audit issue – cards may be suspended if Finance Office is not aware of transaction

3) IT recommendations for shutting down your computer at night
   a. When shutting down your system at night, **DO NOT**
      i. SHUT DOWN
      ii. LOCK COMPUTER
      iii. It is recommended that you actually **RESTART**, your machine

**UPDATES:**

*eBuy+ will be live November 1 (Dan is finishing paths)*

*Temp funding & carryforward emails sent out stating the documents have been processed. Funding was provided for all salary/wage related requests. Departmental Allotment funding for equipment, travel, etc. must be requested after expenditures are incurred. Send email to Dan with appropriate IBIS document numbers where expenditures were incurred.*

**Human Resources:**

1) Competency Program Review
   a. Jenny met with the department heads/directors and the administrative assistants who supervise and distributed the letters. Employees should be given the letters no later than Nov. 1.
   b. Please provide any feedback to Jenny (positive and negative). Employment and Compensation is requesting the feedback so issues can be addressed.
   c. Because of the competency changeover, the SRDP form will be revised. However, the changes will not occur in time for this year’s reviews.
2) Workflow Termination Review  
a. Workflow Termination sessions have been taking place. Anyone on the approval paths were encouraged to attend. However, the training is geared more towards those who input the information on the termination forms and submit them.

3) HR Updates  
a. Nov. 1 is the beginning of the open enrollment for updating employee benefits. Even if there are no changes to be made, if you want to continue your flex benefits, you must update that each year.  
b. Open Enrollment Benefits Presentation can be viewed at the OHR Benefits website.  
c. Central OHR has hired a new Vice President for Human Resources who will move into Billie Willits’ former position. More information on the new hire will be provided at a later date.

4) Unit Updates  
a. No unit updates were given.

5) Miscellaneous Updates  
a. If there is a problem opening a link within the College’s human resources web page, try opening the link in Firefox. If the link doesn’t work in Firefox or Internet Explorer, then let Lora know. Currently, the College is creating a new web page, and very few changes are being made to the current web page. Some links are no longer compatible with Internet Explorer.  
b. It was recommended that if a grad student is hired as a fixed term 1 or fixed term 2 instructor following graduation a new I-9 should be completed to avoid the possibility of expiration of an older I-9 and holding up the appointment.

Next combined FO/HR meeting will be held December 9, 2010, 10:00am – 11:00am in 121 Borland Bldg.