Northwest Weekly Summary (NEWS)
March 30, 2015

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Welcome . . .

Position Announcement . . .
Program Assistant, 4-H Youth Development - 100.0 FTE%
Harrison County, Cadiz, Ohio
JobReq: 406791
Deadline: April 12, 2015
To Apply

In the News . . .
New 4-H director to focus on leadership and life skills
Medina County Gazette
March 20, 2015
- Featured: Morgan Domokos, OSU Extension - Medina County

4-H Youth Development hosts Awareness Day at library
Medina County Gazette
March 24, 2015
- Featured: Medina County 4-H Youth Development Program

Business Office Training Registration - Last Chance to Register for New Director or New Fiscal Employee Basic Training . . . (Source: Cindy Buxton)
There is one day left to register for New Director/Leader or New Fiscal Employee Basic Training being offered by the Business Office on 4/8 via Carmen Connect or 4/16 at the 4-H Center in Columbus. This course is an overview of all fiscal functions for new fiscal employees and new Unit Approvers/Directors. This is not a detailed review, but will provide the basic terminology and topics for new employees. (This is the same training as above but offered in person with more in depth discussion of topics) is geared towards anyone in the college who is interested, it’s not just for Extension employees.

If you haven’t registered and are interested please do so by end of day 3/31.
Register Here: http://cfaesfinance.osu.edu/training/2015-business-office-training

Nicole Debose
County Extension Director
Cuyahoga County
debose.8@osu.edu
Supervisor: Jackie Kirby Wilkins

Lindsay Millard
Program Assistant, EFNEP
Summit County
millard.49@osu.edu
Supervisor: Yvette Graham
Also at the link above you can register for other upcoming topics:

- Internal Audit Recommendations – 5/21
- County Budget Preparation – 6/18

**CFAES Minors Policy Compliance Update...**

The Ohio State University has recently expanded the Activities and Programs with Minor Participants, Policy 1.50 for those in the university community, which includes our Extension offices throughout the state of Ohio. Therefore, a fingerprint background check (BCI or BCI/FBI) will be required for all new and current extension employees.

The CFAES HR office will be sending the names of current faculty and staff who need a BCI background check to OHR and Gina Thorpe’s group. You should expect an email communication from them indicating how to obtain your BCI background check. **The initial deadline to complete your fingerprint check was March 31, 2015 but CFAES HR is extending this deadline to April 10, 2015.** You will be reimbursed for the cost of the background check, please see communication from the fiscal office below.

With the help of OHR, the CFAES HR office will be tracking and monitoring the background checks which are required every four years under the Minors Policy.

If you receive a request to complete a background check and have recently had a background check competed (in 2012 or 2013), the CFAES HR office is asking that confirmation of the completed background check be sent in one of the following forms to Kaylee Buzard (buzard.19@ou.edu).

- Copies of completed background check with completion date
- Record of completed background check on an spreadsheet maintained by Extension HR

Upon receipt, Kaylee will add the employee(s) name to the list for the appropriate year (2016 or 2017) to have the background check completed. If you are unable to locate the acceptable form of confirmation listed above, CFAES HR will ask that you please submit the background check as requested. Please remember, you will be reimbursed for the cost of the background check (the original receipt will be needed in order for the reimbursement request to be processed).

**Faculty and staff requested to complete a BCI fingerprint background check must also complete the training module developed by OHR through Carmen.** It can be found at [https://carmen.osu.edu](https://carmen.osu.edu). Click “join self-enrollment courses,” select “Activities and Programs with Minor Participants” and complete the training. **When complete, please email a copy of the certificate of completion to Kaylee Buzard (buzard.19@osu.edu).**

In addition, ALL faculty and staff who are involved in a program with minor participants must read, sign and agree to abide by the “Standards of Behavior” document that is available at: [http://hr.osu.edu/public/documents/policy/resources/150standards-emplvol.pdf](http://hr.osu.edu/public/documents/policy/resources/150standards-emplvol.pdf). When complete, the document must be sent to the attention of Kaylee Buzard (buzard.19@osu.edu). Elayne Siegfried will sign as the “Activity or Program Director signature” on the form.

**Background Reimbursement Communication from the Fiscal Office:**

There have been a lot of questions about how these required background checks will be paid for. The funding will come from the CFAES Human Resources budget; therefore, your offices will not be responsible for the cost. There are three mechanisms for paying for the background checks:

1. Complete on OSU Campus through the Central Office of Human Resources (OHR)
   a. OHR has our chartfield on file, and will bill us directly
2. Complete at your local office and use your office PCard to pay.
   a. An eRequest will be used to document the transaction.
   b. Be sure to submit the request under 41200 via the “funding source” or “workflow” org (not the same as the chartfield).
i. Attach a copy of the receipt to the eRequest for review.

j. Maintain the originals in your local office.

3. Complete at your local office and pay for it personally.
   a. After completion, submit the original receipt to Kaylee Buzard for processing. Keep a copy for your personal records.
   b. 109 Research Services Building
      1680 Madison Ave.
      Wooster, OH 44691
   c. Kaylee will process the reimbursement in the eRequest system.

These are the only options we are allowing to meet the HR requirements. We appreciate your assistance in completing these checks and handling as we request. If you need assistance with entry into eRequest or other instructions, please feel free to contact Jessica Favret (favret.10@osu.edu).

**Managing Multiple Priorities, Projects and Deadlines Workshop** . . . (Source: Crystal Ott)

Do you want to feel less stressed and more in control of your time?

Join us for this dynamic seminar, hosted by Chi Epsilon Sigma!

**Managing Multiple Priorities, Project and Deadlines Workshop**

April 20, 2015

Nationwide and Ohio Farm Bureau 4-H Center

9:30 a.m. – 4:30 p.m.

Registration is now open to All-Extension. Please click HERE for the flyer with the link to register. There are a limited number of spaces available. I will cut off the survey when we have reached our limit and let you know if you have been put on the waitlist.

We hope you are able to take advantage of this opportunity!

Please contact me (ott.109@osu.edu) or Amanda Forquer (forquer.13@osu.edu) with questions.