Northeast Weekly Summary (NEWS)
April 27, 2015

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Our Condolences . . .
to Wendy Ward, Office Assistant, Geauga County, on the recent passing of her husband Russ. A Celebration of Life will be held 1:00 P.M. Saturday, May 2, 2015 at Russell-Sly Family Funeral Home, 15670 West High St. in Middlefield. Calling hours will be Friday, May 1st, 5:00-8:00 P.M. at the funeral home and also, Saturday, 11:00 A.M. until the time of the Service.

Dependent Eligibility Update . . . (Source: Laura Keesor)
It has been brought to our attention the vendor contracted by the University to manage the Dependent Eligibility Verification process (Xerox HR Solutions) is behind in processing the submissions that have been sent to them.

We understand that several employees have reported receiving duplicate emails from Xerox asking for paperwork which they had previously submitted. We also understand that when employees call to confirm receipt of previously submitted documentation the hold times to the Xerox Customer Service Center have been long.

We apologize on behalf of the University if you have been impacted by this process. University HR has suggested that you fax your paperwork to Xerox at 201-633-7381.

For further questions:
Xerox HR Solutions: 1-877-248-1595
OSU Office of Human Resources, service@hr.osu.edu or 614-292-1050/1-800-678-6010

Campus Campaign Deadline . . .
Thank you to all who have participated in this year’s Campus Campaign. If you haven’t done so and would still like to participate, you have until April 30. More details about the CFAES effort can be found at http://cfaes.osu.edu/development/events/campus-campaign-2015-is-here.

Through April 8, 2015

Current participation rates by Campus Units can be viewed here.
Conflict of Interest Disclosure Process Now Available . . . (Source: onCampus Today)
The university requires certain faculty, staff and students to complete an annual financial disclosure to comply with federal and state conflict of interest regulations, accreditation requirements and faculty/staff COI policies. The 2015 disclosure process is now available. Individuals required to provide information about their financial relationships with external entities will receive an email with instructions on completing this requirement. Submit your COI disclosure by Friday (5/22).

-- > Contact: 292-4284 or Conflictinfo@osu.edu, or 247-5833 or compliance-integrity@osu.edu

Financial Items Due . . . (Source: Cindy Buxton)
The Business Office mailed a few items out today in county or campus mail that may affect your unit. Please read below and watch for paperwork coming to you if applicable.

1. For All
   2015 Ohio State Conflict of Interest Disclosure
   • April 22nd Provost Joseph Steinmetz sent out an email regarding the 2015 Conflict of Interest Disclosure (e-COI). Many CFAES employees received this email and must complete the e-COI. There is a new travel section added this year which has caused uncertainty and confusion. This question is only asking about travel which was reimbursed to you by an outside entity, external to OSU. If your travel was submitted for reimbursement through OSU or OSP, this does NOT qualify to be included on your e-COI.
   Questions: LeMaster.124@osu.edu or 614-292-6470.

2. For CFAES eReports Reconcilers that submit through the Columbus Business Office
   PO Closure Report mailed
   • Annually the Business Office reviews unused purchase orders. A list of POs that are expired and have had no activity since March 2014 was mailed to the appropriate units in county or campus mail. We will be closing these POs effective 5/31/15 unless we hear back from you. This helps to alleviate the encumbrance on your funds, reduce the University’s liability, and keeps your eReports clean.
   Questions: Michel.5@osu.edu

3. For Extension County Units
   Volunteer Insurance Letter and CIMA invoice mailed
   • Purchasing insurance coverage for volunteers is required by OSU Extension and includes all volunteers, not just 4-H.
   • Extension Administration will be supporting 50% of the membership fees, surplus lines tax and personal liability coverage.
   • The membership fee for 2014-2015 is $95 per office and personal liability coverage is $2.00 per volunteer. There is a required surplus lines tax of 5% of the liability coverage as well.
   • Please send this completed letter and adjusted volunteer numbers to the Business Office by 5/29/2015
   Questions: Michel.5@osu.edu

4. For Extension eReports Reconcilers, Orgs 55xxx and 57xxx
   Fund Maintenance Letters
   • Annually we are required to review funds and close unnecessary funds to limit the University’s exposure to fraud. We are also required to report on inactive funds and those with a negative balance and to resolve issues with funds as needed. If your unit has any of these situations you will be contacted regarding the use of the fund numbers. A reply is requested no later than 5/29/2015. Note that not all units will be contacted, only those with zero dollar, unused or negative balance funds.
   Questions: Buxton.65@osu.edu
Research in View Help Documents . . .
The Office of Distance Education and eLearning have the following Research in View (Riv) Help Documents posted on their website:
- Research in View - Help Materials
- Research in View Tools Help
- Ohio State University Promotion & Tenure Materials
- Ohio State University Extension - Help Materials

To view, go to: http://resourcecenter.odee.osu.edu/research-view/research-view-help-documents

Professional Development Opportunities in Human Resources . . .

Working through Difficult Conversations (for Managers)

Do you sometimes avoid difficult or challenging conversations?
Is it hard to decide where to start?
Do you have the same conversation more than once with the same person?

Working through Difficult Conversations provides tools and practice to help you increase your skill and comfort in engaging in difficult conversations. Learn how to prepare in advance, start the conversation effectively, and maintain a productive environment. We will also cover how to handle conversations that become difficult in the moment and how to anticipate and respond to others' reactions. The workshop includes videos, discussion, practice in a supportive environment, and a participant guide with self-reflection questions, examples, and tip sheets.

Offered:
Friday, May 15, 9:00 am-11:00 am

Managing@OSU

This is a free, 1-day program targeted toward new managers (new to OSU or new to management). We'll focus on building relationships through conversation, creating an inclusive environment, and understanding generational characteristics. Exchange ideas with managers from across campus on common challenges such as leading former peers and managing up. This workshop offers a 1-hour break for lunch on your own. *Lunch is not provided.

Offered:
Thursday, May 28, 9:00 am-3:30 pm