

CAS Finance and Operations Meeting
March 11, 2015

Electronic submission of promotion files (Ken Doxee)

Ken Doxee, Vice Provost for Academic Affairs, showed us the new electronic submission process for NTTF and TTF promotions. You need Adobe Professional 9. Ken distributed instructions for the process, which involves inserting information into a PDF document. When you need a copy of the electronic file for a promotion case, email Pam Palanuk.

Contract renewal process (Sonia Potter and Catherine Bonomini)

Sonia and Catherine went over the new renewal process for OAs, TTF and career NTTF. For most of these renewals, departments will no longer use PWAAPPT. HR will generate the RTOs centrally. Departments still need to do all new hires, and adjunct renewals, in PWAAPPT, as well as renewals falling outside the date range this process covers. This year, the central process will be initiated via a spreadsheet. The OA renewal spreadsheets have gone out to units. HR's goals are to streamline, decrease workloads, and reduce the amount of coding required by department staff. Please contact Catherine (cbonomin@uoregon.edu, 6-2032) if you have questions about the OA or faculty renewal processes.

Labor distribution changes on these renewals will need to be done with a PRF or an EPAF (electronic PRF). Training coming soon. *OA annual reviews* need to be done and copies submitted to the Dean's Office with the spreadsheets. *Classified performance reviews* – some lack of clarity here regarding how the University will enforce OAs' need to have these done and noted in their own reviews. Units will not receive *paper copies of RTOs* but can print them from PWAAPPT. *Printed copies* of the spreadsheets are difficult to read and some units can no longer print on 11 x 14. CAS and HR will accept department head emails as approval.

IDR budget status drill-through reports

These reports will be sent via auto-email on the 15th of each month. If you don't receive them, please let Sherri know. CASWeb Financial Reports will be going away in July. These emails will replace the requirement of department heads' going in and reviewing CASWeb financials each month.

Managers' file share

This file share currently has position descriptions and staff pool information. The share was created to meet an expressed need for storing and tracking information in a centrally-accessible location. To access the share, see the CAS IT tutorial on drive mapping, or create a CAS IT help ticket to have someone set it up for you. See Haley's email from March 11th.

Funding-contingent positions

Please send Gordon the names of your funding-contingent employees. We have to give them appropriate notice if their positions are at risk due to lack of funding.