July 1, 2019

Hi all,

I hope you are all having a great summer so far. Please see below for the July newsletter items. Please distribute to those in your area who would benefit from this information.

1. Spouse attendance at business meals/university functions: As a general rule, meal and entertainment expenses for spouses, partners, children, and guests of university employees should not be charged to university funds. If you want to inquire about a spouse attending a university function and being paid for on university funds, **pre-approval is required**. Contact your fiscal associate or business manager well before the event so the appropriate approvals can be acquired.

2. HR Reminders:
   - Please be mindful of the timesheet processing deadlines when you are out of the office. **Arrange for a back-up by emailing Leigh Zircher and Mallory Aliff to review/approve on your behalf.** The approval deadline is every Tuesday by 10:30am.
   - Make sure to get in touch with your Human Resources professional as soon as possible if you are planning on hiring graduate students for the fall semester. Submissions are due in the system by early July to ensure fee payments are processed on time for fall.

3. Buckeye Wellness Website Update: Buckeye Wellness is part of the university-wide health and wellness initiative striving to make Ohio State the healthiest campus in the world. They have recently updated their [website](#) with additional information on faculty and staff wellness activities and resources.
   - An interesting event you may want to try is “Give Biofeedback a Try”. This is a 30 minute educational event that uses biofeedback technology to teach breathing techniques and resiliency skills in order to better cope with stress. You can sign up by logging into [Link to Health](#), going to appointments and classes, and searching through their educational programs.

4. Staff Appreciation Week: Staff Appreciation Week is an annual celebration of Ohio State staff members to recognize their contributions to the university. Throughout the week of July 22-28, several campus-wide events and activities will be planned for the thousands of Ohio State staff members to thank them for their dedication to advancing the university's mission. These events are typically held on the oval. More details to come.

Happy Fiscal Year 20!

Thank you,
Sarah

---

Sarah Vanadia | Fiscal Associate, Scheduling for Bobby Srivastava  
College of Engineering, Engineering Research Operations  
323 Bolz Hall, 2036 Neil Ave, Columbus, OH 43210  
Office: 614-292-8272  
[Vanadia.6@osu.edu](mailto:Vanadia.6@osu.edu)  
Office Hours: M-F 8:00am-4:30pm