Hello all,

Please see below for the May 2019 newsletter items. Please distribute this to those in your area who may benefit from this information.

1. **BOC travel training session, May 14th:** The Business Operations Center (BOC) will be holding two travel trainings on May 14th in Scott Lab e100. One at 9:30am-11:00am and then again at 1:30pm-3:00pm. They will be discussing cost comparisons for travel with personal time and for driving instead of flying, as well as answering questions. This is a great opportunity for anyone who is involved with travel. Attendance is encouraged.

2. **Student Associate Positions:** Graduate Associates who do not enroll in summer courses must be switched into a Student Associate (SA) position to continue working. Please see below for additional information about these positions and contact your area HR representative with any additional questions.
   a. All time must be tracked and recorded and SAs must be paid for all actual hours worked. A flat number of hours per week cannot be entered into eTimesheet
   b. Positions are paid hourly (non-exempt classification)
   c. Since SAs are not enrolled there is no academic advancement associated with this position
   d. There is no option to opt out of 10% retirement withholding for retirement contributions (OPERS)
   e. SAs cannot work during 5/6/19 to 5/16/19 without HR approval

3. **Leave Payouts & Requests:** Benefit-eligible staff who accrue leave will receive applicable leave payouts when leaving OSU. Leave payouts are typically charged to the funding source where the employee was last paid. Please see below for additional information and best practices:
   a. It is the responsibility of the employee and supervisor to ensure appropriate leave time is entered in eLeave
   b. It is recommended that an employee submit vacation leave in advance and sick leave by the close of business following their returning from leave
   c. Staff and Post Docs accrue leave vacation and sick leave per the OSU Paid Leave Programs Policy 6.27
   d. Work with your HR representative and Sponsored Program Officer to determine if the fund funding source can support the payout

4. **Strategic Research Travel Program launched by the Office of Research:** The Strategic Research Travel Program provides funding for travel for Ohio State faculty and principal investigators to meet with program officers at current and potential sponsors to help drive the development of innovative programs and priorities for sponsor agencies. Applications are reviewed monthly. Please click here for more information and to apply for funding.

Thank you!
Sarah

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**THE OHIO STATE UNIVERSITY**

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