Please review below all items for this month’s newsletter. Happy Holidays!

- **Student hours during Winter break:**
  - Students can work up to 38 hours per week during the period of 12/18/2017-1/5/2018
  - Be sure your students are aware that OPERS will be deducted during this period at a rate of 10%
  - Undergraduate students graduating Fall semester can work until 2/26/18 up to 38 hours per week.
  - If there are graduate students that you wish to continue as Visiting Scholars or Post Docs, please reach out to your HR contact as early as possible to have this process started

- **Travel:** Beginning 1/1, all OSU faculty, staff, and students will be required to purchase their airfare and rental cars using Corporate Travel Planners, CTP. Please let me know if you have any questions or concerns.

- **Meals at University Functions:**
  - The policy states that expenses on university funds can be incurred for employees only on an occasional basis. Please interpret this as approximately once a semester or twice a year and non-exclusive to employees at your facility. Examples of proper use would be holiday parties, graduation celebrations, staff appreciation, and retirement celebrations. As mentioned previously, they should all be non-exclusive.

- **Credit Cards:** ERO is currently working on a process to accept credit card payments. Additional information will be provided when the process is further along.