May 1, 2017

The May Monthly Informational Newsletter is below. Please reach out to me if you have any questions or concerns.

- Mallory Aliff, HR Generalist, had a baby girl last week. She will be out of the office until mid-July. Please contact me for any help with HR related items.

- An end to email forwarding
  - Beginning on Wednesday, April 26, the new policy prohibits employees from setting up forwarding to another email address or domain in the https:\my.osu.edu portal.
  - Employees already enrolled in the forwarding program have a grace period until Friday, September 29. On September 29th, all forwarding will stop functioning and mail will be delivered to your @osu.edu account. For a smooth transition, you are encouraged to change your email forwarding setting in the https:\my.osu.edu portal back to “Deliver my email to the university’s email service” prior to September 29th.

- Hotel Rewards Policy:
  - Any rewards program points(frequent flyer, hotel, credit card) earned for University travel MUST be used for University travel and not for personal use. If you cannot do so then it is highly recommended to not add your rewards number to the travel. Be advised, an audit of your reward points log can be requested at any point.

- How are your business purposes graded? When entering a travel or eRequest be sure your business purpose makes the grade.
  - A: Answers the questions Who, What, Where, When, and Why. All abbreviations are spelled out. Business Manager approves request with a big smile on her face.
  - B: Quick explanation of what is being purchased or why you are taking a trip. All abbreviations are spelled out. Business Manager may ask for additional information or may approve dependent on how her day is going.
  - C: States what you are purchasing or where you are traveling, however not clear why. Contains some abbreviations known to some people. Business Manager requests additional information and shakes head in amusement.
  - D: Five word business purpose. Business Manager declines requests and sends email for additional information. She will most likely have a scowl on her face.
  - F: Three word business purpose with abbreviations that are unclear. Request declined. Single tear falls down Business Manager’s face.