Please review May’s addition of the ERO Monthly Informational Newsletter. Don’t hesitate to reach out to me if you have any questions or concerns. Enjoy the warm weather.

- **Are your students working this summer?** If they are taking the summer off, but returning for the fall, they still need to be termed for the summer. Please be sure to communicate this information to your Fiscal Associate.

- **Minors**: Be sure proper protocol is being followed if your department has any activities or programs where minors are involved. Please work with your Fiscal Associate and HR Generalist to register any Activities and Programs with Minor Participants. These require about 4-6 weeks lead time, and require approval within the College and Office of Human Resources.
  - To start a minor job shadow program, the following will be needed:
    - Register the program and details – these can be general to cover multiple requests throughout the year
    - Identify who will have Care, Custody and Control (CCC) and have them complete required CCC trainings in BuckeyeLearn
    - Request fingerprint background checks for the identified CCC individuals
    - Identify who at CDME will be involved in any possible job shadow programs and have them complete the Non-CCC training
    - Identify the minors that will participate in the program as you learn of them and ensure they have reviewed the OSU Minor’s Program Responsibilities

- **Be proactive**: Are you traveling? Maybe making a large purchase? Needing to hire? Give notice. Getting that information early to your fiscal associate can have the following positive outcomes:
  - Cheaper airfare
  - Plenty of time for vendor set-up
  - Seamless onboarding
  - And much more!