

AAOU SSC Newsletter

ACADEMIC AFFAIRS OTHER
UNITS SHARED SERVICES
CENTER



FROM THE DESK OF...

MARTINA BUCKLEY

Hello, AAOU departments. I have some exciting news... we are having a baby boom in the AAOU SSC! I am very happy to announce that we are having "triplets!" Yes, you read that correctly... 3 babies. Please welcome me in congratulating Christina, Mike, and Vania on their new arrivals/soon-to-be arrivals!

Additionally, we have two new staff who joined the AAOU SSC in October. Please welcome Samantha Miller, Business Services Specialist, and Amy Wells, General Associate. Learn more about Samantha and Amy in the AAOUSSC Profiles section.

With all the changes, we have some temporary staffing updates that will take effect in mid-November. Mike and Vania will be out of the office at the same time... don't fret we got this! While Vania and Mike are out, Domonique and I will split their duties. Domonique will be the PR/HR approver, and I will be the Finance approver. There will also be temporary department reassignments among the Business Services Specialists/General Associate, which will be discussed with you during your budget meetings with Mike and Vania. So, if you have not scheduled your budget meeting, get on it!

This is a very happy and exciting time for the AAOU SSC and we ask for your patience and understanding during this transitional period.

Best,

Martina

FALL/WINTER 2021
NEWSLETTER

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Cleaning out the Notebook...

- **Contingent 1 Contract Updated.** Human Resources published a September 2021 revision to the Contingent 1 contract. The revised version adds language about the mandatory vaccine for employees. Please be sure to download the [09/2021 Contingent 1 contract](#) and replace any old files you may have saved.
- The **Payroll Calendar** for November 2021 through January 2022 is available.
- The holidays impact **paycheck distribution**. PR22-011 checks will be available on Wednesday, November 24 and PR22-013 checks will be available on Thursday, December 23. Please pay special attention to payroll deadlines ahead of the holiday season as some deadlines are earlier in the week than usual.
- Now that UMBC is no longer operating remotely, **I-9 verifications** must be completed in person. While on remote work, new hires were able to submit documents via DocuSign to complete their I-9s. When we returned to campus on August 9 and moving forward, the documents need to be physically reviewed.
- **AAOU SSC Department Budget meetings** will take place between **November 3rd and 10th**.

Happy Holidays from the AAOU SSC Staff! Sharing culinary secrets... from our kitchen to yours!

**Roasted Maple Orange
Turkey**

Sausage Stuffing

Apple Glazed Carrots

Roasted Cauliflower

Maple Pumpkin Pie

AAOU SSC NEWS

Staff Milestones

Domonique Pitts - two years with AAOU SSC
Mike Renda - two years with AAOU SSC
Welcome **Amy Wells** and **Samantha Miller** to the team!
Click for some fun facts about them!

Reminders

Please pay close attention to the HR and Payroll calendars for the upcoming holiday deadlines: **HR Paperwork calendar**

Save the Date!

- **PR22-011** checks will be available Wednesday, November 24
- **PR22-013** checks will be available Thursday, December 23.

Tell us how we're doing!

Complete the Customer Satisfaction Survey [here](#).



Contact us!

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