

AAOU SSC Newsletter

ACADEMIC AFFAIRS OTHER
UNITS SHARED SERVICES
CENTER



FROM THE DESK OF...

MARTINA BUCKLEY

WELCOME BACK, WELCOME BACK, WELCOME BACK...VANIA AND MIKE!!! We are happy to announce that Vania and Mike have returned. They both welcomed healthy baby boys.

A special thank you to Domonique for taking over the approver role for HR and Payroll activities while Mike was out. She did a great job!

We would also like to take this opportunity to inform you that Christina Rolle has left the AAOU SSC. We appreciate her contributions to the AAOU SSC over the past 3 years.

We are quickly approaching the budget season. The working budget file will be available next month for you to start planning for FY23. We encourage you to take some additional time to really think through what you plan to do in FY23. For example, will conferences be in person, virtual, have hybrid options??? We are here to guide you through the process, so feel free to contact us with any questions.

Happy Spring!

Martina

*SPRING 2022
NEWSLETTER*

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Ring in 2022 with COLA and Merit Raises

As we returned from Winter Break, eligible UMBC staff received the first in a pair of COLA and Merit increases scheduled for 2022. The January increase included a 2.5% Merit and a 1% COLA increase to salary as well as a one-time \$1500 bonus. The July increase will start FY2023 and will include a 2.5% Merit and a 3% COLA increase to salary. While these increases are applied to the entire payroll system, Gross Pay Reports still must be reviewed for accuracy.

On February 25, Provost Rous announced a 7.5% increase for part-time faculty “in recognition of the contribution made by UMBC’s adjunct faculty to our mission and their continued commitment to our community and our students during the pandemic.” UMBC’s adjunct faculty includes part-time faculty who are employed on a course-by-course basis. While the part-time faculty contracts do not need to be adjusted, the increase will be reflected by the April 15th paycheck. Future contracts will need to reflect the new amount for anyone teaching the same courses in future semesters. Please reach out to your Business Services Specialist with any questions or concerns in specific cases.

Budget Updates!

Be on the lookout!

We aim to distribute FY23 Working Budget Files in April/May 2022 pending receipt from CBO.

Upcoming Meetings:

AAOU SSC will be holding FY23 Budget Planning Meetings in May 2022, this is your opportunity to ask any department-specific questions you may have related to your department's budget or FY23 Working File...be on the lookout for a link to schedule your appointments!

Recent & Upcoming Changes:

Did you notice? Your departmental carryforward is listed on Page 1 of the Budget to Actual Summary report in REX, this is a change from prior fiscal years, where the carryforward amount was listed on Page 2 of the report, and was allocated to the Operating Expense account 8153800 - Carry Forward - Operating.

[Click for more information!](#)

Start Dates, I-9 Appointments, and AAOU SSC Coordination

Little can kill the thrill of a new job like a late first paycheck. Often overlooked, the I-9 is necessarily the first step in the on-boarding process, no one can work without one. Human Resources cannot process onboarding packets without a corresponding completed I-9. While the federal government mandates that it be completed within three business days of the start date, at UMBC, we aim to have I-9's completed before the new hire's start date (but it MUST be completed within 3-days of their start date). It is critical to coordinate start dates with the AAOU SSC to ensure that your new hire receives their first paycheck in a timely fashion.

A little planning goes a long way, and as you begin to plan for your new hire, please correspond with your Business Services Specialist. This will ensure your new hire a smooth transition onto UMBC payroll as we will make sure the position is correctly classified, the funding is properly sourced, and the timetable to receive the first paycheck is reasonable for all the onboarding paperwork to be processed.

Recipes from the Roemer Kitchen

[Tomato Pie Recipe](#)

[Pit Beef Recipe](#)

Reminders

Please reference the AAOU SSC Calendar for deadlines, payroll dates, pay periods, and more. [HR Paperwork calendar](#)



Contact us!

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