

# AAOU SSC Newsletter

ACADEMIC AFFAIRS OTHER  
UNITS SHARED SERVICES  
CENTER



## FROM THE DESK OF...

**MARTINA BUCKLEY**

During this challenging time, we would like to thank all of you for your cooperation and collaboration over the past eight months working remotely. We were lucky that many of our processes were already electronic, so our transition was not as difficult as it could have been. Furthermore, this was an opportunity for our staff to work with central offices (HR, Payroll, and Financial Services) to streamline those processes that were not yet paperless via paperless resources such as DocuSign and Box. Your feedback has been essential in these efforts, so please continue to share your thoughts and ideas with us.

As we head into the holiday season, please be mindful of the AAOU SSC deadlines to ensure items are processed timely and prior to the calendar year-end.

Please stay safe and take care.

Happy Holidays!!!

FALL/WINTER 2020  
NEWSLETTER

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## What To Expect When You're... Paying Bills

We are contacted regularly about when Vendor payments should be expected, so hopefully the following provides insight into the process.

⇒The payment request process includes several steps before checks reach Vendors. After you submit a RT Ticket and the AAOU SSC processes the payment request, it goes for review and approval within the AAOU SSC, and then moves through Accounts Payable, Procurement, or Financial Services for review and approval. Once the UMBC workflow is complete, the payment request goes to Annapolis, where a physical check is cut and mailed. It can take approximately thirty days from the time you submit the RT Ticket until the check is cut and mailed from Annapolis. The first class mail is then subject to USPS processing times.

## Early Employment Eligibility Verification: When Not to Miss

The federal government requires employees complete an I-9 (Employment Eligibility Verification) within three days of the job start date. This requirement is enforced and non-compliance can result in hefty fines for the University, as such, UMBC HR must enforce this requirement is met. The best practice in hiring is to involve the AAOU SSC early in the hiring process to ensure deadlines are met and departments are compliant. In addition to staying in compliance with federal requirements, this best practice ensures that start dates coincide with payroll dates and results in first paychecks delivered in a timely fashion.

## Faculty Supplemental Forms, Often Overlooked but Hardly Haphazard

Faculty Supplemental Forms are an essential part of the hiring process for faculty members such as Part Time Instructors. Use the form whenever you are adding an employee to a faculty position. The forms are intended to reflect the terms of the position for which you have contracted the individual. Each question on the form is required, with the exception of the "Leave Status" section, as this is not always applicable. Please ensure that the form is completed in its entirety before submission to avoid delays in processing. If you run into questions while you are completing the form, please contact us at our shared mailbox, [aaoussc@umbc.edu](mailto:aaoussc@umbc.edu).

## Our Responsibility Matrix

The AAOU SSC Responsibility Matrix defines the relationship between the AAOU SSC and your departments in specific, explicit detail. Should you encounter an unfamiliar business process, please consult the **AAOU SSC Responsibility Matrix**.

## [aaoussc.umbc.edu](http://aaoussc.umbc.edu)

Our AAOU SSC deadline calendar is located on our website. The updated calendar covers November 2020 through January 2021. Please use this calendar to ensure that the AAOU SSC has every opportunity to process your requests in an efficient and timely manner.

Please pay close attention to the HR and Payroll calendars for the upcoming holiday deadlines: [HR Paperwork calendar](#)

## Staff Milestones

Vania Cruz – three years with UMBC & AAOU SSC  
Dawn Jackson – one year with UMBC & AAOU SSC  
Domonique Pitts – ten years with UMBC, one year with AAOU SSC  
Mike Renda – one year with UMBC & AAOU SSC

## Upcoming Training Opportunities!

Coming Soon to WebEx Spring 2021:

- The AAOU SSC is planning a JE training session. Please stay tuned for details in the coming weeks.
- In preparation for the FY22 budget period, Martina and Vania are planning a budget training session. Please stay tuned for details in the coming months.



## Contact us!

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