

October 2023 - **Happy Halloween!**

# Reminders, Updates, & News

<https://www.sa.ucsb.edu/enrollment-services/resources/newsletters>

## Reminders

### Timekeeping - Upcoming Holiday Season

Enrollment Services Supervisors, make sure to be mindful of timecard approval deadlines as we near the Holiday Season. The BW and MO Payroll Calendars can be found on the [Resources page of our ES website](#). Ensure employees are completing their timecards with vacation accruals for approved time off and approving timecards prior to the end of each pay cycle if they plan to be out of office. In addition, if you as a supervisor expect to be out of office when timecards are due, ensure you have someone assigned to complete approvals on your behalf. Communicate this with the admin team so that we connect with the appropriate supervisors/managers during sign-off.

### Timekeeping - Overtime & Flexed Schedules

For all employees, make sure you utilize the “Comments” section in Kronos to identify approved overtime work or flex schedules. This allows the admin team and supervisors to keep track of any hours outside of your usual schedule. With the academic year having started, we understand that travel and programming may cause shifts in schedules and comments ensure we are tracking that time appropriately.

[How to Add Comments to a Kronos Timecard](#)



### Student Staff Hiring - Start Dates

Staff Supervisors, notify the Admin Unit of any upcoming changes to your student staff rosters. Prior to any recruitments, ensure you are taking into consideration the approved Student Labor Budgets. If any exceptions are needed, please notify your department head and admin unit to obtain approval from our ES Control Point and VCSA. This may take time, so please hold recruitments until you have approval to move forward.

If you are running a recruitment to fill vacancies for student positions, make sure you have connected with the Admin Unit about potential start dates prior to making offers. We require a two week notice for all new hires to allow enough time to process onboarding paperwork. [Students cannot work prior to a UCPath effective start date/prior to completing their I-9 Work Eligibility paperwork.](#)



### 2023 Open Enrollment

It's that time again! Open enrollment started on October 26, 2023, at 8:00 a.m. PDT. During Open Enrollment, you can enroll in or change your coverage for Medical, Dental, Vision, Critical Illness, Accident, Hospital Indemnity, and Legal. Your coverage will continue if you don't take action, except you must enroll in the Health and/or Dependent Care Flexible Spending Accounts every year. If you would like a demonstration of the enrollment process on UCPath, check out this [open enrollment demo video](#). The [open enrollment website](#) is another great resource to learn more about this year's choices, changes and costs. When you're ready, log in to [UCPath](#) to submit your open enrollment choices for 2024. Be sure to complete your elections by hitting the “Submit” button before November 17, 2023, at 5 p.m.

## Remote/Hybrid Work Arrangements



All Enrollment Services Career Staff should submit updated Remote/Hybrid Work Agreement forms if:

- Your previous agreement has expired
- You have had a change to your hybrid/flex schedule
- You have an updated remote location

If you need to complete a new [UCSB Flexible Work Arrangement Agreement form](#), please do so at your earliest convenience. Additional information about flexible work arrangements can be found [here](#).

## Updates

### EAOP - Interim Director

We are happy to announce that, effective November 1st, [Rosa Martinez](#) will be serving as the Interim Director for the Early Academic Outreach Program. With Rosa's many years of experience and service to the campus/department as well as their commitment to the mission of EAOP, we are confident she will provide sound leadership to the department.



### Financial Management Modernization (FMM) Revised Go-Live Date

The revised go-live date for Oracle Financials Cloud at UCSB: July 2025. In July 2025, UCSB's Campus Financial System will transition to Oracle Financials Cloud and adopt a new Chart of Accounts structure. More information can be found [here](#).

## News



### Welcome to Enrollment Services Annette!

[Annette Martinez](#) has joined the Office of Financial Aid & Scholarships as the new *Work Study Coordinator*! Their first day was Monday, October 9, 2023.

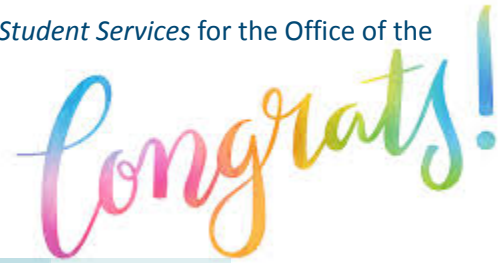
### Welcome Back to Enrollment Services Alma!

[Alma Miranda](#) has joined the Early Academic Outreach Program as a new Assistant Director! Their first day was on Friday, October 13, 2023. Alma is a returner who had served for our cluster as an EAOP College Site Coordinator for Ernest Righetti High School from 2015-2020. We are fortunate to have her back on the team in this new capacity!

**ES Staff - New Roles!**

Hannah Morse has accepted the role of *Assistant Registrar for Residency & Student Services* for the Office of the Registrar. Their first day in their new role was on October 2, 2023.

Toni Martinez has accepted the role of *Assistant Director for Customer Service* for the Office of Financial Aid & Scholarships. Their first day in their new role was on October 2, 2023.



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**Open Positions in Enrollment Services**

We have reached all primary consideration dates for current open recruitments for career staff positions in Enrollment Services. Hiring Committees have been working diligently to move forward with our recruitments. More to come!!

**Student Positions**

If you know any students interested in working for financial aid, please share the handshake link below. The Office of Financial Aid is looking for students with experience or interest in Customer Service in higher education and have a passion for helping students navigate the confusing topic that is financial aid.

You can find the job here:

<https://app.joinhandshake.com/emp/jobs/8375309>

