

October 2017

REMINDERS, UPDATES & NEWS

REMINDERS



Professional Development

Please remember to forward email confirmations for any UC Learning courses or other professional development courses taken that include a recharge for the course fee to the department to your Financial Assistant.

Admissions: [Sylvia Vargas](#)

Early Academic Outreach Program: [Alina Murillo](#)

Financial Aid & Scholarships: [Leilani Borrego](#)

Registrar: [Alina Murillo](#)



U.S. Bank Corporate Card holders are reminded that they can access their account and view statements anytime online. Please see information about how to obtain online access here: http://www.bfs.ucsb.edu/travel_entertainment/travel-planning/us-bank-corporate-card-t-e



Please remember these guidelines about U.S. Bank Corporate Cards:

- Use ONLY for business-related travel and entertainment expenses.
- The card should NOT be used for any personal expenditures.
- It is the cardholder's responsibility to keep the balance on the account current each month -- pay directly to U.S. Bank or submit requests for travel and entertainment reimbursements.
- Admin staff do not have access or authority to view cardholder's accounts. It is the cardholder's responsibility to determine the charges to be paid, and to reconcile payments to the card.
- Failure to settle outstanding charges in a timely manner may result in the suspension and/or cancellation of card privileges.
- Late fees are charged when there are charges 60 days past due. These fees are NOT reimbursable.
- If your card is lost, stolen, or suspended, call US Bank Customer Service immediately at 1-800-344-5696 or Annette Gonzalez in Business & Financial Services x7037.
- Please see the [US Bank Corporate Card User Guide](#) on the UCSB Business & Financial Services website for additional information.



UC employees are encouraged to book business and even personal travel through [Connexus](#), the UC-wide travel program developed as part of the University's Strategic Sourcing Initiative. *(Personal travel must be paid by personal funds only!)*

Connexus offers University travelers excellent pricing options for airfares, hotels and car rentals through a secure web portal, with options ranging from full agent assistance to online booking. Connexus offers benefits and features you won't find on other booking sites for your personal and business travel such as:

- Reduced car rental rates, with full insurance coverage from Hertz, National and Enterprise.
- Significant hotel discounts from Marriott, Starwood, Club Quarters, and local hotels.
- Air travel discounts on American, United, Delta, Jet Blue, SouthWest, Virgin America and many more.
- A special UC Rapid Rewards Program on Southwest Airlines for Connexus travelers..

All travel booked through the Connexus system is automatically forwarded to the University's travel insurance provider, and no further registration is required.

A direct-bill option for *airfare only* is available – contact your Travel Preparer ([Alina](#), [Sylvia](#), or [Leilani](#)) with your trip dates, primary destination, and the reason for the trip, to obtain a Direct Bill Authorization Number to use when booking your flights.

Access the system through the [Connexus portal](#). You must be an active UCSB employee with at UCSBnetID in order to use Connexus.



Car Rentals

Please be aware that if you are renting a car for your trip that is not compact/economy, we do need to provide justification along with your travel reimbursement request for the larger car. For example, let us know if you were traveling with others or had to transport large or many items along with you, or no other option was available.



[UC Travel Policy G-28](#) states that, “Depending upon the nature of the trip, an agenda associated with the business reason for the trip should be provided as part of the substantiating documentation,” and that the original agenda, itemized receipt, or other supporting documentation for all registration fees must be also be submitted with the travel reimbursement request.

When traveling to a meeting or conference and you are claiming a meal reimbursement as part of your travel reimbursement request, please also provide your Travel Preparer with a meeting agenda in this case to show that full meals were not provided.

If a printed meeting agenda is not readily available, please print what is available information about the meeting or conference meals, and/or send an email to your Travel Preparer with an explanation of the justification for a reimbursement for meals on your travel reimbursement request.

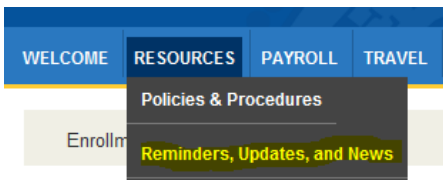
UPDATES



Update supervisor name in UC Learning Center by sending an email to info@learningcenter.ucsb.edu They hope to have an automated user interface to be able to do update your own supervisor’s name in the near future.



These RUN messages are archived on the Enrollment Services Administrative Unit website at this URL <http://www.sa.ucsb.edu/enrollment-services/resources/newsletters> or by selecting ‘Reminder, Updates, and News’ from the drop-down menu under Resources:



Welcome

NEWS

campuslogic

UCSB Blown Away by Swift, Seamless Implementation and SIS Integration

Check out this blog article about the amazing work that was done to implement CampusLogic in our Office of Financial Aid & Scholarships: <http://campuslogic.com/blog/ucsb-studentforms-implementation/>



UC Fair Wage/Fair Work Plan Increase, Effective October 1, 2017

Any newly appointed employees (or employees currently earning less than \$15 per hour), that are appointed at 50% time or more in a career, partial-year career, contract and/or limited appointment type, are required to be paid a minimum of \$15 per hour effective October 1, 2017. *This does not apply to students appointed as casual-restricted.*

This is the third and final year of President Napolitano's UC Fair Wage/Fair Work (FW/FW) Plan. The FW/FW Plan is a three year minimum wage plan that guarantees all UC employees (career, partial year career, limited, and contract), appointed at 50% or more, will be paid at least \$15 per hour no later than October 2017.

For an overview of the FW/FW Plan and FAQs, please visit the UC Net site at <http://ucnet.universityofcalifornia.edu/compensation-and-benefits/fairwage/index.html>



California Minimum Wage Increase – Effective January 1, 2018

The California Minimum Wage will increase from \$10.50 per hour to \$11.00 per hour, effective January 1, 2018. *This change primarily impacts casual-restricted Student Assistant staff employees currently paid less than \$11.00 per hour.*



Office of Financial Aid & Scholarships

- ❖ **Samantha Sanchez** began her role as Business Systems Analyst, effective September 12, 2017

- ❖ **Jenny McCracken** officially began her new permanent role as Associate Director, Compliance & Fiscal Operations, effective September 22, 2017
- ❖ **Sergio Lagunas** will be joining the office as a new Financial Aid Advisor on October 9, 2017 along with **Nancy Eyrie**, who will begin her new role as a Financial Aid Advisor on October 16, 2017

Office of Admissions

- ❖ **Nicole Agnes, Jayne Bittner, and Alexandra Edelstein** are our newest Admissions Counselors who will be joining the Evaluation Unit on Monday, October 9, 2017

Early Academic Outreach Program

- ❖ **Wendi Pacheco-Lopez** has been hired to fill a College Site Coordinator position for the Santa Maria Bonita School District while Nancy Pacheco is out on leave through the end of January 2018.

Enrollment Services Admin Unit

<http://www.sa.ucsb.edu/enrollment-services/>