

September 2023

Reminders, Updates, & News

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

Reminders

2023/2024 Performance Cycle for Policy-Covered (Non-Represented) Staff

The 2023/2024 ePerformance cycle for policy-covered (non-represented) staff began April 1, 2023. Check-In 1 is Due October 1 via UCPATH's ePerformance WorkCenter. Please complete this no later than October 15. Use the comments fields throughout the check-in phase to document and date your thoughts and ideas prior to meeting with your supervisor or employee. These comments can be updated throughout the check-in phase. The Check-In is not intended to be a comprehensive review of performance, but a 'check-in' on progress towards achieving the agreed-upon goals as well as core competencies.



Travel & Entertainment

As a traveler and entertainer, make sure you are aware of the Enrollment Services workflow for Request and Report submissions in Concur by reviewing instructions on our [ES Admin Unit website](#). It is your responsibility to be aware of campus policies and guidelines as well as request funding and report expenses related to University Business in a *timely manner*.



Make sure to accurately title and provide descriptive event purpose details on your Request. This allows our team to assess and enter the appropriate funding details on your behalf prior to submitting. Refrain from using acronyms and be clear on whether or not events are for students or staff.

Prior to submitting reports, use the comment section to confirm or provide an explanation for any anomalies. This is important as our campus Accounts Payable unit needs confirmation of your entire timeline prior to approving reports for reimbursement. Using comments allows us to eliminate unnecessary back and forth communication between Accounting, our Admin Unit team, and the Traveler/Entertainer.

Mandatory Training for ALL Employees

Supervisors and Employees, visit the [UC Learning Center](#) to view the status of your required training/training due or expired for your direct reports.

Work Study Referrals

The work study referral forms became available to student staff beginning Monday, September 11, 2023. Student supervisors, please have students turn in referrals to Kelly Casson at kcasson@ucsb.edu. Students can download their work study referral forms by logging into [My Aid Status](#) and reviewing their Award Letter. Referrals are just below Work Study Eligibility.



Updates

Zoom Phones

All Enrollment Services career staff should now be active with Zoom Phones. Review the [training material](#) to familiarize yourself with the application if you haven't already. If you are not yet set up with a Zoom Phone Line or need to request new phone lines for career or student staff, please connect with [Leilani Borrego](#).

News

Welcome to Enrollment Services Rylan and Annette!

[Rylan Bemis](#) has joined the Early Academic Outreach Program as new *Academic Services Coordinator*! Their first day is Monday, September 25, 2023.

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

ES Staffing Updates

[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 will be on October 2, 2023.

ES Admin Unit: [Brenda McGowan](#) has accepted a new position with UCSB's Solid-state Lighting & Energy Electrics Center. Her last day was Monday, September 18, 2023. We will be running a recruitment to replace her position - stay tuned!



Join Us in Celebrating Britt A. Ortiz's Retirement!

After 35 years of dedicated service in higher education across California, our esteemed colleague, **Britt A. Ortiz**, is retiring! To honor Britt's remarkable career and bid him a fond farewell, EAOP is hosting a retirement celebration.

Date: Friday, September 29, 2023

Time: 4 - 6 pm

Venue: El Centro (Bldg 406) at the UC Santa Barbara campus

RSVPs were due by Friday, September 8, 2023

happy retirement

Open Positions in Enrollment Services

FINC

Position 57645 - [Financial Aid Specialist](#) (2 Positions Available)

Position 56901 - [Scholarships Advisor](#)

Position 56989 - [Financial Analyst](#)

Position 59486 - [Associate Director of Policy, Compliance, and Student Services](#)

REGT

Position 59166 - [Athletic Certification Officer](#)

Position 59484 - [Special Enrollment and Training Coordinator](#)

EAOP

Position 58566 - [College Site Coordinator - Fillmore High School](#)

Interested parties should visit <https://www.jobs.ucsb.edu/> to apply.

Recognizing Staff Achievements

At the October 19 Student Affairs Divisional Meeting, VCSA would like to highlight 2022-2023 staff achievements related to your UCSB work in a looping PowerPoint slideshow. Supervisors [or Directors] can submit recognition of individual or workgroup accomplishments (significant projects or milestones achieved). Please allow VCSA to highlight your achievements and email Rachel Arriaga at rarriaga@ucsb.edu the following info no later than 5 p.m. on Friday, October 13, 2023.

- Name(s)
- Headshot or team photo (optional)
- Title(s)
- Department/Unit
- Achievement description (a couple of sentences)