



## Welcome to Fall 2018

### Message from Martina Buckley, Associate Provost for Financial Management and Chief of Staff...

We hope it's been a great start to the fall semester. As a new member to the AAOU SSC team, I want to thank everyone for your warm welcome. It has been a pleasure to know and work with each of you.

Over the summer the AAOU SSC team established the following Fall 2018 priorities; we plan to help provide additional assistant to our customer through the following:

- \* Budget monitoring
  - Monthly budget reports
  - In person monthly/quarterly budget meetings
- \* AAOU SSC newsletter
- \* AAOU SSC website

Additionally, in the coming months we will be contacting several AAOU

departments to discuss joining the AAOU SSC to further realize our goal of providing Human Resource and Financial services to all AAOU departments.

We look forward to our continued successful working relationship.

*Have a great Fall 2018!!!*

### WHAT'S COMING

- \* Monthly/Quarterly Budget Meetings
- \* Quarterly Newsletter
- \* SSC Department Trainings
- \* Website
- \* New Standard Forms



## Reminders...

- \* Effective November 1st, we will use one email address to service the SSC Community;  
[aaoussc@umbc.edu](mailto:aaoussc@umbc.edu)
  - Questions/concerns can be submitted through this account
  - Please include your department name in the subject line
- \* When submitting a RT ticket, please includes a brief description of request in the comment field
- \* New contracts, renewals and transfers must abide by the [deadline calendar](#)
- \* Please submit purchase order request in a timely manner
- \* Stipend payments for individuals on UMBC payroll must be processed through payroll
- \* When submitting journal entries with a revenue account, please use prog fin 000

## Did you know???

- \* AAOU SSC has processed 1,443 RT tickets during FY18.
- \* AAOU SSC provides service to 18 departments, with more than 900+ employees and plans to transition all AAOU department under Shared Service in the coming years.
- \* AAOU SSC has been operating since Summer of 2015!!!

## Helpful Links...

- \* [Toolkit for Administrative Professionals \(TAP\)](#)
- \* [AAOU SSC Request Tracker \(RT\)](#)
- \* [AAOU SSC Responsibility Matrix](#)
- \* [REX Reporting \(use Internet Explorer or Monzilla\)](#)
- \* [FY19 Account Code List](#)
- \* [AAOU SSC Journal Entry Form](#)
- \* [Journey Entry Cheat Sheet](#)



"We appreciate the competency and professional services we receive from AAOU SSC." - AETP

## What's New...

- \* Training sessions will be offered to departments serviced by AAOU SSC starting Spring 2019
  - Human Resources
  - Procurement
  - REX
- \* Monthly/Quarterly budget meeting are offered to departments serviced by AAOU SSC
- \* With the PeopleSoft 9.2 upgrade, W-9's are required for individuals receiving payment through payment requests for the first time since the PeopleSoft 9.2 upgrade.
- \* W-9s can now be completed electronically

## Frequently asked Questions...

**Q:** Do I need to submit a quote for a purchase?

**A:** All purchases requiring a purchase order should be submitted with a quote prior to receive goods or services.

**Q:** Can payroll checks be held overnight?

**A:** All payroll checks should be placed in the mail on Friday afternoon.

**Q:** How do I hire a Student Worker?

**A:** [Click here for steps to hire a Student Worker](#)

**Q:** How do I hire a Graduate Assistant?

**A:** [Click here for steps to hire a Graduate Assistant](#)



**Customer Service is our top priority!!! Please feel free to email or call us with your questions or concerns. We welcome your thoughts and feedback anytime.**

### AAOU SSC Team

Martina Buckley - Associate Provost for Financial Management and Chief of Staff  
Vania Cruz - Business Manager  
Candice McCoy - Business Services Specialist  
Sherry Henson-Seibles - Accounting Associate  
Dunia Thornton - Accounting Associate

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