



# Spring/Summer 2019

## Message from Vania Cruz, Business Manager...

As I look back on my first year with UMBC I am so grateful for the relationships I have built with the departments we serve. As we quickly approach the start of FY20, the AAOU SSC is in the planning phase of on-boarding new departments to the Shared Services Center. We are very excited to form new departmental relationships, as well as continuing to build on our existing relationships.

Durning FY19, the AAOU SSC has implemented budget monitoring, which we have received very positive feedback on thus far. We are constantly looking to improve and construct a process that is as meaningful and valuable as possible to the

departments we serve. If you haven't done so already, please feel free to share your thoughts on the budget monitoring process with us by completing the following form: [Budget Meeting Survey](#), we value your feedback!

You can expect to receive important communications from the AAOU SSC in the coming months, as we approach the FY20 budget planning period.

Wishing everyone a wonderful Spring/Summer!



## Reminders...

- \* During budget monitoring, If a project has a deficit balance, a memo will be requested from the department detailing how the deficit will be covered and when.
- \* New hires, contingent contracts, renewals and transfers must abide by the [deadline calendar](#)
- \* PeopleSoft Finance transactions submitted by AAOU SSC staff **should not be approved by the department**, please pay attention to who submitted the transaction on your departments behalf and if it indicates an AAOU SSC team members name, these transactions should be approved by the AAOU SSC's designated approver (currently, Vania Cruz or Martina Buckley).
- \* AAOU SSC staff does not process or approve reimbursement or travel related payment requests, these PeopleSoft finance transactions should be processed approved by the department
- \* The AAOU SSC [Journal Entry \(JE\) Request Form](#) is required for all JE RT requests to be processed.
  - REX Reports are required as supporting documentation for all Journal Entry and Budget Amendment requests.

## 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](#)
- \* [Journal Entry Cheat Sheet](#)



## What's New...

- \* Please indicate in RT ticket if an individual is transferring to another state agency.
- \* Budget Planning for FY20 - be prepared to discuss the following updates or changes during our budget meetings in June 2019
  - Salary and Benefits
  - Operating Cost
  - Revenue

## Frequently asked Questions...

**Q:** How do I create a brand new position/position number?

**A:** Shared Services does not **create** new positions/ position numbers, a request for a new position must be submitted to HR, by following the processed outlined here:

**Q:** How do I create a new project?

**A:** A new project can be created by completing the [Project Request Form](#).

**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.**

Candice McCoy was very helpful, kind and responsive. We are very happy with working with her. Thank you!

## Contact Us...

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