

AAOU SSC Newsletter

ACADEMIC AFFAIRS OTHER
UNITS SHARED SERVICES
CENTER



MESSAGE FROM THE ASSOCIATE DIRECTOR

VANIA CRUZ

I am pleased to announce that as of November 2019 the AAOU SSC is fully staffed! This semester's newsletter will introduce you to our team and provide an overview of some of the AAOU SSC's and UMBC's process improvements, new software and updated policies/procedures. We also have a long-awaited announcement (read the entire newsletter to find out the big news!).

The AAOU SSC has gone through a number of transitions, revised processes and worked with central offices to update policies and procedures in an effort to streamline activities and become more efficient in our day-to-day operations. I would like to thank all of you for your patience and understanding during these ever-changing times.

It is our pleasure to serve the UMBC community, and specifically the Academic Affairs Other Units. We wish everyone a productive and successful Spring!

Vania Cruz has led the AAOU Shared Services Center since January 2018 and is always available at vcruz@umbc.edu.

SPRING/SUMMER 2020
NEWSLETTER

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WHAT'S NEW? DOCUSIGN COMES TO THE AAOU SSC

As spring is the time when life begins anew, it is an excellent opportunity to "spring into action" to put a fresh face on payroll documentation starting with the I-9 ahead of June 30's National E-SIGN Day. Traditionally, maybe not the most exciting topic, payroll documentation and new hire paperwork, the Shared Services Center is excited to integrate the Earth-friendly application, the DocuSign Agreement Cloud and eSignature, to our on-boarding processes...

[CONTINUE READING HERE](#)

Reminders!

- Upcoming FY21 budget timeline/deadlines
- [AAOU SSC Deadline calendar](#)
- All Fund 1113 chart strings include the PC Bus Unit (UMBC1), an Activity Code, and an eight-digit Project, along with the Fund, Department, and Prog Fin.
- Help us help you, double-check your Prog FINs!
- UMBC is closed on Monday, May 25.

Breaking News!

We are proud to announce the Grand Opening of our website aaoussc.umbc.edu and our new MyUMBC group my.umbc.edu/groups/aaoussc.

The website includes:

- Our Mission
- Departments We Service
- News and Updates
- Resources, Documents, and Forms
- FAQs
- RT Ticket Portal



Meet Our Team!

[AAOU SSC Staff Profiles](#)

Contact us!

Email: aaoussc@umbc.edu
Phone: 410-455-6755 or x56755
Website: aaoussc.umbc.edu



LET US KNOW HOW WE ARE DOING! AAOU SSC CUSTOMER SATISFACTION SURVEYS ARE AUTOMATICALLY SENT TO YOU UPON RESOLUTION OF YOUR RT REQUEST, PLEASE FEEL FREE TO PROVIDE US WITH YOUR FEEDBACK, AS IT WILL HELP US PROVIDE A BETTER CUSTOMER EXPERIENCE MOVING FORWARD.