Monthly Update

MESSAGE FROM THE ASSISTANT DEAN, BUSINESS-FINANCE

I hope everyone enjoyed the summer. Now we begin yet another academic year. It is exciting seeing all the students and faculty back. This also means the arrival of the beautiful Tucson fall weather. Let’s all have a great start to the semester.

I am happy to announce that starting this fall we will begin a series of monthly workshops for staff and service professionals. The objective of these workshops is to provide staff and service professionals an opportunity to engage and learn about relevant topics within the college. The first workshop will be in September, which I will be leading. The topic will be RCM. I encourage you to attend to find out more about the college budgeting model and ask questions on how it all works. More information will follow regarding the time and location of the first workshop. Future topics will include drupal training, space management, payroll, schedule of classes, promotion & tenure, scholarships, performance evaluations, grants & contracts, admissions, etc. We hope that you make time on your schedule to attend.
As you have heard, there was a salary increase program implemented during the summer. For those that are eligible, you should see the effect of the increase on your September 30, 2016 paycheck. The increase is effective September 12, 2016. You should have received a letter from your supervisor with the increase amount. We were able to give out salary increases using a merit/market/equity rational. Thanks to the work of the faculty, staff, and appointed professionals, the college was able to afford this program through its RCM activities. I want to thank all staff and service professionals specifically for all the behind the scenes work that you do in order for this college to be successful. That work is not unrecognized.

As always, feel free to let us know if you find the information in this missive helpful, and if there are other topics you would like us to cover. We will continue the flow of information directly to staff and service professionals in the college.

Have a wonderful start to the academic year!

Upcoming Workshops & Trainings

Recommended workshops through UAccess Learning:

**UAccess Analytics**: Basic Reports & Dashboards (UA-1068)

**UAccess Analytics**: Intermediate Reports & Dashboards (UA-1070)

**UAccess Financials**: Travel Advances & Reimbursements (UA-1031)

**UAccess Student**: Student Records for Department & College Users (UA-1034)

**UAccess Student**: Financial Aid External Awards for Departments (UA-1078)

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Recognition

New Staff & Service Professionals: Welcome to SBS!

Anne Marie Summons, Program Coordinator, School of Information

Heather Liber, Manager, Administration, School of Information

Amy Haas, Business Manager, School of Information

Jana Phillips, Program Coordinator, School of Information

Anthony Robertson,
**Dates & Deadlines**

**August 2016** - RCM FY 2016 end of year data available in Analytics

**August 22, 2016** - FY17 Academic Contracts and NOAs available to be generated

**September 15, 2016** - Course request deadline for Spring 2017 Course Catalog

**October 10, 2016** - Spring 2017 priority registration begins

**Opportunities & Resources**

**Campus Flu Shots**
Here’s a link for the campus flu shot clinics to be held on campus this fall semester.
[https://lifework.arizona.edu/wsw/flu_shot_home](https://lifework.arizona.edu/wsw/flu_shot_home)

**Open positions in SBS**

- Accountant, SGPP & Other SBS Units
- Administrative Assistant, SBS Dean’s Office
- Academic Advisor, School of Information
- Academic Advisor, SGPP
- Internship Coordinator, SGPP

**Save the Date**

- **8/15/16** - New academic year started
- **9/12/16** - Merit increases become effective
- **9/14/16** - New faculty orientation
- **9/22/16** - Inaugural Staff Workshop - RCM (time and location TBD)

**Did You Know?**

The UA has twelve current or former Wildcats representing seven countries at the 2016 Summer Olympic Games.
Impressive - Go Cats!

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