

## **Administrative Services Bulletin: July 6, 2011**

By Maggie Griscavage, Director  
Grants & Contracts Administration

### **What's new?**

I'd like to take this opportunity to be a little introspective with regards to OGCA and the incredibly hard working individuals that populate the office and to make my thanks public.

Looking back over the past year, we have exceeded by far the expectation of getting old, finished awards closed in Banner. This meant that we had a 40% drop in the amount of funds that had to be rolled over into the next fiscal year. Kudos to Cheryl Plowman and Candice Lake for their special efforts, and to the other techs who closed a great many themselves.

I also want to mention that, as always at the closeout of a fiscal year, that there were many documents in the process that could have caused bottlenecks for the two people who handle them during normal daily process – Teri and Westin. Team OGCA stepped up and Teri posted this – “Thank you all for working so hard to help me get the deposits, JVs and LRs processed. This is a hectic time of year and I appreciate all the additional help.”

Wanda, Maren and Teri shared more than their usual burden during my outages for surgery and recuperation. If you didn't realize I was gone, that means they did a great job!

Sherry Lynch has been seamlessly keeping accurate and timely control of ARRA award reporting, and she didn't have a single dropped stitch in that patchwork of Stimulus money. Thanks, Sherry.

Lastly, while I always think of OGCA as ‘movers and shakers,’ we will really be moving in the near future – to the lower level of WRRB, alongside the offices of OSP and ORI. This move will make us much more accessible to you all, and I'm looking forward to seeing many, many more visitors through my office than I've seen in the past 10 years! Watch the Listserv for notice of an “Open House” before the snow flies.

### **Update – Web Time Entry and Effort Certification**

By now, many of you will have either participated in or heard of the demonstrations given by SW HR on the electronic time sheet process. Thanks to those of you who took the important step of participating in the survey and voicing your opinions. OGCA continues to work with the WTE team to make sure that the timesheet functions properly when utilizing restricted funds. New information on WTE and Grant Effort Certification may be found at:

<http://www.alaska.edu/hr/hr-projects/operations-projects-prior/web-time-entry/>

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