

# October 2016

SPONSORED PROGRAMS ADMINISTRATION



## ONESOLUTION SCHEDULED DOWNTIME

ONESolution, UEI's financial and human resources system, will be down for a software upgrade from 4:00 p.m. on Friday, Nov. 4 to approximately noon on Monday, Nov. 7, 2016.

Online reports ([desktop.uei.csus.edu](http://desktop.uei.csus.edu)) and Employee Online ([eol.uei.csus.edu](http://eol.uei.csus.edu)) will be unavailable during this time.

UEI Information Technology (IT) will send notices to online users and UEI employees when the system is live.

## WORKSHOP SURVEY RESULTS

Thank you to those that participated in our workshop survey. Based on the results, Sponsored Programs Administration (SPA) is planning two (2) workshops during the upcoming winter break. The first workshop will provide an overview of UEI and sponsored programs while the second will focus on expenditure processing. A third workshop related to UEI personnel management (recruitment, pay, additional employment) for faculty, part-time staff, and student assistants is slated for February. Below is the tentative schedule.

- UEI & SPA Overview: Thursday, Jan. 12, 12:00 p.m.- 1:00p.m.
- Expenditure Processing: Tuesday, Jan. 24, 12:00 p.m.- 1:00p.m.
- Personnel (faculty and staff) Management: mid-February 2017

## HALLOWEEN OPEN HOUSE

You're invited to the SPA and Office of Research Affairs annual Halloween spooktacular event on Monday, **October 31 from 1:30 p.m. – 3:00 p.m.** Stop by suite 3600 on the third floor of the Hornet Bookstore to tour our office and interact with some familiar characters.

This year's theme is *Once Upon a Nightmare*. Please join us for some frightful fairytales.