October 2024

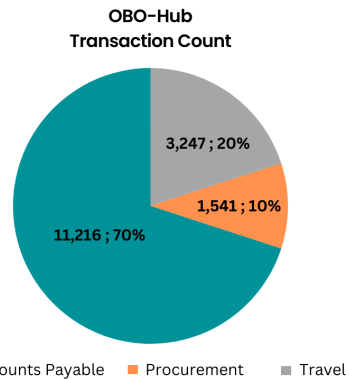## Business Process User Group (BPUG) meeting

Don't forget the next Business Process User Group (BPUG) meeting will be held tomorrow, Wednesday, October 16th at 9:00 a.m. in SEC 220.

OBO-Hub Transaction (Q1-FY2025)

OBO would like to thank all of campus for quickly adapting to the OBO-Hub for your financial transactions. As we continue to work to improve and streamline processes we wanted to share some data on the usage through Q1 (July – September).

Total Transactions: 16,004

Average Turnaround Time to completion (in days): 5

OBO-Hub Transaction Count

3,247 ; 20%
1,541 ; 10%
11,216 ; 70%

■ Accounts Payable   ■ Procurement   ■ Travel

Independent Contractor versus Employee

When obtaining the services provided by an individual, an evaluation may be needed to determine whether they should be classified as an employee or an independent contractor.

An independent contractor is typically a self-employed person who provides services or a specific task that is outside the normal scope of a university employee. The general rule is that an individual is an independent contractor if the University has the right to control or direct only the result of the work and not what will be done and how it will be done. Clear evidence to support classifying an individual as an independent contractor should be obtained before completing a Professional Service Agreement.

Please visit our link on the payroll website for more information and to access our Independent Contractor Determination form. Once complete, please email the form to **Jill Thrasher** in Payroll for assistance with this determination.

New GSA Per diem rates

The new Per diem rates set by the U.S. General Services Administration went into effect on October 1, 2024.

The new rates apply to all locations in the continental United States.

The standard rate set for meals increased from $54.00 per day to $63.00 per day.

New Rates