If you discuss yesterday’s discussion of the Shared Services Initiative with your staff, here are some points to ensure accuracy and clarity. Additionally, the meeting PowerPoint will be available on the [https://cassharedservices.uoregon.edu/](https://cassharedservices.uoregon.edu/) today. Look for the weekly newsletter today and on Thursdays, and please note the dates and times for the next open houses below. Thank you for helping us communicate consistently and clearly.

**Today’s topics:**
The structure/organization of the Shared Service Centers (SSCs) as they relate to business operations and finance, human resources, and grant services.
Who will be impacted?
All the academic departments and programs of CAS

When?
Fall of 2022

What is the CAS Shared Service Center (SSC)?
The CAS Shared Service Center will be an operation comprised of staff and managers doing operational work focused in three areas: human resources, business operations and finance, and grant services.

Examples of work within the SSC (not an inclusive list):
- Invoice Payments (Stateside and UOF)
- Contracting (all PCS portal submissions AND Purchase Orders for Services)
- Purchasing (non-PCS; including p-card in Concur)
- Vendor Setup
- Reimbursements
- P-Card Processing / Concur
- Duck Depot
- Moving Money - State Side (including Budget changes, Fund transfers, JVs, Internal Sales)
- Appointment changes
- Leaves (FMLA/OFLA, Bereavement, LWOP) Unpaid Appointments (courtesy, campus associate, and others)
- Performance Management
- Performance Reviews (GE, OA/SEIU, Student Employee, and Faculty)
- Temporary Hires
- Partner Hires
- Sabbatical tracking

We know that grants administration is an important part of the SSC structure, and we recognize that additional FTE will be needed in this area. More on the overall structure of the grants division of the SSC will be forthcoming. Right now, we are continuing to refine the business operations and human resources areas.

How was this structure/organization determined?
We worked from tasks and workloads to positions. Data analysis of staff position descriptions and task workflow gave us the blueprint for each of the three areas. From there, we placed necessary positions into the structure.

We were not surprised that the overall CAS SSC structure (8 ASUs and the SSC combined) will require staffing levels higher than current OA and SEIU staffing, which verifies what we all feel in our daily work: CAS is understaffed.
What about location, staff assignments? Are those completed?
Building out the structure for the SSC was the first step. Items still in development include:

- Locations of SSC
- Total FTE needed for the SSCs
- Mechanisms for placing staff within the structure
- Position descriptions
- Process changes/updates

What is the role of the department head/program director in the SSC?
Apart from no longer supervising staff, the department head/program director role will not change. The head or director will still work with staff in the ASUs and SSC, but the Associate Directors of each area will be their main points of contact. The head or director will still drive academic decisions and oversee their department or program.

When will more information be available?
We are eager to provide information, current and historical, in a variety of ways:

- Updates in CAS Heads/Managers monthly meetings
- Meeting follow-up emails and talking points from the dean
- Weekly newsletters, now appearing on Thursdays
- CAS Shared Services Initiative website (new website launching soon)
- FAQs and question submission function on initiative website

As explained in the February 4th newsletter, we will release organizational charts in March for the SSC and all eight ASUs. The charts will show where administrative OA and SEIU positions will reside in the new structure. Some positions will naturally roll into the ASU or SSC with little change other than reporting line. Some will require changes to the PD. New positions will be created as needed to fill FTE or functional gaps. Again, everyone will have a position in the new structure without having to apply for that position, but current staff will be encouraged to apply for any new positions they are qualified for and interested in.

Open houses on the SSC and ASUs are scheduled as follows:

**SSC Open Houses**
- Wednesday, February 16th at 4:00pm
- Friday, February 18th at 9:00am

**ASU Open Houses**
- Wednesday, February 23rd at 4:00pm
- Friday, February 25th at 9:00am