Hello,

Please see below for the August newsletter items. Please distribute this to those in your areas who would benefit from this information.

1. **HR Reminders:**
   - **Student Associate’s final biweekly timesheets must be submitted and approved by Friday August 3rd.** The graduate appointment start date is August 5th, thus Student Associates should not work or submit hours in eTimesheet beyond August 3rd. Their monthly graduate appointment pay schedule will automatically take over.
   - Please communicate any terminations with your HR Professional so they can be submitted in the system and our records are kept up to date
   - If hiring any students, start days must be 10 days after the request has been approved in the HR system. Please plan accordingly and work with your HR Professional to ensure start dates are correct

2. **Beware of fraudulent job emails:** There has been an increase in fraudulent job emails sent to OSU students recently. Some are impersonating the career services office. Please help spread the word for students to be vigilant. Everyone should be wary of any email that asks for personal information, including email, phone number and bank account. More information on how to spot a fraudulent email can be found [here](https://example.com).

3. **Travel Newsletter:** The Travel Office has started to send out a quarterly newsletter to OSU business travelers. Information is also posted on their website. Please [click here](https://example.com) to see their July newsletter which includes information on topics such as using concur vs using a full service agent, flight changes/cancellations and booking business airfare with personal time.

4. **Don’t forget:** The new permit year starts today! The 2019-20 parking permit year begins today. If you’ve ordered a 2019-20 permit, please use your new access keycard starting 8/1/19. Please contact Campus Parc if you are having any difficulties using your new pass.

5. **Buckeye Pass authentication:** Two factor authentication is being added to eRequest, eTravel and HR Action beginning in August. You can enroll at [https://buckeyepass.osu.edu/](https://buckeyepass.osu.edu/)
   - Click the “remember me for a day” check box before approving the authentication. If this is done, you will not need to perform second factor authentication again for 24 hours on that web browser.