Entomology Administrative Procedures

BY
The Administrative Staff
(Revised September 2019)

ADMINISTRATIVE STAFF DUTIES

Duty	Administrative Staff	
	PRIMARY	BACKUP
Academic Merits & Promotions	Wendy Alvarez (APSU)	APSU
Academic Appointments & Reappointments	Kendall Dunmore (APSU)	APSU
Accounting	Breanne Juarez	Paige McGee
Building Security	Ashley Hix	Bill Sutton
Business Office Supply Cabinets	Robin Testa	Ashley Hix
Chair's Assistant	Ashley Hix	Bill Sutton
Conference Room Scheduling	Robin Testa	Ashley Hix
Construction & Repair Physical Plant Work Orders	Bill Sutton	Ashley Hix
Contracts & Grants Budgets	Breanne Juarez	Paige McGee
E-mail Addresses/Affiliate Access	NAPSU POD D	Kathy Carrington
Entertainment Reimbursements	Robin Testa	Ashley Hix/Bill Sutton
Entomology 250 Seminar – Set up	Robin Testa	Ashley Hix
Entomology Shop	William Walton	Ashley Hix/Bill Sutton
Equipment Inventory	Robin Testa	Bill Sutton
Faculty Leave & Sabbatical Reports	Kendall Dunmore	APSU
FedEx Account Maintenance	Bill Sutton	Robin Testa
Financial Reports	Breanne Juarez/Paige McGee	Wendi Tapia
Foundation Funds	Kathy Carrington	Wendi Tapia
Gifts and Other Deposits	Cynthia Mena	Breanne Juarez/Paige McGee
Greenhouse Maintenance	Ag Ops	Ag Ops
Initial Complement	Wendi Tapia	Breanne Juarez/Paige McGee
Key Distribution	Robin Testa	Bill Sutton
ListServ Maintenance	Ashley Hix	Robin Testa
Mail Distribution	Robin Testa	Student/Ashley Hix
Maintenance Requests	Bill Sutton	Robin Testa
Package Receiving & Pickup Notification	Robin Testa	Student/Ashley Hix
Payroll Check Distribution	UC PATH	NAPSU POD D
Performance Evaluations	NAPSU POD D	NAPSU
Payroll Services	NAPSU POD D	NAPSU
Personnel Safety Training Records	NAPSU POD D	NAPSU
Personnel Services/Benefits	NAPSU POD D	NAPSU
Petty Cash	Robin Testa	Ashley Hix /Bill Sutton
Photocopier Access Codes	Bill Sutton	Ashley Hix

Public Liaison (Insect Line)	Refer only requests from medical doctors	Robin Testa
Purchasing	Bill Sutton	Ashley Hix
Reception	Robin Testa	Ashley Hix
Recharges (on-campus purchases)	Bill Sutton/Robin Testa	Ashley Hix
Reclassification Request	NAPSU POD D	NAPSU
Recruitment Undergrad & Work Study Students	Robin Testa	
Recruitment Faculty	Wendy Alvarez/ Ashley Hix	APSU
Recruitment Limited and Career Staff	NAPSU POD D	NAPSU
Reimbursement Requests (no petty cash)	Robin Testa	Ashley Hix
Sales and Service	Wendi Tapia	Kathy Carrington
Storehouse Orders	Bill Sutton	Ashley Hix
Telephone Installations & Changes	Bill Sutton	Ashley Hix
Telephone – Department List	Robin Testa	
Time Records	NAPSU POD D	NAPSU
Travel	Ashley Hix	Robin Testa
Vehicle Rental Liaison	Bill Sutton	Ashley Hix
Visa Request	Kendall Dunmore	APSU
Web Page Maintenance	Ashley Hix	Bill Sutton
Work Injury Reporting	Kathy Carrington	Wendi Tapia

FACULTY LIST

Adams, Mike
Atkinson, Peter
Bar, Boris
Bellows, Tom (Emeritus)
Brelsford, Alan (Cooperating Faculty Member)
Cardé, Ring
Cardullo, Richard (Cooperating Faculty Member)
Choe, Dong-Hwan
Dahanukar, Anupama (Cooperating Faculty Member)
Daugherty, Matthew
De Ley, Paul (Cooperating Faculty Member)
Federici, Brian (Emeritus/Professor of Graduate Division)
Grafton-Cardwell, Beth
Gerry, Alec
Hansen, Allison
Hare, Dan (Emeritus)
Heraty, John
Hoddle, Mark
Johnson, Marshall (Emeritus)
Klotz, John (Emeritus)
Lee, Chow-Yang
Luck, Bob (Emeritus)
Mauck, Kerry
McFrederick, Quinn
Millar, Jocelyn
Miller, Tom (Emeritus)
Morse, Joe (Emeritus)
Mulla, Mir (Emeritus)
Mullens, Brad (Emeritus)
Nabity, Paul (Cooperating Faculty Member)
Paine, Tim
Perring, Tom
Ponisio, Lauren
Purcell, Jessica
Rafferty, Nicole (Cooperating Faculty Member)
Rankin, Erin
Raikhel, Alex
Redak, Rick
Rivera, Monique
Rust, Mike (Emeritus/Professor of Graduate Division)
Stouthamer, Richard
Thompson, Nelson (Emeritus)
Toscano, Nick (Emeritus)

Trumble, John (Emeritus)
Visscher, Kirk (Emeritus)
Walker, Greg (Emeritus)
Walton, Bill
Weirauch, Christiane
Wilson, S. Houston
Woodard, S. Hollis
Yamanaka, Naoki

CNAS

The College has its precedence in the Citrus Experiment Station (CES), founded in Riverside in 1906. In 1917, the CES moved to the newly constructed building which now houses the A. Gary Anderson Graduate School of Management. In 1954, Riverside was designated a general campus in the University of California system and the College of Agriculture was subsequently established in 1960. Growth and mergers led to the formation of the current College of Natural and Agricultural Sciences in 1974.

CNAS Deans

Kathryn E. Uhrich   Dean (interim)

Timothy Paine	Divisional Dean, Agricultural and Natural Resources
Frances M. Sladek	Divisional Dean, Life Sciences
Jose Wudka	Divisional Dean, Physical and Mathematical Sciences
Constance Nugent	Divisional Dean, Undergraduate Advising

Others in CNAS with whom you might interact are:

> **Peggy Mauk,** Superintendent of Agricultural Operations reports to the Dean
> **Jennifer Farias,** Chief Financial and Administrative Officer

Department of Entomology

We currently have ~33 faculty that bring their individual and collective expertise to bear at the molecular, cellular, organismal, population, and community levels. Our current research specializations include: arthropod vectors of human, animal, and plant pathogens, biological control, behavior, chemical ecology, ecology, morphology, pathology, pest management, physiology, insect-plant interactions, systematics, toxicology, insecticide resistance, medical/veterinary entomology, molecular entomology, neuroscience, and urban entomology.

The Entomology Department is housed in several campus buildings: the Entomology Building, Insectary and Quarantine Facility, Chapman Hall, Biological Sciences, Boyden Laboratory, Stored Products Insects (SPI), College Building North, and the Entomology Museum. Two faculty members are currently located at the Kearney Agricultural Experiment Station. The Science and General Libraries and the Computing Center are each within a five-minute walk. Other departments of the College of Natural and Agricultural Sciences also are within very easy walking distance.

Department Chair:
Richard A. Redak, Professor of Entomology
(951) 827-7250
richard.redak@ucr.edu

Department Vice Chair:
William Walton, Professor of Entomology
(951) 827-3919
william.walton@ucr.edu

GRADUATE STUDENT AFFAIRS - ENTOMOLOGY

Kathy Redd is Director of the CNAS Graduate Student Affairs Center (GSAC) located in 1140 Batchelor Hall. Kathy Redd is the assigned Graduate Student Affairs Officer for Entomology She maintains the graduate students' records, both on-line and paper copy, and is responsible for all administrative activities associated with the graduate program in Entomology. Kathy is often a potential applicant's first contact with the department, responding to inquiries by answering degree program and admissions questions as well as mailing out packets of information. She also is the primary contact for current graduate students for matters relating to enrollment, financial awards, degree requirements, petitions, coordination of oral exams and defenses, and any other student affairs related issue.

Schedule of Classes

When the call for each quarter's schedule of classes is received, Oscar Serna may ask you to confirm the quarter's teaching schedule and enrollment maximums. Oscar is the Student Affairs Enrollment Specialist in the Enrollment Management Center for CNAS. Her office is 1301 Webber Hall and she can be reached at 2-2624 or via email at oscar.serna@ucr.edu.

General Catalog

The General Catalog is updated annually. Carla Ruiz, who is responsible for the Entomology section of this catalog, will contact you about any changes to titles and additions or changes to courses.

Graduate Student Committees and Major Professor Appointments

A Faculty member who has an Academic Senate title, or whose title is in the Agronomist series, is eligible to serve on graduate students' committees and as a Major Professor. These appointments are governed by various rules, and there are several forms to be completed. Contact Kathy Redd for details.

Instruction and Student Affairs Committee (ISAC)

The Instruction and Student Affairs Committee (ISAC) is comprised of 8-10 faculty members and one graduate student representative. This committee oversees all of the departmental student affairs' issues for both the graduate and undergraduate programs. The committee processes graduate students' petitions and applications, coordinates Graduate Student Researcher (GSR) appointments, Teaching Assistant (TA) appointments, and reviews graduate students' committee assignments. It also reviews course additions, changes and deletions before they are presented to the faculty at large. Melissa Gomez is an ex-officio member and archives minutes of all committee meetings.

Undergraduate Student Affairs

Dong-Hwan Choe is the undergraduate Faculty Advisor, 382 Entomology, 2-5717, DongHwan.Choe@ucr.edu.

Kia Herron is the undergraduate Academic Advisor, 1223 Pierce Hall, 2-4186, kia.herron@ucr.edu.

Departmental Policy for the Students' Listserver

1. The use of the EGSA list-server is to transmit useful information regarding departmental activities relevant to graduate students. This includes funding opportunities, meetings, research and employment opportunities, relevant deadlines, notices of departmental activities and the normal business of EGSA, etc.
2. The list-server is *not to be used* to express private opinions regarding university or departmental policies, opinions regarding the appropriateness of funding opportunities, opinions of individuals taking advantage of such opportunities, etc.

3. The list-serve is *not to be used* as a bulletin board/chat mechanism/blog to engage in arguments or discussions. It is an *information conduit only*.

4. Forwarding and transmitting private correspondence onto the list serve is completely inappropriate. Email correspondence is to be considered private unless otherwise designated by the individual sending the mail.

5. Personal use of university email accounts is a privilege that is allowed within certain guidelines. Students are encouraged to become familiar with those guidelines, which are posted on the Computing and Communications web site. Graduate students must be cognizant of the fact that they represent the university when using accounts. Only the President of EGSA is empowered to speak for EGSA; only the Chair's office is empowered to speak for the Department (and so on up the line).

6. Failure to abide by these simple guidelines will result in forfeiture of access to the list serve and/or loss of email account.

Conference Rooms

Contact Robin Testa (2-5714 robin.testa@ucr.edu) and/or Ashley Hix (2-5192 ashley.hix@ucr.edu) to schedule conference rooms in Entomology.

ACCOUNTING- GENERAL INFORMATION

Kathy Carrington is the Financial and Administrative Officer for the department. **Wendi Tapia** is the Financial and Administrative Manager. **Breanne Juarez and Paige McGee** are the analysts who report to Wendi. Each analyst is assigned to several faculty members and professional researchers. Your designated analyst produces your monthly financial statements and assists you in preparation of contract and grant budgets.

Accounting Structure

The university uses a series of identifiers that together comprise the Full Accounting Unit (FAU). When charging things on campus, you may be asked to provide an FAU in the following format:

Activity Code	Fund	Function	Cost Center	Project Code
A01084	23987	44	NKFAC	NKORG

These FAU's will be included on your monthly financial reports along with the fund balances.

Activity Codes

These five-digit codes define broad categories within our department. The usual activity codes in Entomology are A01084 and A01859, which are for Organized Research and Instruction and Research activities, and A41084 and A41859, which are for Cooperative Extension activities. There are additional activity codes A01554 and A41554 for initial complements.

Funds

University accounting falls under the special guidelines for fund accounting. Our financial system creates a unique five-digit fund number for each (unique fund source) contract, grant, or gift received. As required by fund accounting guidelines, all financial transactions are strictly separated by fund source.

Cost Centers

Cost Centers are descriptive codes that generally describe for whom or for what expenditure is being incurred. A unique cost center is assigned to each faculty. The standard format of a cost center is NK (for Entomology) followed by the faculty member's initials. There are also cost centers for specific classes, i.e. NK010 and NK209, and for general administrative costs, i.e. NKAZ. Entomology requires that the FAU for all orders, purchase requests, petty cash reimbursements, etc. contain a cost center.

Project Codes

Project Codes are descriptive codes that can be created to further describe for whom or for what something is being purchased. For instance, if a faculty member wants to track a separate group of expenses, we can create a new project code on an exceptional basis.

Various Donors Funds

These are funds into which contributions and donations are deposited. New faculty may request a Various Donors Fund at the time they receive their first gift. Funds should not be accepted as gifts if they obligate the faculty member to provide specific work or research for the donor. Incoming funds that obligate the PI should be considered either a grant or a contract. Currently, the university assesses a 5% fee on all incoming gifts.

General Funds

These are state funds and generally designated as 19900 or 199XX and are often referred to as "nineteen-nine-hundred funds."

Sales and Service Funds

These funds are used when you need to bill for products you are selling and also when a service agreement is entered into in which you sell a service. There are strict requirements for these types of funds and they can take several months to set up. If you need to set up a sales and service fund, please contact Wendi.

Extramural Funds

Funds received from agencies outside the University of California from contracts and/or grants are defined as extramural funds. Extramural funds are usually referred to as contract and grant funds or research funds. Research funds may not be charged for personal use even if you intend to reimburse the expense. For example, no one should make personal telephone calls if the line is charged to a grant. We are not allowed to reimburse the expense, and in an audit you could be found to have misused contract or grant funds.

Checks for Deposit

Any checks you receive that are payable to UC Regents should be brought to the Entomology administrative unit for deposit into one of your funds (usually your various donors fund). Checks for the UCR Foundation must be made payable to UCR Foundation and not UC Regents.

Transfers or Expenditures

University accounting policies and fund accounting guidelines prohibit transferring revenue from one fund to another (cross funding). Therefore, we must make corrections and adjustments to funds through the cost transfer process. Generally accepted accounting principles dictate that excessive transfers of this type are symptoms of systemic problems. Because of this, we try to post expenses to the correct fund initially, rather than make corrections later. Expenses cannot be transferred 90 days past the expiration date of the award. All transactions have edit checks to ensure the grant has not expired. Transfers for the sole purpose of depleting fund balances are unacceptable and cannot be processed.

CONTRACTS AND GRANTS

Administratively, there are two types of contract and grant activities: those that involve activities that take place prior to an award being made, and those that take place after. Activities that take place prior to an award include submitting proposals and post-award activities include setting up new funds, tracking financial transactions for ongoing awards and terminating and reconciling an award that is expired.

Proposal and Budget Preparation

Promptly contact your assigned analyst when you first decide to submit a proposal. All proposals except those for UC system grants must be routed through the Office of Research. Your Analyst is available to create the mandatory electronic Campus Approval Form (eCAF). She can also prepare or review your budget and your budget justification. All proposals should be routed through your Contract and Grant Analyst. Please do not deliver your proposal directly to the OR. Please note that all PIs who are not faculty are required by the department to submit their grant proposals with a departmental faculty member listed as Co-PI.

Please notify your analyst at least 14 days before the agency deadline for standard proposals (the Office of Research requires at least 3 days of notice to process a standard proposal) and proposals not meeting the standard proposal criteria require a minimum of 10 working days prior to the agency deadline (the Office of Research requires 7 days).

Proposals coming in after these deadlines may not be processed and submitted in time for agency deadlines. It is to your advantage to consult with your analyst as early in the process as possible.

Minimal info is required by the Analyst to initiate the eCAF and budget documents. Web site: http://or.ucr.edu/spa/lifecycle/proposal-preparation-submission/common-elements-of-a-proposal.aspx#Administrative

Post-Award Contract and Grant Administration

The UCR Central Accounting Office will set up a new fund number for your grant when a proposal is awarded. Contact your assigned analyst with questions as to timing or additional processing requirements.

When you receive an Award notification directly from an agency, please submit a copy to your analyst for a "pre-award" if eligible and necessary. "Pre-awards" are granted so that you can promptly begin spending against the correct fund number rather than delaying expenditures or charging another fund source while waiting for an FAU.

Monthly Financial Statements

Every month the department provides each faculty with a fund financial statement via PIWRS. These statements provide details of the prior month expenditures made and the balance (net of encumbrances)

remaining in each category of each fund. It is extremely important to review your statements promptly and report any errors or discrepancies to your analyst. Prompt correction of errors is especially important for federal contracts and grants and those with federal flow-through dollars. To avoid disallowances, cost transfers must be initiated within 90 days after the date of the original transaction.

Expired Funds

No expenditures can be charged to an expired fund. When a fund is approaching an expiration date, the department analyst will contact you for a new FAU for recurring charges (fleet, communications, payroll and demurrage). This is also the case for funds expecting a new budget increment.   Expenditures CANNOT be charged until the new increment has been received and processed through the financial system. Additionally, if a fund is in deficit prior to receiving the new increment, the deficit must be resolved.

No-Cost Extensions - NCEs

If a PI is unable to complete the research within the time frame established by the agency, then he/she needs to work with the analysts to prepare the agency's required documents requesting a no-cost extension. No-cost extensions must be processed at least 30 days prior to the expiration date of the grant.

TRAVEL – GENERAL INFORMATION

Ashley Hix (Primary) and **Robin Testa (Back up)** are the Travel Coordinators for Entomology. Their primary responsibility is to assist in the submission of travel reimbursement request. Travelers are responsible for making their own airline and hotel reservations and entering their travel information in iTravel. (*see section on Airline Tickets, Registrations, and Deposits*).

Advance payments for registration fees, airline tickets, etc. can be paid in advance through the purchase requisition process and Connexxus in iTravel. If you personally pay these fees in advance, they are not reimbursable until the trip is completed.

All reimbursement requests for travel expenses are routed through *iTravel*, UCR's online travel expense reporting system. If it is your first time claiming travel expenses, contact Ashley for instructions on how to gain access and use the online system.

Enter your expense details directly in iTravel available through UCR's R'Space login screen at http://rspace.ucr.edu within 10 days of the end of your trip. If you submit your travel expense information later than 10 days after the end of your trip, please provide a written explanation as to why it is late. You will need to provide original receipts to your Travel Coordinator, who will scan them in as attachments to your online iTravel reimbursement request. Once you have reviewed and approved your iTravel reimbursement request, it is submitted for approvals and routed to UCR central accounting for reimbursement.

Charging travel expenses to UCR when they are going to be reimbursed by a third party is not allowable.

US Bank Corporate Travel Credit Card

The university offers faculty and qualifying staff a US Bank Visa corporate card. (See campus policy 900-05.) The card may be used for business-related travel expenses, and you may obtain a cash travel advance of up to $300 through the Campus Cashier's office. (It is permissible for you to charge personal expenses on the card, but naturally you will not be reimbursed for these.) **Your statement is sent directly to your home address and you are responsible for prompt payment to avoid negative credit reporting.** The university pays any annual renewal fee. If you are interested in the corporate card, please ask Bill or Ashley for a US Bank application or go to https://bfs.ucr.edu/document/us-bank-visa-application-form.

Airline Tickets, Registrations, Airlines Allowed for Foreign Travel

Fly America Act - You must make every effort to travel on domestic carriers when conducting university business, regardless of the cost savings, which may be available on a foreign carrier. (This is mandatory if a federal fund source is to be charged.) When non-federal funds are being charged and a foreign carrier is used, a written justification must accompany the expense reimbursement request.

Travelers are responsible for making their own travel arrangements. UCR recommends contacting the Your Travel Center at (951) 788-7611 for the best rates available to UC.

Arrangements may be made over the telephone or via email. Tell the agent you are with UCR, Department of Entomology. After you have selected your itinerary, contact the travel coordinator with the name and telephone number of the agent handling your reservations. Ask the agent to email the itinerary to the department. We will provide the travel agent with a purchase order number. The cost of the tickets will be directly charged to the fund you designate and delivered to the Entomology Department business office. Agreements with hotels and rental cars may be viewed at:

- UCOP Lodging Agreements: https://www.ucop.edu/central-travel-management/travel-supplier-programs/hotels.html
- Local Lodging Agreements: https://procurement.ucr.edu/goods-services/travel-hotels-local
- Rental Car Agreements: https://accounting.ucr.edu/travel-entertainment/uc-car-rental-agreements

Airline tickets and other travel expenses that are reimbursed/paid by a third party, or another UC campus, may not be charged to UCR funds.

A purchase order for travel expenses, including airfare, will not be allowed if the traveler has outstanding travel charges against UCR funds that have exceeded the 10-day reporting requirement.

You may request that UCR directly pay your registration fees or you may pay them personally. If you request direct payment for your registration fees, the payment will be processed and directly charged to the fund you designate. Because we are paying the fee directly rather than to you, this is not considered an advance.

Travel
You must logon to the iTravel application to request travel reimbursements. Save and submit all original receipts including your airline ticket receipt, itemized hotel bill, rental car receipt, registration fee receipt, and train receipt to Ashley Hix. ORIGINAL RECEIPTS ARE REQUIRED. If travel was for attendance at a conference, you must provide proof of attendance, i.e. name badge or program with your name included as a participant. Original receipts are also required for local transportation and other miscellaneous expenses costing $75 or more. If you do not have your original receipt(s), you must complete a Declaration of Missing Evidence (DME) form.

If you are required to obtain supplies while on travel status (e.g., poster boards, office/research supplies), submit those receipts with your travel reimbursement request.

Personal Car Mileage Reimbursement
The university reimbursement rate for personal car usage changes periodically based on IRS guidelines. Vehicle license numbers are required and you must certify that you carry appropriate vehicle insurance for mileage reimbursement or parking. **Please remember to keep you starting and ending odometer reading for each leg of your trip. This information will be needed for the travel reimbursement.**

Domestic Lodging
There is no institutional maximum amount set for domestic lodging costs. The university follows U.S. General Services Administration (GSA) domestic per diems. Domestic lodging per diems are available on www.gsa.gov. You must submit an original itemized hotel receipt to be reimbursed. Any lodging rate over the lodging per diem will need additional justification and in some cases chair approval.

Note: A traveler must be at least 40 miles from headquarters or home, whichever is closer, to be reimbursed for an overnight stay. This applies regardless to the length of the business trip.

Foreign Lodging

If lodging does not exceed the allowable federal government per diem rate, no receipt is required. However, if the per diem rate is exceeded, the traveler must provide a written statement as to why more expensive accommodations were used. You can review foreign per diem rates at https://aoprals.state.gov/web920/per_diem.asp.

Domestic Meals and Incidentals

The maximum cost of meals and incidentals is $62/day. Please note that this is not a *per diem* allowance. Travelers are required by policy to claim the actual cost of their meals and incidentals, which may not exceed the cap of $62 per day. Entomology does not require meal receipts, preferring to use the honor system; however, if a traveler claims $62/day for multiple days we will require receipts to substantiate the cost. Exclude costs of meals that are provided to you.

Note: Travel of less than 24 hours- meals and incidentals are not reimbursable unless the travel includes an overnight stay.

Domestic meal rates apply to the contiguous United States. For states not covered by domestic rates, e.g. Hawaii, inquire about the federal OCONUS (Outside the Continental United States) rates.

Foreign Meals

If meal expenses do not exceed the allowable federal *per diem* rate, no receipt is required. However, if the traveler wants to claim more than the *per diem* rate, s/he must provide a written justification.

Rental Car Agencies

The university contracts with several rental car agencies at a pre-negotiated rate. These rates include collision damage insurance within the United States. Optional insurance is not reimbursable and if accepted, is at the user's expense. *Collision damage (or liability damage) insurance is required when traveling in Hawaii, Canada, Mexico, and all other foreign locations, and will be reimbursed by the university.*

All current rental car agencies are available for reservation through Connexxus. Please follow this link booking information: https://accounting.ucr.edu/travel-entertainment/uc-car-rental-agreements

University Vehicles

Contact Fleet Services at extension 2-2277, http://fleet.ucr.edu/index.php?content=contact/contact.html. A variety of vehicles are available for your use through campus Fleet Services. Vehicles may be rented on a daily or weekly basis, or through a monthly lease agreement. Before you go to Fleet Services to pick up your rental, you will need to obtain a recharge from Bill. You will find a request form located at https://entomology.ucr.edu/form/fleet-reservation-request#no-back.

ENTERTAINMENT EXPENSE REIMBURSEMENT REQUESTS

In some cases, it is prudent and necessary to host a distinguished visitor for a meal. This is classified as an entertainment expense. A distinguished visitor is defined as a campus guest who will meet with peers to discuss collaborative research, visit a laboratory or attend a meeting. A distinguished visitor may also be a candidate for a position in the department or a seminar speaker. You will need to provide a list of attendees including their names, titles and relationship to UCR, plus the original itemized receipt(s). Request for this type of reimbursement should be submitted to Robin Testa. Entertainment expenses may not be included on a Travel Expense Worksheet. (If you pay for another traveler's meal, it is considered an entertainment expense.) Allowable expenses vary depending on the purpose of the person's visit to UCR and whether by student or faculty, please be sure to check with Robin or Ashely before your event.

The dean's office has issued guidelines concerning entertainment expenses incurred with official university business. The purpose of these guidelines is to clarify Campus Policy Number 200-44.

Maximum allowable per-person rates* for entertainment are as follows:

* Limits are lower if you are hosting a seminar speaker using departmental funds.

Breakfast $27
Lunch $47
Dinner $81
Light Refreshments $19

If a higher-end restaurant is selected and/or expenditures including food, beverages/alcohol, tax and tip, etc. exceed per-person policy amounts, the excess cost should be borne by personal rather than university funds.

Alcoholic beverages may not be charged to state general funds or federal funds. All departments are reminded to keep expenditures for alcohol to a reasonable percentage of the total food bill.

Entertainment expenses of the spouse (or equivalent) of a guest, or the official host, may be permissible as exceptional entertainment, provided such entertainment serves a bona fide university business purpose. Requests for exceptions must be processed by the department (using CNAS form) and approved in writing by the dean's office **in advance** of an event. **"After-the-fact" requests will not be approved.** When the actual entertainment expenses are submitted to the dean's office for approval, a cover letter from the department chair requesting an exception to policy (addressed to the EVC via the dean's office) must be provided. Please remember that an itemized receipt is required for entertainment expenditures.

With respect to entertainment in connection with colloquium and guest speaker events, departments are asked to limit the number of UC faculty/other department personnel/students attending meals to two to three persons. With prior written approval from the dean's office, it is permissible to include spouses (or equivalent) in entertainment meals related to a colloquium or guest speaker engagement, provided that the speaker's spouse (or equivalent) also attends.

When arranging recruitment related meals, the dean's office recommends no more than two to three UC personnel in the case of a junior hire and no more than three to five in the case of a senior hire.

With prior written approval from the dean's office, it is permissible to include spouses (or equivalent) in recruitment related entertainment meals (second visits), provided that the candidate's spouse (or equivalent) also attends. Departments are asked to limit the number of spouses attending to one to two. Meals purchased for others while on travel status are considered entertainment and must comply with the entertainment policy. If you entertain while on travel status, those expenses must be claimed separately as an entertainment reimbursement.

PARKING SERVICES

Personal Vehicle

A permit for on-campus parking is obtained directly through Transportation and Parking Services, http://transportation.ucr.edu/, located at 683 Linden Street, 2-8277. Permits are to be displayed at all times from the vehicle's rear view mirror and can be moved from one vehicle to another should you drive more than one car. You may pay for your permit quarterly or monthly through payroll deduction. Annual permits are renewable each fiscal year. Parking rules and regulations are strictly enforced; please thoroughly read the literature provided with your new permit. Carpooling and alternate methods of transportation, such as bicycling or joining a campus van pool, are encouraged and participation in these programs is generously rewarded.

Visitor Parking

Invited guests/visitors to UCR who travel via personal or rental car need a guest parking permit. Visitors with **a state, county or commonly called, "diamond plate" do not need permits.** You may request a parking permit for officially invited department guests, such as visiting scientists or collaborators, applicants for advertised departmental jobs, prospective graduate students on campus visits and invited

speakers for the Entomology 250 and other seminars. To obtain a permit, contact Ashely Hix with guest's name, FAU and date of visit. She will initiate a recharge. Parking Services enters the request into their system for pickup at the kiosks when the guest arrives. Please allow 24 hours for processing.

Vendors, suppliers, and personal visitors should use either metered parking or buy a day pass from the campus kiosks at the campus entrances. Metered parking lots are available in certain locations throughout campus.

PURCHASING - GENERAL INFORMATION

Bill Sutton, the Department Purchasing Supervisor, can provide help and guidance for your purchasing requirements. UCR policy requires that all purchases and agreements be placed through the business office by Bill.

Bill works closely with UCR's Central Purchasing Department, whose main function is to establish contractual agreements with numerous vendors for the purchase of all supplies and equipment, and to review and approve all purchases in excess of $5,000.

Reimbursement Requests

Reimbursement of a purchase using personal funds not exceeding $100 plus sales tax, may be made through petty cash in most cases. Complete a petty cash voucher within 30 days and obtain reimbursement from Robin, Ashley or Bill.

Requests for reimbursement for items exceeding $100 without the benefit of a purchase order are no longer allowable. Emergency purchases are permissible by exception, but it requires the dean's approval before we can process reimbursement.

Several types of purchases must be routed through Central Purchasing

Furniture; lab, office and field supplies stocked in the UCR Storehouse, personal service contracts, professional service contracts, radioactive chemicals *must* be submitted through our office to UCR's Central Purchasing office.

Petty Cash Reimbursement Requests

Our office maintains three petty cash funds. Robin Testa is our primary petty cash custodian, with Bill Sutton or Ashley Hix available to help you if Robin is unavailable. UCR policy allows petty cash transactions for up to $100, plus CA tax. Please note that we discourage frequent expenditures this large because our petty cash funds are quickly depleted. We strongly encourage you to use eBuy for most purchases.

Petty cash reimbursement hours are from 8:00 am – 10:00 am and 3:00 pm - 4:30pm daily.

To receive a petty cash reimbursement, fill out a Petty Cash Voucher approved by your supervisor and submit it with your original receipt(s). Your receipt(s) must be less than 30 days old for cash reimbursement. Submit one Petty Cash Voucher per vendor. Items for personal use should not be included on the receipt. Food items purchased for laboratory use (e.g. to make insect media) are acceptable, but please note this purpose on the voucher. You will need to provide the FAU to charge and, if you have not been given purchasing authority, have the Petty Cash Voucher approved by lab personnel with the proper authority.

Items Requiring Special Approval for Purchase via Petty Cash

Item	Required Approval
Ammunition	Health and Safety
Bottled Water	Appropriate Vice Chancellor/Dean
Decorative items, e.g. plants, except for scientific use, pictures, painting, posters, vases, wall hangings, pillows, flowers, rugs, etc.	Appropriate Vice Chancellor/Dean
Draperies, Floor and Wall coverings and Upholstery	Health & Safety/Architects & Engineers/Physical Plant
Heaters and Fans (other than for research application)	Physical Plant
Fire-fighting equipment	Health & Safety
Foodstuffs, Beverages, Catering, Food Preparation, Serving Equipment (other than Food Services areas, animal/insect diets and classroom demonstration)	Appropriate Vice Chancellor/Dean
Protective Clothing	Health & Safety
Personal Use items, e.g. briefcases, clothing other than protective or costume, gifts, radios, etc.	Appropriate Vice Chancellor/Dean
Repairs to Personal Property	Department Head
Safety Glasses	Health & Safety
Telephone attachments/digital information systems	Academic Computing
Telephone Attachments – Voice/Recording	Telecommunications
Wooden Furniture	Appropriate Vice Chancellor/Dean
Entertainment	See 200-42 and 200-44
Membership in Professional & Community Organizations	See 650-50

Petty Cash Advances

You may request a petty cash advance if necessary. Advances must be cleared within 24 hours with the custodian who issued you the advance by bringing in your receipt(s) and completing the Petty Cash Voucher. Additional details are available in Campus Police 200-72.

Purchasing from ScotSupply

Bill Sutton places ScotSupply orders for the department. The Storehouse carries many laboratory, office and field supplies. You may have your order delivered to the Business Office or you may pick it up yourself at the on-campus storehouse – usually the same day. To order ScotSupply supplies please use the ScotSupply application system located in R'Space. If you need authorization to access this application, please contact Bill Sutton. If you want to pick up your goods the same day, mark the form "Will Call" and ask to place the order immediately. It normally is ready for pick up when you arrive at the Storehouse.

Ethyl Alcohol Purchases

Only authorized individuals may request alcohol purchases through ScotSupply (to become authorized obtain a form from Bill Sutton).

Purchasing Off-Campus Goods and Services

To order off-campus goods and services log on to R'Space, select the eBuy Application to place your orders online. If you do not have eBuy as an authorized application, discuss your needs with Bill.

Bill Sutton is authorized to make purchases on behalf of the Entomology department. Seek his guidance before you incur expenses to avoid unauthorized purchases, which may not be reimbursable.

Business Cards

All UCR business cards must be purchased through UCR's Printing and Reprographics. See Bill for assistance.

Office and Lab Furniture

The university has exclusive contracts with vendors for office and lab furniture. Do not purchase any office or lab furniture without discussing your plans with Bill. If you buy a file cabinet, from Office Depot or some other local vendor, you will not be reimbursed. If you are interested in finding used furniture and equipment, talk to Bill. Equipment Management is a service unit on campus responsible for reselling excess items. Staff and faculty can view or purchase items for sale at any time by appointment (call 2-4209). You will need to bring an online recharge card with you. If you do not bring a recharge form, they will not allow you into the storage facility. This online recharge is prepared in our office by Bill.

Picking Up Orders from Local Vendors Yourself

If you want to pick up an order from a local vendor, enter the order into eBuy and then e-mail or call Bill, who can complete the Purchase Order and e-mail you the PO for your use with that specific vendor.

Purchasing On-Campus Goods and Services (Non-Storehouse)

You may purchase items from other departments and units on campus via a campus recharge form that you can take with you. You will need a current FAU to list on the form that you can obtain from Bill (if you are not approved to purchase on this fund, be sure to bring signed authorization). The expense should post to the FAU the following month.

Blanket Orders

Blanket Orders are agreements established between UCR central purchasing and a specific vendor for the delivery of goods that are routinely needed over a specified period of time. The agreement can state that the vendor will ship goods automatically or only upon specific request. Purchase prices and quantities are negotiated as part of the agreement. Blanket Orders can be negotiated with vendors who provide repair and maintenance services for laboratory equipment as well as suppliers of goods.

Consulting Agreements
Mandatory – you must submit all requests for consulting to Bill before making any commitments.
If you are interested in hiring a consultant for his or her services, provide Bill with the vendor's company name, address and phone number. If your intent is to hire an individual as a consultant, there are several additional forms, which you can get from Bill, which you will need to complete.

Personal Services Contract
Mandatory - you must submit all requests for personal services to Bill before making any commitments.
If you need to contract services with an individual to assist in your research, and the individual is not a UC employee, please ask Bill for the required forms and submit it with your request. Your request should include the work to be performed, rate of pay, location of work site and anticipated start and finish date of services. Please provide this information on a Purchase Request Form. If the individual(s) you wish to hire is a UC employee, please contact NAPSU.

MISCELLANEOUS SERVICES

The campus provides a number of miscellaneous services, some of which are detailed below.

Computer Support
Information Technology Systems (ITS) is our central campus unit providing telephone help desk support, on-site hardware and software diagnostic and repair service, training classes and more. You might want to check out their web site at http://its.ucr.edu for a comprehensive list of services. For questions and current recharge rates, give them a call at 2-3555.

Entomology Shop
The Entomology Shop is in the Agricultural Operations facility. Eric McCullough (951) 452-9281, Eric.McCullough@ucr.edu, is the individual who oversees use of the shop. The shop is open for use during regular business hours, 8 a.m. to 5 p.m. Monday through Friday.

MAIL AND COMMUNICATIONS

Mail Distribution
Robin Testa is in charge of mail sorting and distributing for the department. We distribute mail to your assigned mailbox once a day, midmorning.

Facsimile Distribution
The front office staff monitors the main business office facsimile machine, (951) 827-3086. Incoming faxes are distributed to your mailbox promptly after they arrive. If you are expecting a fax and would like to be informed when it arrives, notify Robin Testa.

Outgoing Mail
University-related business mail should be placed without a stamp in one of the outgoing mail bags located in each mail room. The appropriate postage will be affixed by Campus Mail Services. Outgoing mail is picked up once daily, mid-morning. If you miss the pickup, you may take mail directly to Mail Services before 4:00 pm. Packages mailed to foreign countries must have completed custom declaration forms attached or they will be refused by Campus Mail Services. Forms and special envelopes for all types of US Post Office services are available in the departmental mailroom. Large envelopes or packages should be rubber stamped with the appropriate designation, i.e. First Class, Air Mail, Printed Matter, Parcel Post, etc. Several rubber stamps are available in the drawers in the department mailrooms. All mail must have the sender's return address.

Email
The CNAS Non-Academic Service Unit (NAPSU) will set up an email account and/or establish a UCR Net ID upon hire.

A UCR Net ID & Temporary Password Form will be included as part of an employee's new hire packet. This will allow the new employee to have a UCR Net ID and email account within 24 hours of his or her start date.

You should also contact Ashley (primary) or Kathy (back up) to reset an expired or forgotten email password.
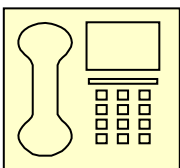
Telephone and Data Lines
The business office handles all inquiries regarding changes related to telephones. Notify Bill Sutton if you need to add or delete voice lines or install new phones. If you have a problem with your phone, contact the Communications Trouble Desk directly at 2-3939.

You may request information concerning all telephone charges from Bill.

UCR Telephone Directory Updates
Ashley Hix is responsible for maintaining the Entomology Department's section of the university telephone directory database. Please notify her when there are any changes in your office or laboratory

telephone numbers. The campus directory and individual name search are available on-line at https://profiles.ucr.edu/app/home.

Package Delivery and Pickup

Robin Testa logs in all deliveries that arrive in the business office. The packages are logged into the Entomology receiving computer and assigned to an associated lab group or individual. The receiving computer will automatically send out an email requesting pickup of the package located in the receiving room, Entomology 179. **The emailed recipients should arrange to pick up their delivery as soon as possible.** When picking up a delivery, please sign out the package at the receiving computer to maintain a chain of custody record of who retrieved which package.

Federal Express

To send letters and packages via Federal Express, prepare labels through your office or lab personal computer if you have access to the internet. To use this service, consult with Bill Sutton who will establish an individual account for your lab. Your account number is for your use and all expenses are charged to your 19900 funds or various donors funding source unless you designate a different funding source in the "internal billing information" section when preparing a shipping label. For instructions of how to access the Federal Express InterNet Ship, please contact Robin Testa. Deliveries from Federal Express arrive twice daily. Pickup is once daily at about 3:30 p.m. The outgoing pickup point is the designated basket in the business office next to the copier/mail room.

Delivery Services – Other

UPS and other outgoing shipments are made through our campus Receiving Department. Please e-mail allan.crosthwaite@ucr.edu or michael.gonzales@ucr.edu if you need to use a service outside of Fed-X.

Office Supplies

A few basic office supplies are kept on hand in the business office supply cabinet for use by faculty. These supplies are available for your convenience but are for faculty offices, not labs. Ask Robin Testa and he will let you into this area.

Photocopier and Printing Services

In order to properly charge photocopy expenses within the department, access codes are set up in the two large copiers. Access codes are required to make copies. Faculty may request codes, as needed, for use by individuals who are working with them. You may acquire a copy machine code from Robin. Please provide an FAU number. Campus Printing and Reprographics provides additional copying services. Contact Ashley, Bill or Robin for more information. To order printing services, complete the information on this website https://entomology.ucr.edu/form/emn-administration-print-request#no-back.

Greenhouses

Please contact Ag Ops at (951) 827-5906 to request greenhouse space or discuss for maintenance issues

Facilities and Maintenance

Contact Bill Sutton or Ashely Hix for building maintenance requests or use the following link
https://entmadministration.wufoo.com/forms/facilities-work-order-request/ For the Insectary and
Quarantine facility, direct all inquiries to Imad Bayoun at 2-2595 or Serguei Triapitsyn at 2-7817.

Chargeable Requests

Most general maintenance problems are handled by Facilities services. However, there are repairs and
construction requests for which you may need to provide an FAU. Some examples of chargeable items
are:

- an estimate of costs for non-routine repairs of equipment
- renovations to labs or offices
- changes in electrical power requirements
- carpentry additions and changes
- additions and deletions to the building security systems

Maintenance Requests

Contact Bill Sutton 2-5704 or Robin 2-5714 for problems in your laboratory or office that require routine
maintenance or complete the request form https://entmadministration.wufoo.com/forms/facilities-work-
order-request/. Contact Ag Ops at 2-5906/Greenhouse routine maintenance and emergency problems. A
trouble request will be submitted to Physical Plant or Environmental Health and Safety if applicable. See
the following examples:

- air conditioning/heating adjustments or repair
- non-working fume hoods
- equipment (refrigerators, freezers, environmental chambers)
- Plumbing problems (dripping faucet, plugged sink or floor drain, etc.)
- electrical problems
- fluorescent light replacement
- noxious odors
- any hazardous condition needing immediate attention
- custodial service problems

Please do not report problems directly to Physical Plant, as the office staff maintains detailed contact
records and provides extensive follow-up services. In the event of an after-hours facilities emergency, you
should contact the Steam Plant directly at 2-4677. Please report any such emergency calls to Bill or
Ashley the next working day.

Building Security

Several doors in our buildings are wired for security systems. The following information is relevant to you
only if you are housed in or will be working in one of these areas.

Installing a New Security System

If your office or laboratory does not have a security system in place and you wish to have an alarm
installed, contact Ashley Hix. She will request an estimate to determine the cost of installation. The cost

of monthly monitoring service provided by the UCR Police Department is $33.50 for the first alarm and $9.50 for each additional alarm.

Adding New Users of Existing Security System
If the office and/or laboratory you are occupying is already equipped with a security system, you may add or delete employee access as needed. Ashley Hix is the point of contact for all security system information. The new user must complete a "Security Account Information" form which is available in the business office. The new user chooses a four-digit code (which is installed by Physical Plant's Security Office) and a password (which is filed with the UCR Police). The faculty or SRA responsible for that office/lab must approve the request. Submit to Ashley for processing, allowing five to seven working days for activation of a new alarm.

Accidentally Tripping an Alarm
If you accidentally trip an alarm, telephone the UCR Police, 2-5222, as quickly as you can and provide them with your name and password. Shut off the alarm. If you are unable to reach the police promptly and they send someone to investigate, there is an automatic charge (currently $27.50) which posts to the faculty member's FAU.

Key Distribution
Please note that Lab Safety Training must be completed before keys are handed out to recipients. Robin Testa issues departmental keys. Faculty may authorize keys for any employee in their lab. Please notify Robin in person, by email or memo of your intentions.

Safety
The department has a safety committee responsible for interactions with the campus Environmental Health and Safety (EH&S) Department. Christina Hoddle, x2-4714, is Coordinator of the department committee and is the person who can answer (or find answers for) all your safety-related questions. There is also a great deal of information at the EH&S website https://ehs.ucr.edu.

All personnel are required to participate in a lab or general safety orientation class as soon as possible after being hired in the department. Please contact the departmental personnel office for a schedule of classes offered through Environmental Health and Safety.

Emergency Evacuations
Each building has a Building Safety Emergency Coordinator (BSEC) as well as alternate BSECs responsible for notifying employees where their emergency evacuation areas are. The BSECs are:

Building	BSEC	Alternate BSEC
Entomology	Robin Testa	Bill Sutton
Chapman	Frank Byrne	
Boyden	Sean Halloran	
SPI	Sean Halloran	
Museum	Doug Yanega	Serguei Triapitsyn/Bill Walton
I&QF	Imad Bayoun	Serguei Triapitsyn

Equipment Inventory

Robin Testa maintains the online equipment inventory database for the department. (This database is accessible with a password. Robin is the only one in the department with access.) An identification tag must be placed on each piece of university equipment that costs more than $5,000. Please notify Robin if you do not receive an identification tag when you order new equipment meeting the requirement. Promptly notify Robin if you lend or move any equipment for which you are responsible so we can complete the necessary paperwork. On an annual basis, Robin will ask you to verify location and condition of all equipment assigned to you.

University Property Disposal

Please notify Robin Testa to coordinate disposal of all items. All equipment (inventorial and non-inventorial), tools, apparatus, material and supplies titled to the University must be properly disposed in guidance with ScotSurplus.

Web Page Maintenance

The department web page is maintained by Ashley Hix. For changes, corrections or additions to the web page, please contact Ashley with the specifics. Publication changes to the department web page will also be made to the faculty website.

PERSONNEL AND PAYROLL

The university consists of two general types of employees – staff and academic – whose policies and procedures differ greatly. All payroll and human resource functions are processed in the Non-Academic Payroll Service Unit (NAPSU). The contact for the Entomology department is Jay Palma x2-4367, jay.palma@ucr.edu and Alberto Lopez x2-4816, alberto.lopez@ucr.edu. Emails sent to Alberto at napsupodD@ucr.edu will mostly be handled by Alberto. Wendy Alvarez and Kendall Dunmore handle all academic/non-academic senate personnel actions; Wendy can be reached at x2-4647 or wendy.alvarez@ucr.edu and Kendall can be reached at x2-6266 or kendall.dunmore@ucr.edu.

We have bi-weekly payroll for hourly employees and monthly payroll for salaried employees. The campus utilizes online timesheet submission through the application called TARS (Time and Attendance Reporting System).

Payroll Check Distribution
Paper pay checks will be mailed home to the address on file by UC Path.

Online Earnings Statements/W2s
Access your information through the UCPath portal under your authorized applications in R'Space or via http://ucpath.universityofcalifornia.edu/.

New Employee Benefits Orientation
This orientation is provided every month at Human Resources. You will be provided with a schedule during your onboarding session with Harvest (aka NAPSU) when hired. All university medical and retirement benefits will be explained. New employees have 31 days from their date of hire to sign up for their benefits. Employees who transfer from another UC campus or employees whose appointments may have changed will need to complete UPAY 850 form to sign up for their benefits. It is advisable, if possible, that employees attend this orientation prior to signing up for their benefits so they can make educated decisions about their options.

Near Relatives
The employment of near relatives in the same department may be permitted when in the best interest of the university. For the purpose of this policy, a near relative is defined as a spouse, parent, child, sibling, step-relative or in-law. A member of the university staff cannot participate in the processes of review and decision-making or any matter concerning appointment, promotion, salary, retention, or termination of a near relative.

All requests to hire near relatives must receive approval by the dean's office prior to the individual's start date. If you want to hire someone who is a near relative of you or someone else currently working in the department, please contact Jay in NAPSU for guidance for non-academic appointments or Wendy in APSU for academic appointments.

Academic Positions

The Academic Personnel Manual http://www.ucop.edu/acadadv/acadpers/apm is a good resource for answers to academic personnel questions. Most academic personnel issues are routed through Kendall Dunmore, Administrative Assistant in APSU, and are reviewed by Wendy Alvarez, Administrative Analyst in APSU. Ashley Hix collects the appropriate forms for sabbatical and special leaves to send to APSU.

Hiring Academic Employees

Junior Specialist

This academic title is currently used for 1) domestic or foreign non-UC students coming to UCR to do research under the supervision of a faculty member or researcher or 2) non-PhD non-students coming to UCR to do research in a lab or in the field. Appointments of Junior Specialists must have prior approval from our department chair and the dean's office.

Junior Specialist appointments are processed by Kendall Dunmore in APSU.

Postdoctoral Scholar (title code 3252- employee)

Postdoctoral Scholar appointments are typically in one-year increments, with an initial appointment of at least one year. An exception to a 100% appointment is allowable if requested by the Postdoctoral Scholar for reasons of health, family responsibilities, or employment external to the university. In addition, if a postdoctoral scholar were assigned temporary teaching duties, s/he would have a dual appointment as a lecturer and postdoctoral scholar. (The dual appointment cannot exceed 100% and the lecturer portion should be for a limited duration.)

All exceptions involving postdoctoral scholars appointments at less than 100% must be requested in writing and approved by the graduate dean; and documented in a written agreement specifying the reduction in hours of work and concomitant responsibilities.

P.I. retains the sole discretion to reappointment or not. If reappointed, subsequent appointment should be at least one year unless the following limited circumstances applies:

a) funding is available for less than a full year;
b) continuation of project is less than one year;
c) visa limitations; or
d) a bridge appointment of less than a year at the request of the postdoctoral scholar.

If the reappointment is less than one year, the reason supporting such an exception should be clearly stated in the reappointment letter.

Appointments of postdoctoral scholars must have prior approval from our department chair and the dean's office.

Postdoctoral appointments are processed by Kendall Dunmore in APSU.

Specialist and Researcher

Specialists or Researchers may be appointed at less than 100%.

Appointments within the Specialist or Research Series are processed by Kendall Dunmore in APSU.

Faculty Merits and Promotions

Annually, the campus announces The Call, which contains a schedule for academic personnel (faculty, specialists and researchers) reviews and explanations and guidelines for that year. For all academic merit and promotion information, contact Wendy Alvarez, 2-4647.

Requests for a merit increase should be submitted at least one month prior to the recommended effective date of the merit increase.

Sabbatical and Special Leave

Contact Kendall Dunmore when you will be away from campus for more than seven calendar days. A Sabbatical and Special Leave Request form must be submitted through Ashley to APSU. This form is not needed for vacation leaves unless UC business will be conducted in conjunction with the leave. There are a number of reasons why you should ensure this record keeping is done, not the least of which is for your protection should you be injured and need to file a worker's compensation claim.

Vacation

Record vacation used on your Time Record utilizing the TAR application, which will include your accrued vacation balance at the end of the prior month. You may want to review the Academic Personnel Manual for explanations of all types of leave available to academic appointees.

Staff Positions

Some staff positions are in classifications represented by bargaining units and some are in non-represented titles. Personnel policies and contracts are available at https://hr.ucr.edu and Harvest personnel can also provide assistance with these terms and conditions. Contact Jay Palma with questions.

Hiring Staff Employees

There are two major types of staff employment in the UC system -- career and limited. The hiring procedures and employment rights are quite different for each. Contact Jay Palma with questions.

Career Employee

Career employees are hired as the result of an open recruitment and are eligible for health and welfare plan benefits. Career appointments also have rights. For example, if a lay off is necessary, career employees have certain rights to move into other positions within the department.

Recruiting an employee

Contact Jay Palma in Harvest. He will provide guidance throughout the entire recruitment process.
- Recruitments are through the iRecruit system. You will need to provide a position description identifying the essential job duties, required skills and preferred skills.
- Positions are typically advertised for a minimum of two weeks.

- You will have immediate access to review applications and select the applicants you want to interview based on the position criteria. Harvest will notify you once your list is approved and you may then contact the applicants on your short list to schedule interviews.
- Interview candidates on your short list, upload supporting documents from interviews and determine whom you wish to hire in iRecruit.
- Harvest will assist you with next steps finalize the process.

Limited Employee

A limited position is a position established at any percentage of time, fixed or variable, during which the employee is expected to be on pay status for less than 750 hours in a rolling 12-month period. Limited employees may be hired without an open recruitment action, but if the position is on going, a recruitment may be required. Please note that it is against university policies to allow a limited employee to become a career employee without following the proper steps of open recruitment, etc. The supervisor is responsible for tracking the number of hours toward career status; NAPSU may contact the supervisor if a limited employee is at risk of inadvertently becoming a career employee and recommend what action you should take.

Performance Evaluations for Staff Employees

A new staff career employee must be evaluated in writing during the six-month probationary period. (This probationary period normally ends the first day of the month following six months of employment at 50 percent or more time with no break in service.) After this time, annual evaluations are required. The review cycle is announced by central human resources. Harvest coordinates the performance evaluation process.

Merit Increases and Range Adjustments for Staff

Salary advancement within a salary range is based primarily on merit. An employee in a career position is eligible for a merit review in accordance with local guidelines. The increase awarded to an eligible employee is based on performance as it relates to current pay and assigned responsibilities, the employee's current position within the salary range, relative performance and availability of funds, along with the personnel program or collective bargaining contract that covers the position. When applicable, the merit increase also includes an adjustment to bring an individual salary to the minimum of the salary range.

Range increases, when they occur, apply to all employees in a step-based system, and would be in addition to any merit increase that may have been given. The range adjustment is sometimes referred to as a cost of living increase.

Reclassification for Staff

A reclassification is a change in an employee's job responsibilities and duties. If you would like to verify that your employee is working at the correct job level, please contact NAPSU for the specific class concepts.

Requesting a reclassification requires a new position description and a position review request. The requestor, normally the supervisor, completes these documents. Contact NAPSU for the current job description and access to iReview.

Report of Work Injury

The University of California's mission is to provide a safe working environment for all employees and to minimize the adverse impact of work-incurred injuries. In this effort we require the campus to report work-incurred injuries within **24 hours of the time of incident**. Our goal in requiring the timely reporting of incidents is to promote prompt notification of unsafe conditions so immediate and appropriate remediation can take place. It is absolutely essential that we immediately report all work-related injuries to the proper authorities. Please inform all employees that they must report any work-related injuries to you as quickly as possible and contact Kathy Carrington x2-3006.

There are 2 ways to report a work-incurred injury:

1. Incident Report through the EHS website at https://ehs.ucr.edu/. Under the Report Tab, select the first drop-down option of Work Related Injury/Illness.

2. UC Claim Reporting Hotline (877) 682-7778 (1-877-6UC-RPRT). Available 24 hours a day, seven days a week. An incident report form is still required.

Use the worker's compensation website for additional reporting requirements if loss of limbs and hospitalization occurs https://risk.ucr.edu/workerscomp.

In-Area Injuries

On line list of facilities: https://risk.ucr.edu/workerscomp/treatment

IN CASE OF EMERGENCY OR LIFE THREATENING INJURIES:

> Riverside Community Hospital
> 4445 Magnolia Avenue
> Riverside, CA 92507
> (951) 788-3000

When the injured employee needs medical attention during normal working hours, medical treatment can be obtained at one of the following medical providers:

KAISER-ON-THE-JOB (KOJ):

Riverside Office	**Moreno Valley Office**
Medical Office Building 1	Heacock Medical Offices
4th Floor, Room 408	12815 Heacock Street
10800 Magnolia Avenue	Module 1B, 1st Floor
Riverside, CA 92505	Moreno Valley, CA 92553
Phone: (951) 353-4322	Phone: (951) 353-4322
Hours: 8:30 am to 5:00 pm (*M – F*)	Hours: 8:30 a.m. to 5:00 p.m. (*M – F*)

After Hours Care
Park Sierra Medical Offices
10800 Magnolia Avenue, 1st Floor
Riverside, CA 92505
Phone: (951) 353-4322
Hours: 8:30 a.m. to 10:00 p.m.
7 days a week

PARKVIEW OCCUPATIONAL MEDICINE:

9041 Magnolia Ave., Ste. 107
Riverside, CA 92503
Phone: (951) 353-1021
Hours: Weekdays: 8 a.m. to 9 p.m.; Weekends: 9 a.m. to 6 p.m.
After hours call (951) 351-7726

CONTINUED
CENTRAL OCCUPATIONAL MEDICINE PROVIDERS (COMP):

4300 Central Avenue
Riverside, CA 92506
Phone: (951) 222-2206
Hours: 24 hours – 7 days a week
Transportation can be requested by calling this facility in advance.

Out-of-area injuries
Employees who are working off campus when injured should seek treatment at the nearest medical facility