

# **Entomology Administrative Procedures**



**BY**  
**The Administrative Staff**  
**(Revised November 2011)**

ADMINISTRATIVE STAFF DUTIES .....	1
FACULTY AND SRA LIST .....	3
COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES .....	4
GRADUATE STUDENT AFFAIRS - ENTOMOLOGY .....	5
SCHEDULE OF CLASSES .....	5
GENERAL CATALOG .....	5
GRADUATE STUDENT COMMITTEES AND MAJOR PROFESSOR APPOINTMENTS .....	5
DEPARTMENTAL POLICY FOR THE STUDENTS' LISTSERVE .....	5
INSTRUCTION AND STUDENT AFFAIRS COMMITTEE (ISAC) .....	6
CONFERENCE ROOMS .....	6
UNDERGRADUATE STUDENT AFFAIRS .....	6
ACCOUNTING- GENERAL INFORMATION .....	7
ACCOUNTING STRUCTURE .....	7
ACTIVITY CODES .....	7
FUNDS .....	7
VARIOUS DONORS FUNDS .....	7
GENERAL FUNDS .....	7
SALES AND SERVICE FUNDS .....	8
EXTRAMURAL FUNDS .....	8
COST CENTERS .....	8
PROJECT CODES .....	8
TRANSFERS OR EXPENDITURES .....	8
CHECKS FOR DEPOSIT .....	8
CONTRACTS AND GRANTS .....	9
PROPOSAL AND BUDGET PREPARATION .....	9
POST-AWARD CONTRACT AND GRANT ADMINISTRATION .....	9
MONTHLY FINANCIAL STATEMENTS .....	9
EXPIRED FUNDS .....	9
NO COST EXTENSIONS .....	10
TRAVEL - GENERAL INFORMATION .....	10
US BANK CORPORATE CREDIT CARD .....	10
AIRLINE TICKETS, REGISTRATIONS, AIRLINES ALLOWED FOR FOREIGN TRAVEL .....	11
TRAVEL .....	11
PERSONAL CAR MILEAGE REIMBURSEMENT .....	12
DOMESTIC LODGING .....	12
FOREIGN LODGING .....	12
MEALS .....	12
DOMESTIC MEALS AND INCIDENTALS .....	12
FOREIGN MEALS .....	12
RENTAL CAR AGENCIES .....	13
UNIVERSITY VEHICLES .....	13

ENTERTAINMENT EXPENSE REIMBURSEMENT REQUESTS .....	13
<b>PARKING SERVICES .....</b>	<b>15</b>
PERSONAL VEHICLE .....	15
VISITOR PARKING .....	15
<b>PURCHASING - GENERAL INFORMATION .....</b>	<b>15</b>
REIMBURSEMENT REQUESTS .....	16
SEVERAL TYPES OF PURCHASES MUST BE ROUTED THROUGH CENTRAL PURCHASING .....	16
PETTY CASH REIMBURSEMENT REQUESTS .....	16
ITEMS REQUIRING SPECIAL APPROVAL FOR PURCHASE VIA PETTY CASH .....	16
PETTY CASH ADVANCES .....	17
PURCHASING FROM THE UCR STOREHOUSE .....	17
ETHYL ALCOHOL PURCHASES .....	17
PURCHASING OFF-CAMPUS GOODS AND SERVICES .....	18
BUSINESS CARDS .....	18
OFFICE AND LAB FURNITURE .....	18
PICKING UP ORDERS FROM LOCAL VENDORS YOURSELF .....	19
PURCHASING ON-CAMPUS GOODS AND SERVICES (NON-STOREHOUSE) .....	19
CONSULTING AGREEMENTS .....	19
PERSONAL SERVICES CONTRACT .....	19
BLANKET ORDERS .....	19
<b>MISCELLANEOUS SERVICES .....</b>	<b>20</b>
COMPUTER SUPPORT .....	20
ENTOMOLOGY SHOP .....	20
EXPERIMENT STATION PROJECTS - CURRENT RESEARCH INFORMATION SYSTEM (CRIS) .....	20
<b>MAIL AND COMMUNICATIONS .....</b>	<b>21</b>
MAIL DISTRIBUTION .....	21
FACSIMILE DISTRIBUTION .....	21
OUTGOING MAIL .....	21
EMAIL .....	21
PACKAGE DELIVERY AND PICKUP .....	21
FEDERAL EXPRESS .....	22
DELIVERY SERVICES - OTHER .....	22
OFFICE SUPPLIES .....	22
PHOTOCOPIER SERVICE .....	22
TELEPHONE AND DATA LINES .....	22
UCR TELEPHONE DIRECTORY UPDATES .....	22
FACILITIES AND MAINTENANCE .....	23
GREENHOUSES .....	23
SPACE IS AVAILABLE THROUGH DR. GREGORY WALKER, (951) 827-5808. FOR ALL OTHER MAINTENANCE ISSUES PLEASE CONTACT AG OPS AT (951) 827-5906. ....	23
CHARGEABLE REQUESTS .....	23
MAINTENANCE REQUESTS .....	23
BUILDING SECURITY .....	24

<i>Installing a New Security System</i> .....	24
<i>Adding New Users of Existing Security System</i> .....	24
<i>Accidentally Tripping an Alarm</i> .....	24
KEY DISTRIBUTION.....	24
SAFETY.....	24
EMERGENCY EVACUATIONS.....	25
EQUIPMENT INVENTORY.....	25
WEB PAGE MAINTENANCE.....	25
<b>PERSONNEL AND PAYROLL</b> .....	<b>25</b>
PAYROLL CHECK DISTRIBUTION.....	25
ONLINE EARNINGS STATEMENTS.....	26
ONLINE W-2 FORMS.....	26
NEW EMPLOYEE BENEFITS ORIENTATION.....	26
NEAR RELATIVES.....	26
ACADEMIC POSITIONS.....	27
HIRING ACADEMIC EMPLOYEES.....	27
<i>Junior Specialist</i> .....	27
POSTDOCTORAL SCHOLAR (TITLE CODE 3252- EMPLOYEE).....	28
MERIT INCREASES.....	29
<i>Faculty Merits and Promotions</i> .....	29
<i>Staff Positions</i> .....	29
HIRING STAFF EMPLOYEES.....	29
<i>Career Employee</i> .....	30
<i>Recruiting an employee</i> .....	30
<i>Hiring the selected candidate and finalizing the recruitment process:</i> .....	30
<i>Limited Employee</i> .....	30
PERFORMANCE EVALUATIONS FOR STAFF EMPLOYEES.....	31
MERIT INCREASES AND RANGE ADJUSTMENTS FOR STAFF.....	31
SABBATICAL AND SPECIAL LEAVE.....	31
VACATION.....	31
RECLASSIFICATION FOR STAFF.....	32
REPORT OF WORK INJURY.....	32
<i>In-Area Injuries</i> .....	33
<i>Out-of-area injuries</i> .....	33
<b>WEBSITES</b> .....	<b>34</b>

## ADMINISTRATIVE STAFF DUTIES

Duty	Administrative Staff	
	PRIMARY	BACKUP
Academic Merits & Promotions	Sherice Underwood (CNAS)	Cam Pham
Academic Appointments & Reappointments	Cam Pham	Carolyn Friedman
Accounting	Cass Hadnot, Regina Hazlinger	Kathrine Frugé
Building Security	Breanne Juarez	Bill Sutton, La-Keeya Loman
Business Office Supply Cabinets	La- Keeya Loman	Cynthia Mena
Chairman's Assistant	Cam Pham	
Conference Room Scheduling	Cynthia Mena	Breanne Juarez
Conferences	Cam Pham	Cynthia Mena
Construction & Repair Physical Plant Work Orders	Breanne Juarez	Bill Sutton
Contracts & Grants Budgets	Cass Hadnot, Regina Hazlinger	Kathrine Frugé
CRIS Annual Financial Reports	Kathrine Frugé	Cass Hadnot, Regina Hazlinger
E-mail Addresses	Carolyn Friedman	Breanne Juarez
Entertainment Reimbursements	La-Keeya Loman	Breanne Juarez
Entomology 250 Seminar – Setup	Cynthia Mena	Breanne Juarez
Entomology Shop	Chris Hanlon	Cynthia Mena, Bill Sutton
Equipment Inventory	Breanne Juarez	Bill Sutton
Experiment Station Project Reports (CRIS)	Cynthia Mena	Kathrine Frugé
Faculty Leave & Sabbatical Reports	Cam Pham	Carolyn Friedman
FedEx Account Maintenance	Breanne Juarez	La-Keeya Loman, Bill Sutton
Financial Reports	Cass Hadnot, Regina Hazlinger	Kathrine Frugé
Foundation Funds	Kathrine Frugé	Cass Hadnot, Regina Hazlinger
Gifts and Other Deposits	Breanne Juarez	La-Keeya Loman
Greenhouse Maintenance	Ag Ops	Ag Ops
Initial Complement	Kathrine Frugé	Cass Hadnot, Regina Hazlinger
Key Distribution	Cynthia Mena	La-Keeya Loman, Bill Sutton
ListServ Maintenance	Carolyn Friedman	Breanne Juarez
Mail Distribution	Cynthia Mena	La-Keeya Loman
Maintenance Requests	Breanne Juarez	Bill Sutton
Package Receiving & Pickup Notification	Cynthia Mena	La-Keeya Loman
Payroll Check Distribution	Cynthia Mena	La-Keeya Loman, Bill Sutton
Performance Evaluations	Carolyn Friedman	
Payroll Services	Carolyn Friedman	Breanne Juarez
Personnel Safety Training Records	Carolyn Friedman	Breanne Juarez
Personnel Services/Benefits	Carolyn Friedman	Breanne Juarez
Petty Cash	Cynthia Mena	La-Keeya Loman, Bill Sutton

Photocopier Access Codes	Bill Sutton	La-Keeya Loman, Breanne Juarez
Public Liaison (Insect Line)	Refer to Museum	
Purchasing	Bill Sutton	La-Keeya Loman, Breanne Juarez
Reception	Cynthia Mena	La-Keeya Loman
Recharges (on-campus purchases)	Breanne Juarez	La-Keeya Loman, Bill Sutton
Reclassification Request	Carolyn Friedman	Cherie Cooksey
Recruitment Undergrad & Work Study Students	Carolyn Friedman	Breanne Juarez
Recruitment Faculty	Cam Pham	Cherie Cooksey
Recruitment Limited and Career Staff	Carolyn Friedman	
Reimbursement Requests (no petty cash)	La-Keeya Loman	Breanne Juarez
Sales and Service	Kathrine Frugé	Cass Hadnot, Regina Hazlinger
Storehouse Orders	Bill Sutton	La-Keeya Loman
Telephone Billing Information	La-Keeya Loman	Breanne Juarez
Telephone Installations & Changes	Breanne Juarez	La-Keeya Loman
Telephone – Department List	Cynthia Mena	
Telephone On-Line Listings	Carolyn Friedman	Breanne Juarez
Time Records	Carolyn Friedman	Breanne Juarez
Travel	La-Keeya Loman	Breanne Juarez
Vehicle Rental Liaison	Breanne Juarez	La-Keeya Loman
Visa Request	Carolyn Friedman	Breanne Juarez
Web Page Maintenance	Breanne Juarez	La-Keeya Loman
Work Injury Reporting	Carolyn Friedman	Breanne Juarez

## FACULTY AND SRA LIST

FACULTY	SRA
Adams, Mike	Rob Hice
Atkinson, Peter	Rob Hice
Beckage, Nancy ( <u>Emeritus</u> )	N/A
Bellows, Tom ( <u>Emeritus</u> )	N/A
Cardé, Ring	Kimberly Klinger
Choe, Dong-Hwan	Kathleen Campbell
Daugherty, Matthew	Tracey Pinckard
Federici, Brian	N/A
Grafton-Cardwell, Beth	Greg Montez, Yuling Ouyang , Ping Gu, Sara Scott
Gerry, Alec	N/A
Hare, Dan	N/A
Heraty, John	N/A
Hoddle, Mark	N/A
Johnson, Marshall	Andrew Molinar
Klotz, John ( <u>Emeritus</u> )	N/A
Krieger, Bob	N/A
Luck, Bob (Emeritus)	Lisa Forster, Janet Hare
Millar, Jocelyn	Steve McElfresh
Miller, Tom	N/A
Morse, Joe	Anthony Urena, Lindsay Robinson
Mulla, Mir ( <u>Emeritus</u> )	N/A
Mullens, Brad	N/A
Paine, Tim	Chris Hanlon
Perring, Tom	N/A
Raikhel, Alex	Vladimir Kokoza
Redak, Rick	Tom Prentice (Retired Recall Status)
Rust, Mike	Don Reiersen, Lucio Rodriguez, Rick Vetter
Stouthamer, Richard	N/A
Thompson, Nelson	N/A
Toscano, Nick ( <u>Emeritus</u> )	Gevin Kenney
Trumble, John	Bill Carson, Greg Kund
Visscher, Kirk	N/A
Walker, Greg	N/A
Walton, Bill	Peggy Wirth
Weirauch, Christiane	N/A
White, Bradley	N/A

# **COLLEGE OF NATURAL AND AGRICULTURAL SCIENCES**

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

<b>Thomas Baldwin</b>	Dean
<b>Tim Paine</b>	Divisional Dean, Agricultural and Natural Resources
<b>Richard Cardullo</b>	Divisional Dean, Life Sciences
<b>Jory Yarmoff</b>	Divisional Dean, Physical and Mathematical Sciences
<b>Michael McKibben</b>	Associate Dean, Undergraduate Advising

Others in the Dean's office with whom you might interact are:

TBA – Superintendent of Agricultural Operations, who reports to the Dean through Tim Paine.  
**Millie Garrison**, Chief Financial and Administrative Officer

## **Department of Entomology**

We currently have 34 faculty that bring their individual and collective expertise to bear at the molecular, cellular, organismal and population levels. Our current research specializations include: arthropod vectors of plant pathogens, biological control, insect 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 new Entomology Building, Insectary and Quarantine Facility, Chapman Hall, Biological Sciences, Boyden Laboratory, Stored Products Insects (SPI), College Building North, and the Entomology Museum. 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](mailto:richard.redak@ucr.edu)

### Department Vice Chair:

William Walton, Professor of Entomology  
(951) 827-3919  
[william.walton@ucr.edu](mailto:william.walton@ucr.edu)

# GRADUATE STUDENT AFFAIRS - ENTOMOLOGY

Kathy Redd is Director of the Biological Sciences Graduate Student Affairs Center (BSGSAC), located at 1140 Batchelor Hall. Melissa Gomez 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. Melissa 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, Estella Davalos may ask you to confirm the quarter's teaching schedule and enrollment maximums. Estella is the Student Affairs Assistant in the Biological Sciences Graduate Student Affairs Center. Her office is 1140A Batchelor Hall and she can be reached at 2-2599 or via email at [estella.davalos@ucr.edu](mailto:estella.davalos@ucr.edu).

## **General Catalog**

The General Catalog is updated annually. Estella Davalos, 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. See Melissa Gomez for details.

## **Departmental Policy for the Students' Listserve**

1. The use of the EGSA list-serve 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-serve 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.

### **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.

### **Conference Rooms**

Contact Cynthia Mena (2-5294, [cynthia.mena@ucr.edu](mailto:cynthia.mena@ucr.edu)) to schedule conference rooms in Entomology.

### **Undergraduate Student Affairs**

Christiane Weirauch is the undergraduate Faculty Advisor, 225 Entomology, 2-4562, [christiane.weirauch@ucr.edu](mailto:christiane.weirauch@ucr.edu) .

Michelle Butler is the undergraduate Academic Advisor, 1223 Pierce Hall, 2-3581, [michelle.butler@ucr.edu](mailto:michelle.butler@ucr.edu) .

# ACCOUNTING- GENERAL INFORMATION

**Kathrine Frugé** is the Financial Operations Manager for the department. **Cass Hadnot and Regina Hazlinger** are the analysts who report to Kathrine. One analyst is assigned to each faculty member and professional researcher. Your designated analyst will produce your monthly financial statements and assist 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:

<b>Activity Code</b>	<b>Fund</b>	<b>Function</b>	<b>Cost Center</b>	<b>Project Code</b>
A01084	23987	44	NKFAC	NKORG

## **Activity Codes**

These five-digit codes define broad categories within our department. The usual activity codes in Entomology are A41084 and A41859, which are for Cooperative Extension activities and A01084 and A01859, which are for Organized Research and Instruction and Research activities. The activity codes A01859 and A41859 are reserved for use with 19900 funds only. 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.

## **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 Kathrine.

## **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.

## **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 as needed.

## **Transfers or Expenditures**

Normally, University accounting policies and fund accounting guidelines prohibit transferring revenue from one fund to another. Therefore, our usual choice for making corrections and adjustments to funds is to transfer expenses. 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 120 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 will not be processed.

## **Checks for Deposit**

Any checks you receive that are made out to UC Regents should be brought to the Entomology accounting office for deposit into one of your funds (usually your various donors fund). If a check is going to a foundation-housed fund, the check will need to be made out to the UCR Foundation and not UC Regents.

# **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 5 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 3 working days prior to the agency deadline (the Office of Research requires 7 days).** Minimal info is required by the Analyst to initiate the eCAF and budget documents. Web site:

<http://www.ora.ucr.edu/oraroot/ORA/forms/proprev3.htm>

## **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 so a “pre-award” can be requested if necessary. “Pre-awards” are granted so that you can promptly begin spending against the correct fund number more quickly than if you had waited for the funds to actually arrive on campus.

## **Monthly Financial Statements**

Every month the department accounting office provides each faculty with a fund financial statement. 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 processed within 120 days after the date of the original transaction.

## **Expired Funds**

When a fund is approaching an expiration date, it is important that you notify the department purchasing and payroll staff so they can move recurring charges (fleet, communications, payroll and demurrage).

## No Cost Extensions

If a PI is unable to complete the research in the time frame given by the agency, then he or 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



**La-Keeya Loman (Primary)** and **Breanne Juarez (Back up)** are the primary 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, etc. (*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.** If you personally pay these fees in advance they are not reimbursable until you have completed the trip. Contact La-Keeya for guidance.

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 La-Keeya for instructions on how to gain access and use the online system.

When you return from a trip, you may request reimbursement in one of two ways:

1) You may fill out a paper Travel Expense Worksheet, which is available in the Business Office. Submit the prepared worksheet, with original receipts as required, within 21 days of the end of your trip. If you submit your travel expense information later than 21 days after the end of your trip, please provide a written explanation as to why it is late. La-Keeya will prepare an *iTravel* reimbursement request from the information on your worksheet and receipts you provided. Once you have reviewed and approved your *iTravel* reimbursement request, it will be submitted to UCR central accounting for reimbursement.

Alternatively you can enter your expense details directly in *iTravel*, which you access through UCR's RSpace login screen at [http://iviews.ucr.edu/iviews/iviews\\_eacs.main](http://iviews.ucr.edu/iviews/iviews_eacs.main). In either case you will need to provide original receipts to your Travel Coordinator, who will scan them in as attachments to your online *iTravel* file.

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

## US Bank Corporate 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 will be sent directly to your home and you are responsible for paying it.** The University pays any annual renewal fee. If you are interested in the corporate card, please ask Estella or Ralph for a US Bank application or go to <http://accounting.ucr.edu/forms/usbankapp.rtf>.

## **Airline Tickets, Registrations, Airlines Allowed for Foreign Travel**

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 has contracted with two travel agencies in Riverside that have agreed to provide the best rates available:

- Sunward Adventures (951) 697-6895
- Canyon Crest Travel (951)-788-7611.

Arrangements may be made over the telephone. Tell the agent you are with UCR, Department of Entomology. After you have selected your itinerary, contact La-Keeya with the name and telephone number of the agent handling your reservations. Ask the agent to fax the itinerary to the department at (951) 827-3086. 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 <http://www.accounting.ucr.edu/ucagree.htm>. Airline tickets and other travel expenses which are to be reimbursed 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 21-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 as a Purchase Order and be directly changed to the fund you designate. This is not considered an advance.

## **Travel**

You must save and submit your airline ticket receipt, itemized hotel bill, rental car receipt, registration fee receipt, and train receipt. **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, meals 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 form (available in the Business Office).

If you are required to obtain supplies while on domestic travel (e.g., poster boards, office supplies) necessary, the purposes of the trip, those receipts are to be turned in with your travel reimbursement request.

### **Personal Car Mileage Reimbursement**

The University reimbursement rate for personal car usage changes periodically and is based upon IRS guidelines. Vehicle license number must be listed and you must certify that you carry appropriate vehicle insurance to be reimbursed for mileage or parking.

### **Domestic Lodging**

There is no institutional maximum amount set for domestic lodging costs. You must submit an original detailed hotel receipt to be reimbursed.

### **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.

### **Meals**

Meal receipts are not required. Do not ask for reimbursement for the cost of meals you are served in-flight.

### **Domestic Meals and Incidentals**

The maximum cost of meals and incidentals is \$64/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 \$64 per day. Entomology does not require meal receipts, preferring to use the honor system; however, if a traveller claims \$64/day for multiple days we will require receipts to substantiate the cost.

Note that no reimbursement may be claimed for trips of less than 12 hours. Partial days (more than 12 and less than 24 hours) may be reimbursed up to \$42.

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 from which cars may be rented 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. As rental car contracts are negotiated annually and expire at the end of each fiscal year, please contact La-Keeya Loman for a current list of agencies and the University Account Number associated with each agency. A list of these agencies is also available through the following web site: <http://www.accounting.ucr.edu/ucagree.htm>.

## **University Vehicles**

Breanne Juarez can assist you with your rental car questions and needs, or you may contact Fleet Services directly 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. Please call ahead to Fleet Services to reserve a vehicle for a temporary rental. Before you go to Fleet Services to pick up your short-term rental, you will need to obtain a recharge from Breanne. For long-term leases, you need to obtain a lease request from Breanne. This form requires the department Chair's signature, so please plan ahead to allow for processing.

## **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 **La-Keeya Loman**. 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.) If you are hosting a meeting or reception where only light refreshments are to be served (no alcohol and expenses do not exceed \$100), you may be reimbursed through petty cash. Allowable expenses vary depending on the purpose of the person's visit to UCR and whether they are being entertained by student or faculty, so please be sure to check with La-Keeya 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 expenditures for entertainment are as follows:

Breakfast \$26

Lunch \$38

Dinner \$64

Light Refreshments \$17

**Limits are lower if you are using departmental funds.**

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

**Alcoholic beverages may not be purchased from 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 exception must be made by the department (email is acceptable) 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 on an Entertainment form.

# PARKING SERVICES

## **Personal Vehicle**

A permit for on-campus parking is obtained directly through Transportation and Parking Services, <http://www.parking.ucr.edu/>, located at 683 Linden Street, 2-4395. 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 of visitors to UCR who travel via personal, State or rental car may park in one of the designated visitor lots only with a guest parking permit. To obtain a parking permit for your visitors, contact Breanne Juarez with guest's name, FAU and date of visit. She will then process a recharge. This will then be entered in Parking Services computer for when the guest arrives. Metered parking lots are also available in certain location.



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. Vendors, suppliers, and personal friends should use either metered parking or buy a day pass from the campus Kiosk for \$6.00. Please allow 24 hours for processing kiosk requests.

## 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 \$1,500.



## Reimbursement Requests

Reimbursement of a purchase using personal funds not exceeding \$100.00 plus sales tax, may be made through petty cash by completing a Petty Cash voucher and submitting it through the Business Office.

When you wish to purchase an item outside of the department purchasing system, it is recommended you check with Bill first to ensure that it is permissible for you to purchase this item prior to making the purchase, or you may not be reimbursed. Items may be purchased up to a limit of \$100.00 with your personal funds. Some purchases greater than \$100.00 may be made, but they must be pre-approved with purchasing. (Reimbursement for pre-approved purchases over \$100 is made via check request through the Accounting Department. These reimbursements take approximately two weeks.)

## 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 UCR's Central Purchasing office.

## Petty Cash Reimbursement Requests

The Business Office maintains three petty cash funds. Cynthia is our primary petty cash custodian, with La-Keeya Loman and Bill Sutton available to help you when Cynthia is unavailable. UCR policy allows petty cash transactions for up to \$100, plus CA tax. Please note, we discourage frequent expenditures this large because our petty cash funds are quickly depleted. Consider a check reimbursement or a Purchase Order if the purchase amount is large.

To receive a petty cash reimbursement, fill out a Petty Cash Voucher and submit it with your original receipt(s). Your receipt(s) must be less than 60 days old. You may submit one Petty Cash Voucher per vendor and items for personal use should not be included on the receipt. Food items purchase for laboratory use (e.g. to make insect media) are acceptable, but please note this use on the voucher. You will need to provide the fund which is to be charged and, if you have not been given purchasing authority, have the Petty Cash Voucher approved by lab personnel with 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

For complete Petty Cash procedures, go to <http://vca.ucr.edu/index.php?content=policies/viewPolicies.php&policy=200-72>.

### **Petty Cash Advances**

You may request a petty cash advance if necessary. The Business Office has advance forms which you complete and give to the petty cash custodian. Advances must be cleared within 24 hours with the custodian who issued you the advance. This is done by bringing in your receipt(s) and completing the Petty Cash Voucher. Additional details are available in Campus Police 200-72.

### **Purchasing from the UCR Storehouse**

Bill Sutton places UCR Storehouse 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 Storehouse supplies, complete a Storehouse Request Form located in the Business Office. Place the completed form in the orders slot located on the cabinet in the Business Office. If you want to pick up your goods the same day mark the form “Will Call” and ask that the order be placed immediately. It normally is ready for pick up when you arrive at the Storehouse.

### **Ethyl Alcohol Purchases**

Only authorized individuals may request alcohol purchases (to become authorized obtain a form from La-Keeya Loman. La-Keeya maintains an Alcohol Custodian Listing of individuals authorized to order and pick up alcohol from the UCR Storehouse. Authorized individuals should complete a Storehouse Order Form and give it to La-Keeya, who will place the order for them.

## **Purchasing Off-Campus Goods and Services**

To order off-campus goods and services, please choose one of the following options:

1. Use the Entomology Web Based order form located at <http://www.entomology.ucr.edu/purchase/index.html>.
2. Complete a Purchase Request Form. Please provide all requested information on the form to avoid delays in receiving your goods. Once you have completed the Purchase Request Form, place it in the orders bin located in the Business Office. If requesting quotes from vendors for equipment orders, please specify.
3. Send an email to Bill with the following information: vendor, item, quantity and cost (if known), fund and cost center.
4. From RSpace click on the eBuy Application, the next screen allows you 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.

When your shipment arrives, someone from the front office will contact you to pick it up from the receiving room. After you pick up your order, please sign the receiving log to provide a delivery receipt record. After you have inspected your shipment, inform Bill immediately of any damaged goods or shortages. Bill will contact the vendor to resolve discrepancies.

### **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 the Business Office by Breanne.

## **Picking Up Orders from Local Vendors Yourself**

If you want to pick up an order from a local vendor, telephone Bill or La-Keeya, either of whom can issue a Purchase Order for your use with that specific vendor. Don't forget to deliver the vendor's paperwork to Purchasing "Order Slot" in the Business Office as soon as possible.

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

You may purchase items from other departments and units on campus. For instance, if you want to buy something at the bookstore on campus, stop by the Business Office and ask Bill or La-Keeya for a recharge form to take with you. You will need a current fund number to apply on the form (if you are not approved to purchase on this fund, be sure to bring signed authorization) and by the following month you should see the expense posted to that funding source.

## **Consulting Agreements**

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. Please provide this information on a Purchase Request Form, available at the Business Office front counter. If your intent is to hire an individual as a consultant, there is an additional form, which you can get from Bill, which you will need to complete. You must submit all requests for consulting to Bill before making any commitments. This is mandatory.

## **Personal Services Contract**

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 form and submit it with your request. Provide Bill with the person's name, address, phone number and social security number. 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 Maria Martin or Carolyn Friedman in the Department's Personnel Office. You must submit all requests for personal services to Bill before making any commitments. This is mandatory.

## **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. To establish a Blanket Order, please complete a Purchase Request Form and give it to Bill. Blanket Orders can be negotiated with vendors who provide repair and maintenance services for laboratory equipment as well as suppliers of goods.

## **MISCELLANEOUS SERVICES**

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

### **Computer Support**

The Microcomputer Support Groups is a support system available on campus providing telephone help desk support, on-site hardware and software diagnostic and repair service, training classes and more. The on-site support is free to faculty (Academic Computer Support). There is a recharge rate for staff services. You might want to check out their web site at <http://cnc.ucr.edu/msg.html> for a more comprehensive list of services. For questions and current recharge rates, give them a call at 2-3555.

### **Entomology Shop**

The Entomology Shop is open for use during regular business hours, 8 a.m. to 5 p.m. Monday through Friday. You can see Cynthia at the front desk for the shop key sign-out. Before you can sign out the shop key, you must take a short safety course through EH&S and additional training will be provided by Christopher Hanlon. Any work in the shop requires the buddy system. No one can work alone. If at any time you find any problems in the shop or have questions please contact Chris at 2-4488 or Bill at 2-5704.

### **Experiment Station Projects - Current Research Information System (CRIS)**

Individuals with Organized Research appointments in the University of California Agricultural Experiment Station are required to submit an Experiment Station project plan within their first 30 days of service to account for their research effort. The sources of funds for these projects are Hatch, Multistate Research, McIntyre Stennis or Animal Health. These projects assist in accounting for a researcher's time and develop a record of his or her research contributions. The required reports provide documentation for the University, as a receiver of public funds, to answer questions about current and past agricultural research, planning, goals and direction.

The CRIS system captures key data items reflecting the location and nature of faculty research efforts. This system not only accounts for a researcher's time, it is also a means of tracking funds given for research under this system. If you are a new faculty member, you will meet with the department chair and then Cynthia Mena will contact you shortly thereafter your arrival to begin preparations for the CRIS project. She will give you a booklet to review to assist you in deciding on a research project. After you decide on a project and have written the proposal, give it to Cynthia, who will distribute it to two designated faculty reviewers. The reviewers' comments will be provided to you, giving you an opportunity to make appropriate revisions. After you make final revisions, Cynthia will forward your project along with the appropriate forms to the Dean's office for further processing.

Annual reports are required for each Experiment Station project. Experiment Station projects usually expire after five years, therefore the project will need to either be terminated or revised several months before the termination date.



## MAIL AND COMMUNICATIONS

### Mail Distribution

Cynthia Mena is in charge of mail sorting and distributing for the department. We distribute mail to your assigned mailbox twice a day, midmorning and midafternoon.

### 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 telephoned when it arrives, notify Cynthia Mena. There is a second fax in the main copy room (951) 827-3681 that can be used at night or on the weekends or whenever the main fax is in use.

### 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 twice daily, mid-morning and mid-afternoon. If you miss the last pickup, you may take mail directly to Mail Services before 4 p.m. 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 U.S. 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

Contact Carolyn Friedman in the Department Personnel Office to set up an email account or to establish a UCR Net ID.

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 Carolyn to reset an expired or forgotten email password.

### Package Delivery and Pickup

Cynthia Mena logs in all deliveries that arrive in the front office. As soon as possible, Cynthia will contact the addressee or appropriate lab to pick up his or her package. **The recipient should arrange to pick up the delivery as soon as possible.** When you pick up a delivery, please sign the log sheet to indicate you have received the package.

## **Federal Express**

To send letters and packages via Federal Express, you can prepare labels through your office or lab personal computer if you have access to the internet. To avail yourself of this service, consult with Bill Sutton who will provide an individual account for your lab. Your account number is for your use and all expenses will be charged to your 19900 funds or various donors funding source unless you designate a different funding source in the “internal billing information” when preparing a shipping label. For instructions of how to access the Federal Express InterNet Ship, please contact Breanne Juarez. 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 main copy room.

## **Delivery Services - Other**

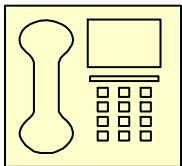
UPS and DHL are other package delivery services are available, if you prefer. Outgoing shipments are made through our campus Receiving Department and pickup arrangements are made through the Storehouse website, <http://ucribm.ucr.edu/storehouse/eqwebrecv.html>.

## **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, nor labs. Ask Cynthia Mena and she will let you into this area.

## **Photocopier Service**

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 Bill. Please provide an FAU number. Campus Printing and Reprographics provides additional copying services. You may also make copies at any of the campus libraries and Breanne can fill out a copy card form for you to take to use. Color copies for classes should be ordered through Printing and Reprographics.



## **Telephone and Data Lines**

The business office handles all inquiries regarding telephones. Notify Breanne Juarez if you need to add or delete voice lines or install new phones. Problems with your phone should be called directly to the Communications Trouble Desk at 2-3939. You may request information concerning all telephone charges from La-Keeya Loman. Notify Breanne, 2-5806, if you need to add, delete or move data lines. If you need to change billing for any of your phones or data lines, contact Breanne.

## **UCR Telephone Directory Updates**

Carolyn Friedman is responsible for maintaining the Entomology Department's section of the University telephone directory database. Please notify her or Breanne Juarez when there are any changes in your

office or laboratory telephone numbers. The campus directory and individual name search are available on-line at <http://ucrtel.ucr.edu/ucrtel/telsearch.htm>. This is also the database from which the annual campus telephone directory is printed each fall.

## **Facilities and Maintenance**

Contact Bill Sutton or Breanne Juarez for building maintenance requests. For the Insectary and Quarantine facility, direct all inquiries to Imad Bayoun at 2-2595 or Serguei Triapitsyn at 2-7817.

## **Greenhouses**

Space is available through Dr. Gregory Walker, (951) 827-5808. For all other maintenance issues please contact Ag Ops at (951) 827-5906.

## **Chargeable Requests**

Most general maintenance problems are handled by Physical Plant and are not charged to the department. However, there are repairs and construction requests for which you may be asked 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
- painting
- re-keying door locks
- additions and deletions to the building security systems
- seismic security

## **Maintenance Requests**

Contact Breanne Juarez at 2-5806 for problems in your laboratory or office that require routine maintenance. 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
- nonworking 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 Breanne 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 Breanne Juarez. She will request an estimate to determine the cost of installation. The cost of monthly monitoring service provided by the UCR Police Department is \$33.25 for the first alarm and \$8.75 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. Breanne Juarez 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 Ralph 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 will be an automatic charge (currently \$26.00) which will be charged to the faculty's account.

### **Key Distribution**

Cynthia Mena issues departmental keys. Faculty may authorize keys for any employee in their lab. Please notify Cynthia 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. Peggy Wirth, 2-3918, 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 <http://www.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:

<b>Building</b>	<b>BSEC</b>	<b>Alternate BSEC</b>
Entomology	Brad Mullens	Bill Sutton
Chapman	Matt Daugherty	
Boyden	Steve McElfresh	Greg Walker
SPI	Les Greenberg	Steve McElfresh
Museum	Doug Yanega	Serguei Triapitsyn
I&QF	Imad Bayoun	Serguei Triapitsyn

### **Equipment Inventory**

Bill Sutton maintains the online equipment inventory database for the department. (This database is accessible with a password; Bill is the only one in the department with access.) An identification tag should be placed on each piece of University equipment that costs more than \$5,000. Please notify Bill if you do not receive an identification tag when you order new equipment that requires it. Also notify Bill promptly if you lend or move any equipment for which you are responsible so an appropriate form can be completed. Also, please notify Bill to coordinate disposal of all items. Bill will ask you to verify location and condition of all equipment assigned to you at least annually.

### **Web Page Maintenance**

The department web page is maintained by Breanne Juarez. For changes, corrections or additions to the web page, please contact Breanne at 2-5806 or [breanne.juarez@ucr.edu](mailto:breanne.juarez@ucr.edu). 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 is handled by the department Payroll/Personnel office, which is managed by Carolyn Friedman. Cam Pham handles all academic/non-academic personnel actions.

### **Payroll Check Distribution**

Cynthia Mena distributes payroll checks and direct deposits earnings statements on the first of the month or the preceding Friday, if the first of the month falls on a weekend or holiday. Checks are generally available after 11:30 a.m. Please bring identification with you to obtain your payroll check. Direct deposit

earnings statements (for those who have direct deposit) are placed in each individual's mail slot or given to their supervisor.

### **Online Earnings Statements**

Employees now have access to their earnings statements online at the "At Your Service Online" website <https://atyourserviceonline.ucop.edu/ayso>. When you log in, you will be presented with the main menu which will include "Earnings Statement". When you select this feature, you will be able to click on "View Statement" for past checks. New earnings statements will be added after each payroll compute.

### **Online W-2 Forms**

You can also access your W-2 at the At Your Service (AYSO) websites (see above). When you log in, you will be presented with the main menu which will include "View Your W-2." When you select this feature, you will be able to click on your W-2 for 2005, which will be a copy of a standard UC W-2. If you lose your original W-2 or just need an extra copy, you will now be able to log into UCFY and print a duplicate copy at your convenience and in the privacy of your home.

### **New Employee Benefits Orientation**

This orientation is provided every first Friday of the month from 8:00 to 12 a.m. at Human Resources, 1160 University Ave., Suite I. New employees need to sign up online at <http://hrtraining.ucr.edu>. All university medical and retirement benefits will be explained and a question and answer period will be provided. New employees will also receive all materials relating to their benefits. Employees have 31 days from their date of hire to sign up for their benefits either online at <http://atyourservice.ucop.edu> or by phone at 1-800-888-8267. 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 the best choice.

### **Near Relatives**

The employment of near relatives in the same department may be permitted when such concurrent employment would be 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. If you want to hire someone who is a near relative of you or someone else currently working in the department, please write a letter of justification addressed as follows:

To: Thomas O. Baldwin, Dean CNAS  
Through: Rick Redak, Department Chairman; Cherie Cooksey, Department FAO  
From: Requesting Official (you)  
Subject: Near Relative

The letter of justification should include who is being hired, the relationship of the new hire to a current employee, where the new person will be physically working, who will be supervising the new employee

and the estimated period of time for the hire. If the employee will be hired into an academic title (i.e. Visiting Postdoc, Postgraduate Researcher, etc.), include the following in the letter:

“A member of the university staff will not participate in the processes of review and decision-making or any matter concerning appointment, promotion, salary, retention, or termination of a near relative”.

**PLEASE NOTE:** All requests to hire near relatives must receive approval by the Dean’s office prior to the individual’s start date.

## **Academic Positions**

The Academic Personnel Manual is a good resource for answers to academic personnel questions. The Department Personnel Office can also assist you in researching questions you have. Most academic personnel issues are routed through the chair’s assistant (Cam Pham) to the Dean’s office and are reviewed by Sherice Underwood, Administrative Analyst in APSU. Sherice manages academic appointment procedures, including merit and promotion files, sabbatical and special leaves, and any other academic related matters. The central office responsible for all academic affairs is the Academic Personnel Office (APSU).

The Academic Personnel Manual includes the following sections:

- I. General Univ. Policy Regarding Academic Appointees (APM-005 to APM-190)
- II. Appointment and Promotion (APM-200 to APM-420)
- III. Recruitment (APM-500 to APM-570)
- IV. Salary Administration (APM-600 to APM-690)
- V. Benefits and Privileges (APM-700 to APM-760)

You may view the entire manual at <http://www.ucop.edu/acadadv/acadpers/apm>

## **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. The criteria and forms required for the Junior Specialist are as follows:

- Ph.D. not required
- Appointment can be for less than 100%
- Current minimum salary is \$31,668/year
- Appointment duration is limited to two years

CNAS Request for appointment form and Junior Specialist Biography/Bibliography form can be found at <http://academicpersonnel.ucr.edu/Forms/Bioform.doc>. All forms are also available in the Department

Personnel Office. Once completed provide to Carolyn Friedman, Payroll and Personnel for processing. She will obtain all the required signatures.

### **Postdoctoral Scholar (title code 3252- employee)**

Appointments of Postdoctoral Scholars must have prior approval from our Department Chair and the Dean's office. Postdoctoral appointments are processed by the Chair's assistant, Cam Pham. The criteria and forms required for the Postdoctoral Scholar are as follows:

Proof of receipt of a PhD is required.

Appointment must be approved through CNAS.

Submit current completed Appointment Request form along with current Academic Biography form to academic personnel.

Postdoctoral Scholar appointments will typically be in one-year increment, with initial appointment of at least one year. An exception to a 100% appointment would be allowed if requested by the Postdoctoral Scholar for reasons of health, family responsibilities, or employment external to the University. In addition, if a Postdoctoral Scholar is 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 reappointment, 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.

Effective June 1, 2011, the Postdoctoral Scholar Experience-based Salary/Stipend minima shall be implemented with the rates listed below for new appointments. Once a Postdoctoral Scholar is appointed at or above the appropriate experience rate, all future appointments must be to at least the appropriate experience-based salary/stipend rate.

#### **Salary/Stipend Scale**

6/1/11\*

<u>Experience Level</u>	<u>Annual</u>	<u>Monthly</u>
Level 0 ( 0 - 11 months)	\$38,496	\$3,208.00
Level 1 (12 - 23 months)	\$40,548	\$3,379.00
Level 2 (24 - 25 months)	\$43,476	\$3,623.00
Level 3 (36 - 47 months)	\$45,192	\$3,766.00
Level 4 (48 - 59 months)	\$46,884	\$3,907.00
Level 5 (60 - 71 months)	\$48,900	\$4,075.00

Postdocs are eligible for a merit once per year on their anniversary date. If a PI wishes to give the merit he/she writes a memo to the Dean of CNAS, through the Department Chair – indicating the new step being requested, the effective start date, along with a brief description of the postdoc's accomplishments during the past year. An updated Academic Biography form must accompany the request.

Postdocs are limited to 5 years in title. This includes working as a postdoc at any institution.

Information on postdoc appointments and benefits can be found at the following

<http://www.graduate.ucr.edu/Postdocs/OfficePostDoc.html>

## **Specialist and Researcher**

Appointments within the Specialist or Research Series (excluding Jr. Specialist) are processed by the Chair's assistant, Cam Pham. Requirements for these series are available on the CNAS website: [http://www.cnas.ucr.edu/forms/Comparison\\_of\\_Research\\_Titles-11-17-2005.xls](http://www.cnas.ucr.edu/forms/Comparison_of_Research_Titles-11-17-2005.xls). If appointees are on visa status, coordination with Carolyn Friedman is required. Specialists may be appointed at less than 100%, but Researchers must be full-time appointments.

## **Merit Increases**

### **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 Sherice Underwood, 2-3423.

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

## **Staff Positions**

Some staff personnel at UCR are represented by bargaining units and some are not. There are several different bargaining units so you may need to consult one of several different contracts, depending on the position you are working with. The Departmental Personnel Office will provide assistance. Personnel policies and contracts are available at [www.humanresources.ucr.edu](http://www.humanresources.ucr.edu).

## **Hiring Staff Employees**

There are two major types of staff employees in the UC system -- career and limited. The hiring procedures and rights are quite different for each type. The campus Human Resources Recruitment, Interview and Selection Guide can be found at: <http://humanresources.ucr.edu/supervisor/recruitment.html>.

## **Career Employee**

A career position is a position established at a fixed or variable percentage of time from 50 – 100% which is expected to continue for one year or longer.

Career employees must normally be hired as the result of an open recruitment action. Career employees accrue certain benefits not available to limited employees, e.g., if laid off, career employees have certain rights to move into other departmental positions.

## **Recruiting an employee**

- Contact Carolyn Friedman in the Department Personnel Office. Recruitments are managed by the IRecruit system. You will need to provide a position description, essential job duties, required skills and preferred skills, interview committee and interview questions. This information will be entered into the IRecruit System which is then forwarded to the Dean's office for approval and then Human Resources for final approval and posting.
- The position is advertised for a minimum of two weeks.
- You will have immediate access to review applications. Select the applicants you want to interview. Send an email message to Carolyn Friedman, listing the applicants you want to interview and she will obtain the approval of the interview applicants. You must wait to schedule any interviews until you have received approval.
- Once the interview process is completed select the applicant you want to hire. Before you can make an offer of employment contact Carolyn Friedman by email and provide the applicant you want to hire and if the salary is not at the starting level provide salary information and justification as to why this you feel this person should be offered a higher starting salary. Carolyn will forward your requests to Tina Caroline, Administrative Analyst at the Dean's office for approval. When Tina gives approval, you can make your offer to the candidate.

Please copy Carolyn Friedman in the Department Personnel Office on all recruitment correspondence.

## **Hiring the selected candidate and finalizing the recruitment process:**

- Once you have received approval to hire Carolyn will email you with the approval and the effective date of hire.
- Provide the Department Personnel Office with a fund source, begin date; end date, and if the employee will drive a university vehicle.
- Have the employee contact the Department Personnel Office to make an appointment for processing their new hire paperwork.

## **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 1,000 hours in a 12-month period. Limited

employees may be hired without an open recruitment action. 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 Department Personnel Office will notify you when 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. Entomology uses a July-June evaluation cycle for all career staff employees.

### **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.

### **Sabbatical and Special Leave**

Contact Cam Pham when you will be away from campus for more than seven calendar days. A Sabbatical and Special Leave Request form must be submitted to Academic Personnel. This form is available online at <http://cnas.ucr.edu/administration/academicpersonneloliciesandforms.html>. 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 workman's compensation claim.

### **Vacation**

Record vacation used on your monthly Time Record, 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.

## 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 the Department Personnel Office 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 the Department Personnel Office for the job description and applicable forms.

## 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 report all work-related injuries to the proper authorities immediately!! Please inform all employees that they must report any work-related injuries to you as quickly as possible and contact the Entomology Payroll/Personnel Office.

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

1. Incident Report Form – the form can be downloaded via the Human Resources website:  
<http://www.humanresources.ucr.edu/?content=ProgramsAndServices/workerscomp/WorkersCompensationForms.htm>  
In the event of a work-incurred injury, the employee and supervisor need to fill out an Incident Report form and fax or e-mail it to Labor Relations & Workers' Compensation Office and provide a copy to Payroll/Personnel Office.
2. UC Telephonic Claim Reporting – 1-877-682-7778 (1-877-6UC-RPRT). Available 24 hours a day, seven days a week.  
The injured employee or supervisor can now report a work-incurred injury by calling UC Telephonic Claim Reporting. This service is free and provided by UCOP Risk Services. An incident report form is still required.

## **In-Area Injuries**

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

### **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

Or

### **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.

The Workers' Compensation policy, website, any related posters, and other publications are available at: <http://humanresources.ucr.edu/?content=ProgramsAndServices/WorkersComp/AboutWorkersComp.ht>

After-hours injuries, including weekends and holidays, and emergencies should be sent to:

Riverside Community Hospital

4445 Magnolia Ave.

Riverside, CA 92507

(951) 788-3000

## **Out-of-area injuries**

Employees who are working off campus when injured should seek treatment at the nearest medical facility

## Websites

Academic Personnel Information <http://www.ucop.edu/acadadv/acadpers/apm>  
Accounting <http://www.accounting.ucr.edu/>  
Campus Directory and Individual Name Search <http://ucrtel.ucr.edu/ucrtel/telsearch.htm>  
Entomology Administrative Handbook  
[http://www.entomology.ucr.edu/administrative\\_staff/AdministrativeDuties.pdf](http://www.entomology.ucr.edu/administrative_staff/AdministrativeDuties.pdf)  
Environmental Health and Safety <http://www.ehs.ucr.edu>  
Human Resources <http://www.humanresources.ucr.edu>  
Microcomputer Support Group <http://cnc.ucr.edu/csg/mss.html>  
Physical Plant <http://www.pplant.ucr.edu>  
Policies and Procedures [http://vca.ucr.edu/index.php?content=policies/policies\\_type.html](http://vca.ucr.edu/index.php?content=policies/policies_type.html)  
Recruitment, Interview, Selection Guide <http://humanresources.ucr.edu/supervisor/recruitment.html>  
Transportation and Parking Services <http://www.parking.ucr.edu>  
University of California <http://www.ucr.edu>  
UCR Entomology <http://www.entomology.ucr.edu>.  
UCR Library <http://library.ucr.edu>