

**Hart Interdisciplinary Programs
Employee Resource Guide**
(Revised 09/2019)

ADMINISTRATIVE INFORMATION:

General: The Hart Interdisciplinary Programs (HIP) business office is located in 2201 Hart Hall. It is open Monday through Friday 8:00am-noon and 1:00-5:00pm. The unit's copy room is located in 2134A Hart Hall. The machine is a copier/fax/scanner.

Business Office Staff:

- Carlos Garcia, Chief Administrative Officer
 - cggarcia@ucdavis.edu or 530-752-0675
- Lisa Blackford, Personnel Analyst
 - lmblackford@ucdavis.edu or 530-752-5287
- Rolando Pinedo, Fiscal Officer
 - rgpinedo@ucdavis.edu or 530-754-7874
- Daniel Cordova, Business Office Assistant: CHI, TANA, NAS, Gorman Museum
 - dscordova@ucdavis.edu or (530) 754-7683
- Christopher Greene, Business Office Assistant: AAS, AMS, ASA, CST, GSW, HIP IT
 - gegrees@ucdavis.edu or (530) 754-8600
- HARCS IT Support
 - harcshelp@ucdavis.edu or (530) 754-5712

Office Key: Your office key will open your office, department conference room, and building copy room. A separate building key will open any external door. Please contact the business office if you experience issues with your key or need to report one lost.

Mail and Mailboxes: Please check-in with your Program Coordinator for your department mailbox location.

- USPS mail is delivered to Central Mail Division on campus, and then mail is delivered throughout campus. Our mail is picked up and delivered on Monday, Wednesday, and Friday afternoons. Mail delivered by private couriers such as Fed Ex or UPS will be delivered as scheduled directly to the main office during normal business hours.
- The outgoing mailbox is in 2201 Hart Hall. Off-campus mail should be placed in the canvas mail bag. Off campus mail must have a recharge number listed—please see Fatima for correct code.
- Interdepartmental mail can be dropped directly into the bin. Please ensure the recipient's name and department are written on the envelope.
- Our unit has a Fed Ex account which offers substantial discounts on shipments. Please do not ship with Fed Ex or other similar types of mailing services and pay out of your own pocket. Please see any staff member for assistance.

• Important Addresses:

- Incoming mail: When sharing your campus address, please use the following format:
Your Name
Department
University of California, Davis
2201 Hart Hall
301 Peter J. Shields Ave.
Davis, CA 95616-5270
- Outgoing mail: Please use this address format when sending off-campus mail if postage is to be charged to the department:
Department Name
University of California, Davis

301 Peter J. Shields Ave.
Davis, CA 95616-5270
Recharge #

Copy Machine: The building copy machine is in 2134A. Originals should be placed face-up in the feeder or face-down on the glass. Please see your program's coordinator for your copy code.

- Press "ID" to log-in and out of the machine.
- Once logged-in, you have the option to copy, scan, or fax as needed.
- In order to scan, please add your name to the address book so that you can send the pdf to your email.
- If you have any problems with the machine, please stop by 2201 Hart.
 - If you have large amounts of copying, your job can be sent to Reprographics (on campus) to copy for you. A minimum of two days' notice is required for project completion.

Printing: The copier in 2134A is also a shared printer for faculty. Please check-in with HARCS IT for additional connection information.

Shared Spaces:

- 2201 Hart Hall: A hot and cold water dispenser is available in the business office. Additionally, we have a small fridge and microwave available for faculty and staff use.
- 3114 and 3201 Hart Hall: Use of these rooms must be scheduled through your program coordinator. Please clean up all trash from the rooms when your event is over and return all furniture to its normal set-up.
 - Please erase the whiteboard in 3114 after use. Only dry erase board cleaner and markers should be used. If additional supplies are needed, please see Fatima.
 - If the projector is used during your event, please ensure the system is turned off.

Your Office:

- Office trash cans are emptied by custodial services once per week during the evening hours. Your day for service is dependent upon your hallway. Please ask your program coordinator for your specific service day.
- Painting of offices is not allowed unless it is performed by Facilities. Please contact the business office to view the color chart and request an estimate.
- Furniture can be purchased using your research funds through the campus Furniture Program and Aggie Surplus. If you wish to use other vendors such as Ikea and Amazon, the cost must be below \$500. All furniture orders must be coordinated through the main office. Since the campus has many regulations regarding the procurement of furniture, please do not make any out-of-pocket furniture purchases.
- Business cards can be ordered through Reprographics by visiting this website:
<http://reprographics.ucdavis.edu/stationery/businesscards/>

REIMBURSEMENTS, PURCHASES & PAYMENTS:

General Purchasing Guidelines: Purchase request should be initiated through the Purchase Request Form located on the HIP website. The request will route to either your assigned Business Office Assistant for completion.

- Per UC Policy, Out-of-pocket expenses should be the exception. Employee reimbursement requests are considered high-risk transactions and may not be approved.
- For non-travel & entertainment reimbursements, expenses must total less than \$500.
- Itemized receipts must be provided to the business office showing proof of payment to indicate that they are paid.
- Computer and IT purchases must be pre-approved by the HARCS IT team. Please submit a ticket to harcshelp@ucdavis.edu

- Request for service such as editing, indexing, and transcription must be reviewed by campus Contracting Services. This can take 4-6 weeks. Please do not pay out of pocket for these expenses.
- Payments for work, such as research assistants, must be processed through payroll. Absolutely no work should be completed by the prospective employee before the person has signed employment paperwork or a Volunteer Form

Supplies: We can order general office supplies at discounted rates through the University contract with OfficeMax. Items typically arrive in two business days. Orders must be initiated through the Purchase Request Form located on the HIP website.

- Items can also be purchased at the UCD Bookstore via a department purchase order. Items can be charged directly to your research funds or to department funds (depending on the item). Please see your Fiscal Officer to request a DPO for the UCD Bookstore.
- Please initiate purchases through the HIP website. Campus policy does allow for employee reimbursements under certain circumstances. Before incurring out-of-pocket expenses, be sure to discuss your purchase with business office staff to ensure that it is reimbursable.

Honoraria: If you are paying an honorarium to a non-UCD speaker, please complete the request form located on the HIP website and return to your assigned Business Office Assistant. Please note that payments to faculty at other UCs are processed as payroll transactions and can take up to six months to be finalized. These payments are also subject to benefits so please plan an additional 20% charge above the cost of the honorarium (ie: a \$250 honorarium payment to a UCLA professor will incur an additional \$50 benefits charge for a total charge of \$300 to your account). Additionally, UC employees will have taxes withheld from their payments. University of California policy prohibits the use of state general funds (ie 19900 funds) for honoraria. Please contact your Fiscal Officer to ensure that you have appropriate funds available prior to committing to an honorarium for a speaker.

Receipts: Please keep all of your receipts for which you will be claiming reimbursement or corporate card payment. Receipts which will always need to be submitted include lodging and airfare.

- Do not use highlighters or tape on receipts.
- Itemized receipts are needed for an expense over \$75.
- Receipts must indicate that they are paid in one of the various ways: "paid", "balance \$0", "paid by ____".

MEMBERSHIPS

Due to the personal nature of memberships in professional societies (journals, newsletters, membership numbers), employees may purchase/renew their own memberships and then seek reimbursement for the expense. Here are some best practices to keep in mind:

- Memberships can be paid with a UCD Travel card.
- Memberships must be pre-approved by the department chair or program director. Supporting documentation demonstrating pre-approval (such as an email) should be attached to your reimbursement request.
 - If you are a department chair or program director, please be sure to secure pre-approval from the HArCS Dean's Office. Currently, requests should be emailed to Ian Blake.
- Please ensure that you have a business purpose for your need to establish/renew your membership. This justification must include an explanation of the reason payment of fees is deemed necessary to the University. Here is an example of a business purpose:
 - Payment of the 201X-201X ASSOCIATION NAME membership fees.
Membership in this organization benefits the University because it provides

reduced conference registration fees, additional research resources and access to an (inter)national networking system.

TRAVEL AND ENTERTAINMENT

Travel Card: This is a US Bank credit card that is issued against the University's credit and can be used for any travel or entertainment expense such as registration fees, lodging, meals, airfare, etc. It generally takes about 7-10 business days for processing. Additional information about the program is located at http://afs.ucdavis.edu/our_services/travel-e-entertainment/te-visa/index.html. Using the card will reduce your out-of-pocket expenses.

- Late fees assessed on a corporate card account are the cardholder's responsibility. Payment will need to be made directly to US Bank.
- Remember to submit receipts and travel reimbursement forms to the business office within 30 days to avoid late fees and penalties and potential taxable income implications.

Important T&E Systems

- **AggieTravel:** All travel and entertainment reimbursements are processed through a system called "AggieTravel."
 - The system can be accessed at aggietravel.ucdavis.edu. You will need to log-in with your Kerberos username and password.
 - Setup/Confirm your profile information using the instructions at the following page: <http://afs.ucdavis.edu/systems/aggie-travel/profile/personal-info.html>
 - Add delegates by following the instructions at the following page: <http://afs.ucdavis.edu/systems/aggie-travel/delegates/add-edit.html>. By adding business office staff as delegates, they will be able to prepare your reports and help with tracking your reimbursements. Please be sure to add your assigned Business Office Assistant. You will have to add each separately.
 - Although business office staff can initiate your reports, you will still need to log into AggieTravel to review and submit your expense reports.
- **Connexus:** This is the system-wide travel portal that links UC travelers to approved travel agencies. It can be accessed through AggieTravel. The agencies offer different payment options such as CTS (direct billing of expenses), UCD Travel card, and personal credit card. Many UC policies are automatically built in to the system to ensure full compliance with policy and procedure.
 - The travel agencies and UC travel insurance within Connexus can help you book your trip, and/or can help you when there are problems with your trips. This can be especially helpful when you have a multi-segment trip with delays, or if you are traveling in a country and an emergency has occurred.
 - This system can also be used to make travel arrangements for your non-employee guests.
 - The campus will not reimburse travelers for extra rental car insurance such as LDW purchased during a car rental. Booking cars through Connexus will ensure that you are taking full advantage of UC agreements. Additional information on UC car rental agreements can be found at <http://www.ucop.edu/central-travel-management/travel-supplier-programs/cars.html>
 - Connexus can be used to book personal travel so that you can also take advantage of negotiated benefits.
- **Local Hotel Program:** There are 10 local hotels with whom campus has agreements that allow direct billing of expenses for individual, group, or event room expenses. This process allows the charges to import directly into AggieTravel. Additional information can be found at the [Travel website](#)

- **Travel insurance:** When traveling on official business, employees are provided coverage through the UC Business Travel Accident Insurance Program.
 - When you book travel through Connexus, your itinerary is automatically enrolled in the insurance program.
 - If you book outside of Connexus, please register for travel insurance through <https://ehs.ucop.edu/away>
 - We are unable to reimburse you for any travel insurance purchased as a supplement or in lieu of the University's policy.
 - Additional insurance information can be found here: <https://supplychain.ucdavis.edu/travel-entertainment/foreign-travel/insurance>

Travel & Entertainment Tips: Here are some helpful tips to keep in mind as you plan your next trip or event:

- All travel and entertainment expenses must be reconciled within 30 days. Even if your expenses have not imported into AggieTravel, drop off your receipts and completed reimbursement forms to the business office for processing.
- Travel and entertainment expenses can be paid or reimbursed with your UCD funds but the process, documentation and types of expenses are restricted by UC and Federal policies.
- The purchase of packaged travel deals through services such as Expedia and similar companies is not allowed.
- Please do not pay for anyone else's travel. UC policy allows for the reimbursement of expenses to both employee and non-employee travelers. If there is a situation when you MUST pay for another's expenses (such as a field trip), check-in with the business office before incurring expenses.
- Generally, any travel expenses above coach/economy will not be reimbursed without a review for prior approval. This includes rental cars. If you pay for an upgraded rental car, please be prepared to provide a business purpose detailing why the upgrade was necessary. Please note that approval is at Central Account Payable's discretion. If you do not seek prior approval, your reimbursement request may not be approved and you will be liable for these additional costs.
- When spending on behalf of the department, be sure you have documented prior approval from the Chair or Director. A copy of the prior approval will need to be provided to the business office.
- When paying at a restaurant, check if tip has already been included. Policy does not allow us to reimburse employees for duplicate tips and service charges.
- An attendee list and agenda (if applicable) is required for all entertainment reimbursements and payments.
- Alcohol permits are required for any event on campus where alcohol will be served. At a minimum, two weeks' notice must be given to allow for processing time.
- The UC Davis Travel Medicine program provides no-cost vaccines and other pre-travel services before university-sponsored international travel. Services are offered on the Davis campus at no cost to you, your grant, or your department. Contact Occupational Health at (530) 752-6051 for more information.

TEACHING:

- **Classrooms:** If you are locked out of your classroom please call Custodial Services at 530-752-1831. Classroom media support is different than our IT support. For problems with classroom media call 530-752-3333. Information should also be labeled on any items in the classroom.
- **Class/Teaching Requirements:**
 - Academic Personnel Manual: <https://academicaffairs.ucdavis.edu/apm/apm-toc.htm>
 - Faculty Teaching Resources: <http://ucdavis.edu/faculty/teaching.html>

- **Book Orders:** Please work with your program coordinator to secure desk copies for yourself and TAs.
- **Field Trips:** Please ensure that students participating in off-campus activities such as voluntary activities, athletic activities, and mandatory academic activities complete a waiver/release of liability BEFORE the trip occurs. The waivers are available at the Risk Management website.
 - Additionally, Risk Management offers a “field safety” tool on their website to assist with field trip planning. It is available at <http://safetyservices.ucdavis.edu/article/trip-planning>. While it is geared for field work in wilderness areas, it can be adapted for any kind of field trip.

SAFETY:

Building Emergency Procedure: Please visit the [HIP website](#) to review our unit’s Emergency Action & Evacuation Plan and Injury & Illness Prevention Program.

General UCD Safety Resources: The campus has a number of programs to ensure the safety of students and employees:

- **Elevator phone:** In an emergency (other than a fire), the phone in the elevator can be used to call the UCD Police.
- **Cell phones:** Dialing 911 or 752-1230 on a cell phone while on campus will connect you directly to UCDPD. For non-emergency situations, the Police Department can be reached at 530-754-COPS (2677).
- **WarnMe System:** The WarnMe system notifies employees of campus emergencies by text or email. To sign up and choose your preferences go to: <https://warnme.ucdavis.edu>
- **Aggie Guardian Safety App:** Aggie Guardian is a mobile app recommended by UCDPD to assist with on-campus safety. Features include virtual safety escort, 911 calls, and eyewitness reports. Additional information is available at: http://police.ucdavis.edu/aggie_guardian/index.html
- **Fire Alarms:** As a general rule, campus does not have unannounced fire drills. If the alarms are sounding, please exit the building safely and immediately.
- **Safe Rides:** Safe rides are offered by the UCD Police department as an alternative to walking alone on campus after hours. Rides are provided in a clearly marked Safe Ride vehicle with an Aggie Host Security Officer. Rides are available between campus locations and from campus to any location in Davis city limits. Rides can be arranged through the Guardian app or by calling 754-COPS. More information can be obtained at: http://police.ucdavis.edu/divisions_services/campus_security/safe_rides.html

Facilities emergencies: A facilities emergency is defined as damage to building or danger to animal welfare.

- If you are somewhere on campus, or in our building outside of business hours, please contact Facilities immediately to report a facilities emergency. They can be reached at 530-752-1655 option 1. Examples of a facilities emergency include a major plumbing leak, broken window, or locks failing on external doors.
- For any non-emergency facilities issues such as a leaky sink or sticking lock, please email your program coordinator and he/she will submit a work order to Facilities.

EMPLOYMENT INFORMATION:

AUSS-C: All payroll and human resource transactions for HIP employees are handled by the Academic Unit Shared Services Center. Please contact the Business Office to initiate tickets for

hires, separations, funding changes, timesheets, etc. Additional information about AUSS-C is available at auscc.ucdavis.edu.

State Salaries: The University of California publicly discloses employee pay data as part of its commitment to transparency and accountability. Your UCD employee data for each calendar year will be posted at <https://ucannualwage.ucop.edu/wage/>

Direct Deposit: Please sign-up for direct deposit for your paycheck and for your reimbursements. Enrollment is processed separately for each payment type at [the direct deposit site](#).

Period of Initial Eligibility (PIE): Your PIE is a 31 day period when you can enroll, cancel, or opt yourself and qualifying family members out of UC sponsored medical plans. You will have a PIE at your time of hire into a position that makes you eligible for benefits. You may be eligible for PIEs throughout your career when other qualifying events occur such as a change in your marital status, a new dependent, or a change in your employment status. If you think you are eligible for a new PIE, check in with our HR team for next steps. It is imperative that you update your benefits enrollment during your PIE.

Front Door: Front Door is an informational website for prospective and new UC Davis employees. It provides valuable information about local communities, the campus, human resources, Academic Affairs, compensation, and housing. Visit frontdoor.ucdavis.edu

Orientation Resources:

- Academic Senate New Faculty website: <http://academicaffairs.ucdavis.edu/resources/new-faculty/>
- New Faculty Workshop: <https://academicaffairs.ucdavis.edu/new-faculty-workshop-events>
- New Employee Orientation: http://sdps.ucdavis.edu/neo/new_employee.html

GENERAL CAMPUS INFORMATION: The Memorial Union, Silo and ARC are the closest convenience centers offering food and services.

ARC (Activities & Recreation Center, cru.ucdavis.edu): The ARC, located on the west side of campus, offers a large fitness & recreation center, a Bookstore outlet offering supplies, conference & meeting rooms, and a Peet's Coffee. The Business Center also provides passport services. TAPS and the west entry parking structure are also located nearby.

MU (Memorial Union): The MU, located across the street from Hart Hall, houses the official UCD Bookstore, the TechHub, and Coffee House. Meeting spaces are also available. Nearby services include ATMs, campus & USPS mailboxes, a library drop box, and Amazon lockers. The MU is conveniently located by the north entry parking structure and bus terminal. The Silo - The Silo is a great place to stop for a bite.

The Silo Market offers a variety of healthy foods, snacks, and drinks including made-to-order pizza, deli sandwiches featuring Boar's Head premium deli meats and cheeses, soups and international food. Within the greater silo area you also will find several dining options, including but not limited to; Peet's Coffee, Spoke's Grill, Crepe Bistro, The Gunrock, and rotating Food Trucks.