

Hart Interdisciplinary Programs Employee Resource Guide

(Revised 2/10/2023)

ADMINISTRATIVE INFORMATION:

General: The Hart Interdisciplinary Programs Business Office is located in 2201 Hart Hall. It is open Monday through Friday 8:00am – 12:00pm and 1:00pm – 5:00pm.

Business Office Staff:

- Heather Bosworth, Chief Administrative Officer
 - hbosworth@ucdavis.edu or 530-752-0675
- Gwenner Gail Miller, Personnel Analyst
 - gwenmiller@ucdavis.edu or 530-752-5287
- Rolando Pinedo, Fiscal Officer
 - rgpinedo@ucdavis.edu or 530-754-7874
- Daniel Cordova, Business Office Assistant: ASA, CHI, TANA, Gorman Museum, NAS
 - dscordova@ucdavis.edu or 530-754-7683
- Chris Greene, Business Office Assistant: AAS, AMS, CST, GSW
 - cegreene@ucdavis.edu or 530-754-8600
- LS IT Support and Computer and Software Purchases
 - lshelp@ucdavis.edu or (530) 752-8800

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

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. Mail is delivered on Mondays, Wednesdays, and Fridays. Mail delivered by private couriers such as FedEx 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 our HIP Fiscal Officer 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. Interdepartmental mail manila envelopes are available in 2201 Hart Hall.
- For shipping mail, we must use [AggieShip](#). Please do not pay out-of-pocket for shipping. Please see any staff member for assistance.
- Packages with AggieShip shipping labels can be dropped off in our outgoing mailbox in 2201. Mail Services will mail these packages on your behalf.

Important Addresses:

- **Incoming mail:** When sharing your campus address, please use the following format:
Your Name
Department
University of California, Davis
2201 Hart Hall
One 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, Recharge ID#
University of California, Davis
One Shields Ave.
Davis, CA 95616-5270

Copy Machine: The HIP copy machine is located in 2134A. This copier is a shared printer for faculty. Please see your program's coordinator for your copy code to use the copier. If your computer cannot connect to this printer, please contact [HArCS IT](#) assistance.

- Press "ID" to log-in and out of the machine.
- Once logged-in, you have the option to copy, or scan as needed.
 - Original documents should be placed face-up in the feeder or face-down on the glass for copying and or scanning.
 - If you have large amounts of copying, your job can be sent to [Repro Graphics](#) (on campus) to copy for you. A minimum of two days' notice is required for project completion.
- To scan and send, please add your name and email address to the address book so that you can send pdf documents to yourself.
- If you have any problems with the machine, please stop by the HIP Business Office in 2201 Hart.
- If you need your own copier, please contact your department coordinator.

Shared Spaces:

- **2201 Hart Hall:** A hot and cold water dispenser is available in the business office. Additionally, we have two small refrigerators and microwave available for faculty and staff use.
- **3114 and 3201 Hart Hall:** Please adhere to the HIP Conference Room Use Agreements. Use of these rooms must be scheduled through your program coordinator.
 - Please clean up all trash from these rooms when your event is over and return all furniture to its normal set-up. There are room configurations aids posted on the wall of each room.
 - Please erase the whiteboard in 3114 after use. Only dry erase board cleaner and markers should be used.
 - If additional supplies are needed (e.g., batteries, dry-erase markers), please let the HIP Business Office know and more supplies will be ordered.
 - If the projector is used, please ensure the system is turned off.
 - Please make sure the projector screens are not left down.

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 [AggieSurplus](#). If you wish to use third-party vendors such as Ikea and Amazon, the cost must be below \$500.
 - All furniture orders must be coordinated through the HIP Business Office.
 - UC Davis 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 visting [AggiePrint](#). Please contact your Business Office Assistant for ordering.
 - Name badges can be ordered through the University Bookstore. Please contact your Business Office Assistant for ordering.
- Please make sure if you have bookshelves in your office that they are anchored to the wall. Please notify HIP Business Office staff if you need your bookshelf anchored.
- UC Campus temperature standards for offices and classrooms is anywhere between 68 and 78 degrees Fahrenheit.
 - If you need a space heater for your office, please submit a purchase request to the HIP Business Office. Please review and adhere to the UC Davis Fire Department's [guidelines](#) for space heaters.
 - If your office is consistently too hot or too cold, please notify the HIP Business Office staff.

REIMBURSEMENTS, PURCHASES & PAYMENTS:

General Purchasing Guidelines: Purchase requests should be initiated through the [Purchase Request](#) Form located on the HIP website under the "Forms/Guidelines" header. The request will route to your designated Business Office Assistant.

- "Out-of-pocket" purchases are unauthorized and is a violation of policy that may ultimately may not be reimbursable. Please work with the HIP Business Office to avoid unauthorized purchases. If you need an exception to this policy, please work with the HIP Business Office.
- Itemized [valid receipts](#) must be provided to the Business Office showing proof of payment to indicate that they are paid.

- Computer, software, web services, and IT purchases must be pre-approved and purchased by the LS IT team. Please submit a ticket to ishelp@ucdavis.edu. These purchase requests must undergo a [Vendor Risk Assessment \(VRA\)](#) prior to making these purchases.
 - Plan ahead, as VRA's can take up to 4 months to get full approval.
- Requests for services from outside vendors for work on such things as editing, indexing, and transcribing must be reviewed by Procurement and Contracting Services. This review period can take 4-6 weeks, so please plan ahead.
 - Please do not pay out-of-pocket for these services.
 - Absolutely no work should be completed by the prospective vendors before the person has signed employment paperwork.
 - More information on this process can be found on the "Contracts and Services How To" [webpage](#) which can be accessed from under the "Forms/Guidelines" header.
- 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.
 - Please contact the Business Office for assistance with Hiring students.

Supplies: We can order general office supplies at discounted rates through University contracts with OfficeMax/OfficeDepot and Amazon. Items typically arrive in three business days. Orders can be initiated through the [Purchase Request Form](#) located on the HIP website.

- "Out-of-pocket" purchases are unauthorized and is a violation of policy that may ultimately may not be reimbursable. Please work with the HIP Business Office to avoid unauthorized purchases. If you need an exception to this policy, please work with the HIP Business Office.
- Items can also be purchased at the UCD Bookstore via a department [Purchase Order Form](#). Items can be charged directly to your research funds or to department funds (depending on the items). Please contact the Hip Fiscal Officer for bookstore PO approval.
 - Completed forms can be brought into any bookstore locations or emailed to ucdavisstores@ucdavis.edu to have the order filled.
 - The purchaser cannot be the account delegate or the account manager for the account listed on the form.

Honoraria: If you are paying an honorarium to a Non-UCD guest speaker, please complete the request form located on the [HIP website](#) and return to hip-purchase@ucdavis.edu. 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 (i.e., 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 (i.e., 19900 funds) for honoraria. Please contact the HIP Fiscal Officer to ensure that you have appropriate funds available prior to committing to an honorarium for a guest speaker.

Receipts: Please keep all your [valid receipts](#) for travel and entertainment purchases.

- Do not use highlighters or tape on receipts.
- Valid receipts must show the vendor name, transaction date, itemization of what was purchased, amount paid, and method of payment (usually noted as Cash or with last four digits of credit card).
- Receipts must indicate that they are paid in one of the various ways: "paid", "balance \$0", "paid by ____".
- Receipts are required for any purchase of \$75 or more.
 - Some purchases may require receipts regardless of dollar amount.
- Receipts are required for airfare, lodging, car rentals, and conference registrations regardless of amount.

MEMBERSHIPS

The preferred method of payments for memberships in professional associations (journals, newsletters, membership numbers) is your UC Davis Travel/Corporate Card. If you do not have a Travel Card, and the professional societies have established third-party payment options, the Business Office can pay for memberships on your behalf. Please submit a Purchase Request using the form on the [HIP Website](#). Here are some best practices to keep in mind:

- Memberships must be one year at a time. Multi-year and lifetime memberships are generally not allowed.
 - Multi-year and lifetime memberships require Dean's Office approval.
- Please ensure that you have a business purpose for your membership purchase that aligns with the University's mission of teaching, research, public service, and patient care.
 - **Example:** Payment of the 201X-201X PROFESSIONAL ASSOCIATION NAME AND MEMBERSHIP AMOUNT 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.
- Memberships must be preapproved by your department chair or program director before purchases are made.
 - Supporting documentation demonstrating pre-approval (e.g., 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. Your HIP Business Office Assistant will work to obtain the approval.

TRAVEL AND ENTERTAINMENT (T&E)

UCD Travel/Corporate Card: This is a US Bank Visa 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. Requesting a new travel card generally takes about 5 business days to process and 2 weeks for the card to ship. Additional information about the program can be found [here](#). No personal/non-reimbursable expenses are allowed on the Travel/Corporate Card.

- Remember to submit receipts and relevant reimbursement forms to the Business Office within 45 calendar days of the end of trips and events.
- Expense reports submitted after 60 days will be reported as taxable income to UC employees
 - This policy includes all expenses, including those paid on the Travel Card, [Preferred Booking Program](#) direct billing, and out-of-pocket.
- If your funding source has an end date, ensure you are submitting your travel expenses with enough time for preparing report, approvals, and posting to account before the end date.
- Please review these Travel/Corporate Card [best practices](#).

Important T&E Systems

- **AggieExpense:** All T&E reports are processed through a system called "AggieExpense."
 - The system can be accessed at [aggieexpense.ucdavis.edu](#) and log-in with your Kerberos username and password.
 - Setup/Confirm your profile information following these [instructions](#).
 - You will add the HIP Business Office Assistants as your AggieExpense delegates who will prepare your T&E reports. Follow these [instructions](#) to add delegates.
 - Although Business Office staff will initiate your reports, you still need to log into AggieExpense to review and submit your T&E reports.
- **ConnexUC:** This is the system-wide travel portal that links UC travelers to plan and book travel. ConnexUC can be accessed through AggieExpense, and the portal offers you the ability to book airfare, lodging and car rentals. Many UC policies are automatically built into the system to ensure full compliance with policy and procedure. UC Davis Travel/Corporate Card and [Preferred Booking Program](#) transactions for travel services booked through ConnexUC import directly into AggieExpense for trip expense reporting.
 - The travel agencies (e.g., BCD Travel) that work with ConnexUC can help you book your trip and/or can help you when there are problems with your trips (e.g., trip delays, cancellations). Travel agencies can be contacted [here](#).
 - All university business travel outside of California must be registered. When airfare is booked in AggieExpense, University travelers' trips are automatically registered.
 - Foreign trips require trip registration
 - Domestic trips outside of California require trip registration
 - Travel booked outside of ConnexUC/AggieExpense can register trips through [UC Away](#)
 - Trip registration is also required for non-employee guest travelers

- The campus will not reimburse travelers for extra rental car insurance such as LDW purchased during a car rental. Booking cars through ConnexUC will ensure that you are taking full advantage of UC agreements. Additional information on UC car rental agreements can be found at [here](#).
- ConnexUC can be used to book personal travel so that you can also take advantage of negotiated benefit but must not be charged to your UC Davis Travel/Corporate Card or UC Davis funds. Personal travel must be booked when outside of normal working hours.
- **Local Hotel Program:** The [Preferred Booking Program](#) is an agreement between UC Davis and 12 hotels within the Davis-Sacramento area that enables direct billing of expenses for individuals, groups, or for event room expenses. This process allows the charges to import directly into AggieExpense.
- **Travel insurance:** All University business travel outside of California must be registered.
 - When travel is booked through ConnexUC, travel itineraries are automatically registered
 - If travel is booked outside of ConnexUC, registration must be done through [UC Away](#).
 - Trip registrations also apply to non-employee guest travelers
 - We are unable to provide reimbursement for any travel insurance purchased as a supplement or in lieu of the University's policy.
 - Additional insurance information can be through [Global Affairs](#).

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

- Lodging in the lower 48 states is 275 per diem (not including taxes and fees).
- Meals & incidentals in the lower 48 states is \$79 per diem.
 - Meal reimbursement may only be claimed for actual expenses incurred
 - There must be an overnight stay to claim meal reimbursement.
- All T&E expenses must be reconciled within 45 days of the end of trips and events. Even if your expenses have not imported into AggieTravel, drop off or email your receipts and completed reimbursement forms to the Business Office for processing.
- T&E expenses can be paid or reimbursed with your UC Davis funds, but the process, documentation, and types of expenses are restricted by UC and Federal policies.
- If traveling as a group leader, please review the [Group Travel](#) requirements.
- The purchase of packaged travel deals through services (e.g., Expedia) 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 person's expenses (e.g., field trip), check-in with the business office before incurring expenses.
- Travel expenses above coach/economy will not be reimbursed without a review and prior approval.
- Car rentals cannot go above an intermediate sized vehicle.
 - If you pay for an upgraded rental car, please be prepared to provide a business purpose justification detailing why the upgrade is necessary.
 - Please note that approval is at Central Account Payable's discretion. If prior approval is not granted, reimbursement may not be approved and travelers 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.
- Entertainment activities must support the University mission (i.e., teaching, research, public service, patient care), for a business purpose justification.
 - Be supported with documentation
 - Be hosted by a UC Davis affiliate.
- Entertainment meal allowances per person per meal is:
 - Breakfast: \$31
 - Lunch: \$54
 - Dinner: \$94
 - Light refreshments: \$22
- An attendee list and agenda (if applicable) are required for all entertainment reimbursements and payments.
- Programmatic material (e.g., flyers, email invitations) for applicable T&E reimbursements and payments are required.
- 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.

TEACHING

- **Classrooms:** If you are locked out of your classroom, please call Custodial Services at (530) 752-1655. General Education classroom media support is supported by Camps IT, NOT Letters and Science IT. Campus IT can be reached at (530) 752-3333. Contact Information should also be labeled on any equipment items in the classroom (usually classroom podiums and AV systems).
- **Class/Teaching Requirements:**
 - Please consult the [Academic Personnel Manual](#).
 - For teaching assistance, please review the [Faculty Teaching Resources](#) webpage.
 - For information regarding teaching and COVID-19, please consult the Campus Ready [instructional support](#) webpage.
- **Book Orders:** Please work with your program coordinator to secure desk copies for yourself and TAs. Textbooks must be ordered by your program coordinator at least one month before classes start so that there is time for orders to arrive at the UCD Bookstore.
- **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. [Waivers](#) are available at the Risk Management website.

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 several programs in place 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.
- **Police Department:** For emergencies, Dial 911 or (530) 752-1230 while on campus. For 24-hour non-emergency situations, the Police Department can be reached at (530) 754-1727 or emailed at police.web@ucdavis.edu.
- **WarnMe System:** The [WarnMe](#) system notifies students and employees of campus emergencies via SMS text message and email. You can update your information and choose your notification preferences.
 - Note, the WarnMe system is not compatible with international numbers.
- **Everbridge Mobile App:** This mobile app combines the UC Davis WarnMe and Aggie Alerts into one place in the form of push notifications. The app is available to anyone with a ucdavis.edu email address. It can be found in the Apple App Store and Google Play App Store. This app is best suited for UC Davis community members with international numbers as the UC Davis WarnMe system is not compatible with international numbers.
 - Can make direct emergency phone calls to the UC Davis Police Department
 - Grants access recorded messages on the status of emergencies on campus
 - Provides links to UC Davis campus news
- **Fire Alarms:** Generally, campus does not have unannounced fire drills. If the alarms are sounding, please exit the building safely and immediately while following HIPs Emergency Evacuation Plan.
- **Safe Rides:** [Safe Rides](#) are free rides offered by the UC Davis 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 within the city of Davis.
 - Rides can be arranged through the [TransLoc App](#) or by calling (530) 754-2677.
 - 7 days a week, 5:00 p.m. to 10:00 p.m. for on-campus rides to another on-campus location
 - 7 Days a week 10:00 p.m. to 6:00 a.m. for on-campus location pick-up to any location in the city of Davis (Unitrans not running during this time)
 - VIP Wheelchair Transportation, please call (530) 754-2677 or email Ernesto Moron (eamoron@ucdavis.edu)
 - 24 hours, 7 days a week for on-campus rides to another on-campus location
 - 7 Days a week, 10:00 p.m. to 6:00 a.m. for on-campus rides to any location in the city of Davis (Unitrans not running during this time)
 - Safe Rides availability can be impacted by temporary staffing shortages or special events on campus.

- **Academic and Staff Assistance program (ASAP):** [ASAP](#) is a free and confidential assessment, intervention, consultation, and referral service exclusive to UC Davis Faculty and Staff and their immediate families. Whether the problem is work-related or personal, administrative, individual, career or relationship focused, ASAP staff will provide expert assistance. ASAP can be reached at (530) 752-2727.
- **PulsePoint Safety App:** The UC Davis Fire Department launched the [PulsePoint](#) mobile app to alert CPR-trained responders of nearby emergencies in public areas involving cardiac arrest within a half-mile radius. The PulsePoint mobile app provides the location of the patient and if there any public-access Automated External Defibrillators (AEDs) nearby.
- **Workplace Violence Information and Resources:** In the case of a non-emergency workplace intimidation, threats, or acts of violence, please contact any crisis response team. Open contact with the Workplace Violence Prevention Unit can be reached at Hs-ReportViolence@ucdavis.edu or ViolencePrevention@ucdavis.edu
- **Harassment & Discrimination Assistance and Prevention Program (HDAPP):** [HDAPP](#) supports the University's commitment to a harassment and discrimination-free work and learning environments for all members of the UC Davis community. This [HDAPP Summary Flyer](#) provides an overview of how reporting options and support resources.
 - Note, reporting to the University is separate from filing a police report. For criminal concerns, you can file a UCD police report by calling (530) 752-1727 (Davis) or (916) 734-2555 (Sacramento).
- **Disability Management Services (DMS):** [DMS](#) works with faculty, staff, academic and student employees and departments/direct supervisors to explore possible and reasonable accommodations both temporary and permanent for community members. General inquires can be made by via phone or email: (530) 752-6019, dmshelp@ucdavis.edu.
- **Victim of a Crime:** The UC Davis Center for Advocacy, Resources and Education (CARE) provides victim assistance and is a confidential resource, which can be reached by calling (530) 752-3299.
- **Safety Workshops:** The UC Davis Police Department will periodically conduct [trainings and workshops](#) such as Active Shooter Training and Self Defense Training workshops as part of the Department's mission of education and community outreach.

Facilities Management Emergencies: Issues that impact human/animal health and safety, threaten research or affect instruction are considered urgent requests. If you are somewhere on campus, or in our building outside of business hours, please contact Facilities immediately to report a emergencies at (530) 752-1655, select option 1. For any non-emergency facilities issues such as a leaky sink or sticking lock, please email your program coordinator and they will submit a work order to Facilities.

EMPLOYMENT INFORMATION:

AUSS-C: All payroll and personnel transactions for HIP employees are processed by the Academic Unit Shared Services Center. Please contact the Business Office to initiate tickets for hires, separations, funding changes, timesheets, etc.

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 [UCOP Compensation](#).

Direct Deposit: Please sign-up for direct deposit for your paycheck and for your reimbursements. You can enroll in Direct Deposit through [UC Path](#) and selecting Employee Actions > Income and Taxes > Direct Deposit.

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.

- Questions regarding University benefits can be answered by contacting the UC Davis [Benefits Program](#).

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.

Orientation Resources:

- [New Employee Welcome Events](#)
- [New Faculty Resources](#)
- [Faculty Workshops and Events](#)

GENERAL CAMPUS INFORMATION:

- **ARC (Activities & Recreation Center):** The [ARC](#) is run by Campus Recreation, and is located on the west side of campus, offers a large fitness & recreation center, 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](#) is conveniently located by the north entry parking structure and primary Unitrans bus terminal. The MU houses the primary UC Davis Bookstore, the Amazon Hub Locker+, and the Coffee House (CoHo). Meeting spaces are also available. Just outside the bookstore include ATMs, campus & USPS mailboxes, and a library drop box.
- **The Silo:**
 - The [Silo](#) is a great place to stop for a bite. Within the greater silo area you also will find several dining options, Peet's Coffee, Spoke's Grill, and the Crepe Bistro.
 - 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 foods.
 - The [Gunrock Pub](#) is a dine-in restaurant that features the local Davis brewery, Sudwerk's.
 - The Silo Patio features [food trucks](#) that rotate on a continual basis.