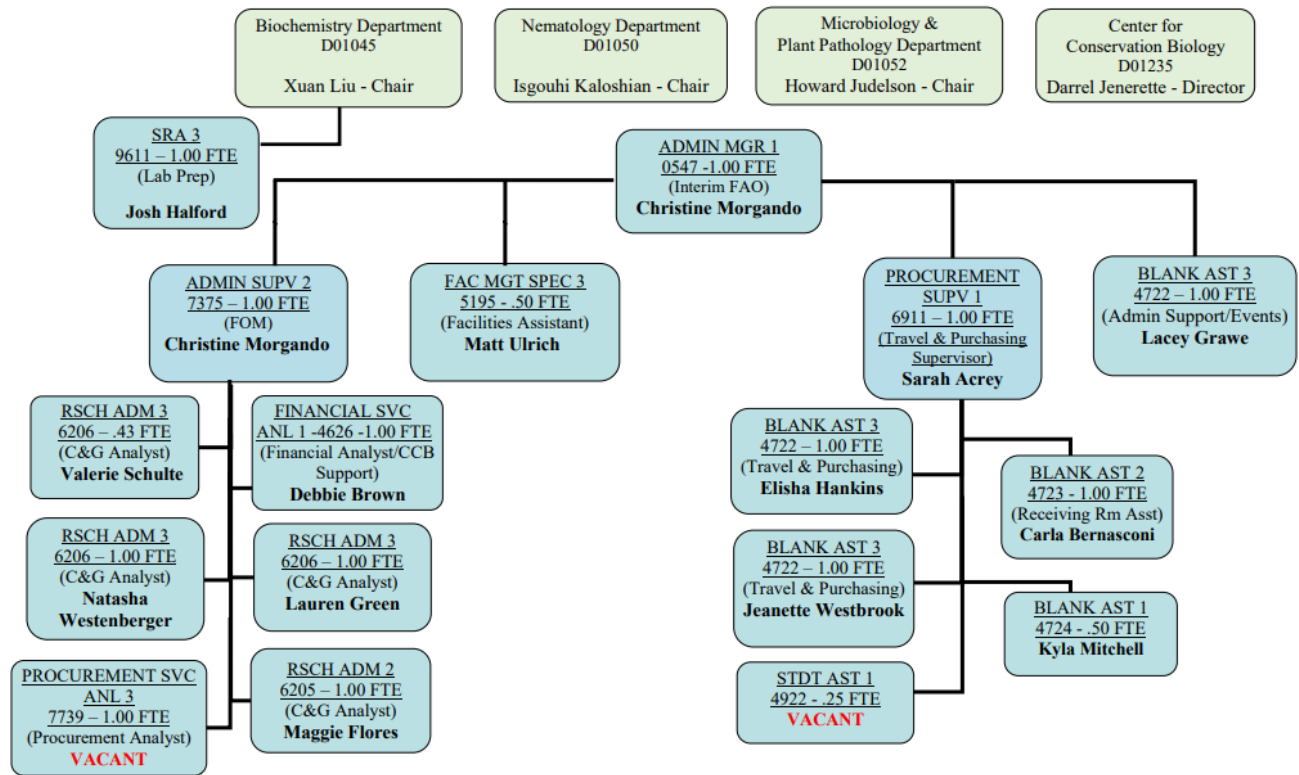# UC RIVERSIDE

RESOURCE & PROCEDURE

GUIDE

PREPARED BY

BMPN Administrative Unit

Proudly serving…

The Departments of Biochemistry,

Microbiology & Plant Pathology,

Nematology, and

The Center for Conservation Biology

College of Natural and Agricultural Sciences
BMPN ADMINISTRATIVE SERVICES UNIT

Biochemistry Department
D01045

Xuan Liu - Chair

Nematology Department
D01050

Isgouhi Kaloshian - Chair

Microbiology &
Plant Pathology Department
D01052

Howard Judelson - Chair

Center for
Conservation Biology
D01235

Darrel Jenerette - Director

SRA 3
9611 – 1.00 FTE
(Lab Prep)

Josh Halford

ADMIN MGR 1
0547 -1.00 FTE
(Interim FAO)
Christine Morgando

ADMIN SUPV 2
7375 – 1.00 FTE
(FOM)
Christine Morgando

FAC MGT SPEC 3
5195 - .50 FTE
(Facilities Assistant)
Matt Ulrich

PROCUREMENT
SUPV 1
6911 – 1.00 FTE
(Travel & Purchasing
Supervisor)
Sarah Acrey

BLANK AST 3
4722 – 1.00 FTE
(Admin Support/Events)
Lacey Grawe

RSCH ADM 3
6206 – .43 FTE
(C&G Analyst)
Valerie Schulte

FINANCIAL SVC
ANL 1 -4626 -1.00 FTE
(Financial Analyst/CCB
Support)
Debbie Brown

RSCH ADM 3
6206 – 1.00 FTE
(C&G Analyst)
Natasha
Westenberger

RSCH ADM 3
6206 – 1.00 FTE
(C&G Analyst)
Lauren Green

PROCUREMENT SVC
ANL 3
7739 – 1.00 FTE
(Procurement Analyst)
VACANT

RSCH ADM 2
6205 – 1.00 FTE
(C&G Analyst)
Maggie Flores

BLANK AST 3
4722 – 1.00 FTE
(Travel & Purchasing)
Elisha Hankins

BLANK AST 2
4723 - 1.00 FTE
(Receiving Rm Asst)
Carla Bernasconi

BLANK AST 3
4722 – 1.00 FTE
(Travel & Purchasing)
Jeanette Westbrook

BLANK AST 1
4724 - .50 FTE
Kyla Mitchell

STDT AST 1
4922 - .25 FTE
VACANT

Updated 9/23/2022

BMPN STAFF CONTACT INFORMATION

Sarah Vanta	2-3816	sarah.acrey@ucr.edu
Debbie Brown (CCB)	2-5494	debbie.brown@ucr.edu
Margarita (Maggie) Flores	2-4233	margarita.flores@ucr.edu
Lacey Grawe	2-3598	lacey.grawe@ucr.edu
Lauren Green	2-3815	lauren.green@ucr.edu
Elisha Hankins	2-7259	elisha.hankins@ucr.edu
Christine Morgando	2-3048	christine.morgando@ucr.edu
Valerie Schulte	2-6994	valerie.schulte@ucr.edu
Sabrina Schuster	2-3814	sabrina.schuster@ucr.edu
Matt Ulrich	2-4421	matthew.ulrich@ucr.edu
Jeanette Westbrook	2-4222	jeanette.westbrook@ucr.edu
Natasha Westenberger	2-6994	natasha.westenberger@ucr.edu
Carla Bernasconi	2-2040	carla.bernasconi@ucr.edu
TBD (Procurement Analyst)	TBD	

ADMINISTRATIVE STAFF DUTIES

Duty	Administrative Staff	
	PRIMARY	BACKUP
Academic Merits & Promotions	CNAS Academic Personnel Unit – APSU (person varies by dept)	
Academic Appointments & Reappointments	CNAS Academic Personnel Unit – APSU (person varies by dept)	
Conference Room Scheduling	Lacey Grawe	Elisha Hankins, Debbie Brown (CCB)
Building Maintenance & Moves	Matt Ulrich	Christine Morgando, Sarah Vanta
Building Supervisor for Emergency conditions (BSEC)	Carla Bernasconi, Christine Morgando (BES)	Matt Ulrich
Capital Planning and Management System (CPMS)	Christine Morgando	
Contracts & Grants Budgets	Margarita (Maggie) Flores, Lauren Green, Valerie Schulte, Natasha Westenberger	Christine Morgando
Departmental Financial Reports	Christine Morgando,	
Entertainment Reimbursements	Lacey Grawe	Sarah Vanta, Elisha Hankins, Jeanette Westbrook
Equipment Inventory	Sarah Vanta, Matt Ulrich	
Event Coordinator	Lacey Grawe	Christine Morgando
Facilities Management System (FMS)	Christine Morgando	Matt Ulrich, Lacey Grawe
Faculty Leave & Sabbatical Reports	CNAS Academic Personnel Unit – APSU (person varies by dept)	
Faculty Recruitment	Lacey Grawe	Christine Morgando

Financial Reports (C&G)	Margarita (Maggie) Flores, Lauren Green, Valerie Schulte, Natasha Westenberger	Christine Morgando
Gifts and Other Deposits	Debbie Brown	Margarita (Maggie) Flores, Lauren Green, Valerie Schulte, Natasha Westenberger
Greenhouse Maintenance	Ag Ops	Ag Ops
Initial Complement/Start-Up	Margarita (Maggie) Flores, Lauren Green, Valerie Schulte, Natasha Westenberger	Christine Morgando
Incident & Investigation Reports (work related injuries)	Christine Morgando	
Key Distribution	Lacey Grawe	Sarah Vanta, Carla Bernasconi
Email Lists/Website Maintenance	Lacey Grawe, Debbie Brown (CCB)	Christine Morgando
Mail Distribution	Carla Bernasconi	Matt Ulrich, Sarah Vanta, Elisha Hankins, Jeanette Westbrook
Package Receiving & Pickup Notification	Carla Bernasconi	Matt Ulrich, Sarah Vanta, Elisha Hankins, Jeanette Westbrook
Payroll Services	Refer to Harvest Non- Academic CONTACTS below	
Personnel Services/Benefits	Refer to Harvest Non- Academic CONTACTS below	
Petty Cash	Sarah Vanta	
Physical Plant Work Orders (maintenance & repairs)	Matt Ulrich	Sarah Vanta, Carla Bernasconi
Photocopier Access Codes	Carla Bernasconi	Elisha Hankins
Purchasing	Jeanette Westbrook, Elisha Hankins, Sarah Vanta	TBD, Debbie Brown

Seminar Coordination/Announcements	Lacey Grawe	
Space Management/FMS Update	Christine Morgando	Matt Ulrich
Staff Recruitment, Reclass, Equity	Christine Morgando	
Camous Business Services Orders	Jeanette Westbrook, Elisha Hankins, Sarah Vanta	
Training Lists (lab safety, cyber security, sexual harassment)	Carla Bernasconi	Christine Morgando
Travel	Jeanette Westbrook, Elisha Hankins, Sarah Vanta	Lacey Grawe

CNAS has a Centralized Personnel Services Unit for both the Academic and Non-Academic payroll services called **HARVEST.**

Harvest Academic CONTACTS

Academic hires – Postdoc, Jr. Specialist, Visiting   Scientist…etc)
Contact Joy Ashburn at joyleen.ashburn@ucr.edu or 2-7292 for most up to date
Academic Personnel Analyst and Assistant

Harvest Non-Academic CONTACTS

Kelly Jones (payroll, limited appointment, staff hires) 2-4890		
Email:	NAPSUPODC@ucr.edu	NAPSUPODD@ucr.edu
POD Contacts:	Jennifer Vaughan, Analyst Alberto Lopez, Assistant	Elle Kano, Analyst Marcella Murillo, Assistant
Serving:	• **CE** Microbiology & Plant Pathology • **CE** Nematology • Center for Conservation Biology	• Biochemistry • BMPN Administration • Microbiology & Plant Pathology • Nematology
Director of Harvest Payroll/HR		**Director of Harvest Academic Personnel**
Sarah Dillon: 2-5695		Joy Ashburn: 2-7292

CONTRACTS & GRANTS

https://bmpn.ucr.edu/proposal-and-award-assistance

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 awards that are expired.

Proposal and Budget Preparation

Promptly contact your assigned analyst when you first decide to submit a proposal to ensure the requirements for submission are met. Proposals must be routed through Research & Economic Development (RED) for review and institutional approval. Your analyst is available to create the mandatory electronic Campus Approval Form (eCAF). They can also prepare or review the budget and budget justification. All proposals must be routed through your Contract and Grant Analyst. Please do not deliver your proposal directly to RED.

Please notify your analyst at least 5 days or more before the agency deadline for standard proposals (RED requires at least 2 business days notice to process a standard proposal) and proposals not meeting the standard proposal criteria (subawards, special requirements) require a minimum of 10 working days or more prior to the agency deadline (RED requires 7 days).
Email VCRED@ucr.edu and copy your analyst on the email to seek approval to submit your final documents to RED late.

Minimal information is required by the analyst to initiate the eCAF process and budget documents. Please refer to the following Website: http://or.ucr.edu/spa/lifecycle/proposal-preparation-submission/common-elements-of-a-proposal.aspx#Administrative

Post-Award Contract and Grant Administration

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

When you receive an Award notification directly from an agency, please submit a copy to your analyst 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 fully executed award and funds to actually arrive on campus. A contingency fund is required for pre-awards in the event the award is not funded.

Monthly Financial Statements – https://piwrs.ucr.edu

The primary function of PIWRS is to provide PIs with monthly contract and grant reports, and provide PIs with a tool to perform annual payroll certifications. Monthly Financial Reports are available using a web based system called PIWRS (PI Web Based Reporting System). PIs can access their reports using the PAMIS link in RSpace. PIs will receive monthly email communications when the reports are ready to view. Reports for the past several months are available. These reports provide details of each month's expenditures.

It is extremely important for PIs to review financial reports promptly and report any errors or discrepancies to your analyst. Prompt corrections of errors are especially important for federal contracts and grants, and those with federal flow-through funds.

To avoid disallowances, cost transfers must be processed within 120 days after the date of the original transaction, but preferably within 60 days.

Feature currently under construction: Payroll projections. More information to come.

Expired Funds

No expenditures can be charged to an expired fund. When a fund is approaching an expiration date, your analyst will contact you for a new FAU for recurring charges (fleet, communications, payroll).

This is also the case for funds that are getting a new budget increment. Expenditures CANNOT be charged until the new increment has been received and processed through the financial system, unless a pre-award has been established in advance. Additionally, if a fund is in deficit prior to receiving the new increment, the deficit must be removed.

No Cost Extensions

If a PI is unable to complete the research in the time frame given by the agency, then they need to work with the analysts to prepare the agency's required documents requesting a No-Cost Extension. No-cost extensions (NCE) must be processed at least 30 days prior to the expiration date of the grant.

<u>TRAVEL – GENERAL INFORMATION</u>

Jeanette, Elisha, and Sarah are the Travel Coordinators for the unit. Their primary responsibility is to assist in the submission of travel reimbursement requests and to provide guidelines before traveling for staying within UCR travel policy. Travelers are responsible for making their own airline and hotel reservations and entering their travel information in Concur before they travel for pre-trip approval and upon return for expense reporting.

Advance payments for foreign airfare, shuttles, registration fees, etc. may be paid <u>with enough advanced notice</u> (minimum 3 weeks) with a Purchase Order or via Procurement Card for those not eligible for the UCR T&E Card. If you personally pay these fees in advance they will not be reimbursable until <u>after the trip has been completed</u>. Contact Jeanette, Elisha or Sarah for guidance.

All reimbursement requests for travel expenses are routed through Concur UCR's online travel expense reporting system. Travel expense claims should be made within 7 days of the completion of the trip. However, claims **must be made within 21 days**. Once we have all necessary info and required uploaded receipts, your request will be routed for approval and it will be submitted to UCR's Accounting Office for reimbursement. It can take up to 2-3 weeks to receive reimbursement.

Please save and submit all original receipts. Airline ticket receipts/itineraries, hotel bills, rental car receipts, registration fee receipts (any larger expense receipts provided to you electronically) are to be submitted in PDF form included as attachments with your expense report. All receipts **must be itemized** and show "form of payment". Only the cost of **ACTUAL** meals can be claimed for reimbursement not to exceed the maximum daily limit of $79.00. There is no "per diem" for any domestic travel. The Concur system will indicate whether or not a receipt is required based on the category and amount.

You may **NOT** pay for another traveler's expenses including hotels, meals and rental cars. If you are planning a group travel event, please reach out to your travel coordinators for more detailed guidelines and restrictions as some shared expense exceptions can be made.

A **FLIGHT COMPARISON** must be done at time of all bookings **for the following reasons**:

If a Traveler adds additional non-business related locations or dates to the trip.

If a Traveler extends a business trip for personal reasons prior to or after the scheduled date of the meeting/conference.

If a Traveler begins or ends a trip in a location other than their home for personal reasons.

If a Traveler takes an indirect route to a business location.

If a Traveler uses a personal vehicle in lieu of flying they must also have Chair's approval in writing.

The **FLIGHT COMPARISON** must be done at the time of booking a trip to show that personal time taken did not cost the university any additional cost. Charging travel expenses to UCR when they are going to be reimbursed by a third party is not allowable. If a meeting/conference host will be reimbursing you for your airline ticket, the traveler must prepay this and you cannot have it purchased by the university.

Note that reimbursement of meals may not be claimed for trips less than 24 hours without an overnight stay (mileage only).

You should register for **ALL** trips not booked directly through Concur taken prior to traveling at the site below so you are covered by University Insurance while traveling.

https://risk.ucr.edu/docs#travel

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.

If air is the normal method of travel and you will be driving instead, department chair approval is needed **PRIOR** to your travel and flight comparison must be done as well. An email to/from the department chair is acceptable. Please make sure to CC all three travel coordinators on these types of correspondences.

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 and upgrades are NOT reimbursable and, if accepted, are at the user's expense. Please do not select prepayment of gas/fuel. You will not be reimbursed 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.

Book your rental car online using Connexus in the Concur Application.
You can access a user guide to booking rental cars with Connexus by contacting the BMPN Admin team.

Company Name	Web link for direct booking	Location ID – UC Riverside (CDP)	Reservation Phone #
Hertz	Hertz	72131	(888) 222-0286
enterprise	Enterprise	XZ32N01	(800) 261-7331

University Vehicles

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 or yearly lease agreement. In order to drive UCR Fleet vehicles you must submit a form for fleet personnel to access your DMV driving record. For questions please contact BMPN office for assistance or Fleet Services at 2-2277.

Visitor Parking

Invited guests 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 Jeanette, Elisha, or Sarah with guest's name, FAU and date of visit at least 2 days before the guest is arriving. The request will be submitted and you can advise your guest to pick up the permit at the parking kiosk.

If a faculty member, staff or graduate student from another UC campus comes to visit and they have a parking permit from their own campus they can show that parking permit along with their UC identification card to the parking kiosk and get a complimentary parking pass for use on UCR's campus for the day. This does not apply to Undergraduate students from other campuses.

ENTERTAINMENT EXPENSE REIMBURSEMENT REQUESTS

For reimbursement of entertainment expenses you will need to provide a list of attendees including their names, titles and relationship to UCR, the business purpose of your meeting/meal, etc. plus the <u>original itemized receipt and form of payment</u>.

If you wish for a spouse or guest to attend a business event we will need exceptional approval from the Dean's office **<u>PRIOR</u>** to the event which takes 7 days. Please ask in advance whether or not alcohol is covered, each department has different guidelines. **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.
Please be prudent in spending University funds for entertainment.

Maximum per-person expenditures for entertainment including tax and tip are:

Breakfast - $31
Lunch - $54
Dinner - $94
Light Refreshments - $22

PURCHASING - GENERAL INFORMATION

BMPN Purchasing Office: Jeanette Westbrook, Elisha Hankins, and Sarah Vanta can provide help and guidance for all of your purchasing needs. They are located in Boyce Hall 1463 and are transactors, authorized to make purchases on behalf of the departments represented. UCR policy requires that **ALL** departmental purchases and agreements be placed through this office. Seek out guidance before you incur expenses to avoid unauthorized purchases, which may not be reimbursable.

ALL orders should be initiated in eBuy under R'Space. Orders up to $5,000 can be placed for most vendors. For any orders beyond these amounts, we work closely with our Central Purchasing Buyers to process and submit requisitions.

You can order in one of two ways: as a Requestor or a Sub-Requestor in eBuy or as a Requestor through Campus Business Services website for IDT, gas cylinders, ethanol alcohol, and lab coat laundering services. Please send requests to Christine Morgando, Interim FAO, to activate someone in your lab as a Requestor and copy Sarah Vanta in the correspondence. Users must complete online training "Purchasing Requestor" training prior to access given. Once they have system access and can submit orders, their orders would come directly to BMPN's Purchasing Team. Alternatively, the PI can assign them as a Sub-Requestor (eBuy only - Purchasing Subrequestor training required) in which their orders would go to the PI to approve and then forward on to Purchasing Team.

Contracted Vendors

UC has contracts in place with vendors for various items/services with negotiated discounts and terms. When shopping under eCatalog, type your catalog number under "shop everything" and it will check all of the **Hosted** catalog suppliers and give you a list of who carries what product and the price. Under **Punch-out** you will go directly to chosen vendors sites to get the best pricing and this is where you can search for computers with Dell,

CDW-G and HP, computer software through SHI and Fisher, as our prime supplier with 3,500 discounted items, Grainger for industrial equipment/tools and Office Depot for office supplies.

ScotSupply Through Campus Business Services

UCR no longer manages a Storehouse of supplies that can be ordered for same day pickup. Now ScotSupply only offers: Gas cylinders, alcohol, Lab Coat Laundering , and IDT Oligos. All other regularly used items can be ordered through eCatalog. Orders must be placed through Campus Business Services website's Receiving Tab – https://cbs.ucr.edu. All orders must reference the APPROVING TRANSACTOR information as follows: First Name: BMPN, Last Name: Analysts, email: BMPNAnalysts@ucr.edu, Phone number: 951-827-3816.

Deliveries

When your shipment arrives, package(s) for delivery in Boyce Hall will be scanned by the BMPN Staff and you will receive an email notifying you of the delivery. Please promptly pick up your packages in Boyce 1415A.

When you pick up your order, please make sure to communicate the pickup to your other lab personnel. A secondary email will also go out notifying the group about who picked up the order. After you have inspected your shipment, please inform the BMPN Purchasing Office immediately of any damaged goods or shortages. The vendor will be contacted to resolve discrepancies and arrange for returns/replenishments. If your lab is not located in Boyce Hall, then we do not get your packing slips or confirmations for delivery and rely on you to email us telling us you have received your orders and send us copies of your packing slips. Please send your order received confirmations and packing lip PDFs to carla.bernasconi@ucr.edu.

University Credit Card (Pro-card)

The BMPN Purchasing Office staff use University issued credit cards (Pro-cards) for goods and vendors that cannot be processed with Purchase Orders. Pro-cards are to be used **BEFORE** using personal funds. Most often Pro-card purchases are used in instances where vendors are not

established in eBuy or cannot agree to PO terms. Pro-card requests should be routed via eBuy request (include links such as Amazon etc.) – <u>not emailed.</u>

Campus store (Barnes & Nobles)

To purchase items from the campus store, please initiate an eBuy request with dollar amount not to exceed. We will give you a PO to go shop, return back to the admin office with the receipt.

General Advice for Purchasing

All purchases require an FAU (financial accounting unit – chart string of the funding account). Be sure to always include it on **ALL** order submittals. Planning and advanced notice helps BMPN staff process your orders in a timely manner – Please plan ahead.

<u>Please do not make purchase commitments for items or services with outside vendors without having a PO in place first.</u> This is to protect your lab and the University – always run the requests through eBuy first or talk to the BMPN Purchasing Office.

Normal purchasing processes (ScotSupply/eBuy/Pro-card) **<u>are to be used FIRST</u>**. The vast majority of purchases can (and should) be routed through the BMPN Purchasing Office. Everything from lab supplies to memberships most likely can be purchased via PO. Personal funds are to be used on an incidental or emergency basis.

Obtaining multiple quotes is encouraged for non-standard items/services. Often vendors offer Higher Education and/or UC discounts. Main Purchasing will ask for quotes from multiple vendors on requisition submittals.

Please make sure to complete **Purchasing: Requestor Role** training via RSPACE - UC Learning Center (LMS) before utilizing the eBuy application. The link is below:

https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D64949%26UserMode%3D0

Please feel free to contact the BMPN Purchasing Office for any questions or concerns.

ePay Reimbursements

Reimbursements for purchases on personal funds are processed via ePay application in R'Space. Only BMPN Purchasing Office staff have access to ePay to process ePay reimbursements for the department. To submit an ePay reimbursement request, go to bmpn.ucr.edu, click on resources, then administrative forms to find the required ePay reimbursment request form used for all non-travel related reimbursment requests. . Direct link here: https://forms.gle/3JUgFF23CJ4ePgyg6

Ethyl Alcohol Purchases

Only authorized approved custodians may request alcohol purchases:

- Biochemistry - Dimitri Niks, dimitri.niks@ucr.edu
- Microbiology & Plant Pathology – Lab custodians are set up per lab – please contact Sarah Acrey, sarah.acrey@ucr.edu for more information.
- Nematology - Scott Edwards, scott.edwards@ucr.edu

Alcohol order requests can be submitted to BMPNPurchasing@ucr.edu and are processed through Campus Business Services.

Printing & Reprographics - Business Cards/Posters/Exams

All UCR business cards must be purchased through UCR's Digital Print Services. Orders are submitted by BMPN Purchasing Office. Posters and exam requests can be submitted in PDF format with output specifics noted and require a minimum of 3 days to print and will be delivered to the BMPN office for pickup.

Requests for Exam printing should be sent to BMPNPurchasing@ucr.edu via email.

Requests for Business Cards should be made in person with Purchasing Team personnel in the BMPN admin office, 1463 Boyce.

Requests for Poster Printing need to be submitted via eBuy. Make sure to include: poster description and size in the General Tab, PDF attachment in the Attachment Tab, FAU info and any specific instructions in the Comments Tab. Paper posters and satin cloth posters should have the vendor listed as **UCR P&R Services** and cloth posters should have **Postersmith** listed as the vendor. Same-day poster printing for urgent needs can also be processed through the Orbach Library with a valid FAU.

Office and Lab Furniture

The University has exclusive contracts with vendors for office and lab furniture. Please do not purchase any office or lab furniture without discussing your plans first with the BMPN Purchasing Office. If you buy a file cabinet, from Office Depot or some other local vendor, you will **NOT** be reimbursed. Equipment Management is a service unit on campus responsible for selling excess items, except for the 1st and 3rd Tuesdays of every month when they sell to the public. You can view or purchase items for sale by appointment (call ext 2-4209). You will need to bring an online recharge form with you (prepared by BMPN Purchasing Office) when you go. They do NOT deliver – you will have to make your own arrangements for pick-up/delivery. Purchasing new or used furniture from non-contracted vendors requires approvals from the Campus Fire Marshal, Procurement, EH&S for lab furniture, and possibly a Campus Building Permit for modular furniture systems. Please talk with BMPN Purchasing prior to shopping for furniture.

Computer Support

Computer support is 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); The Computing and Communication Help Desk can

assign a technician to assist you. They can be reached by email at bearhelp@ucr.edu or you can submit a support ticket using the Service Link portal accessible via R'Space. There is a recharge rate for staff services. For questions and give them a call at 2-3555.

Equipment Repair

If you have equipment that is not working correctly and you require a diagnosis and/or repair. Please submit an equipment repair request form found on the BMPN website. The form will ask for all needed info on the equipment for Sarah Vanta to schedule your needed repairs.

- Direct Link: https://forms.gle/n5HabhYrhhccadCp9

MAIL AND COMMUNICATIONS

Mail Distribution

Mail is distributed to your assigned mailbox in the afternoon. The mailroom is located at 1415 Boyce Hall.

Outgoing Mail

University-related business mail can be placed without a stamp in the blue canvas outgoing mail bag hanging in the mail room. Personal mail can also be placed in this bag but it MUST be stamped with appropriate postage.

Please note: There is no way to trace your outgoing mail once it has been picked up by campus mail services. If you will need a tracking number, you can use our Fed-Ex mail services or go to the post office.

FedEx

The Receiving Room Staff or the BMPN office (as backup) can assist you in sending out packages via FedEx. Please initiate a request using our FedEx shipmenbt request form , also found on the BMPN website. This form is required every time you need a package shipped. Once you have entered your request, please bring your package or items to be placed in a FedEx envelope, package or box to Boyce Hall 1415A **NO LATER THAN 11:30 AM TO BE SHIPPED THAT DAY.** Styrofoam boxes cannot be shipped **unless they are placed in a cardboard box first**. Make sure there are no other labels with barcodes on the box especially when shipping shipments with dry ice. Please make sure your shipment is packed and taped prior to bringing it down to the Receiving Room.

Photocopier

In order to properly charge photocopy expenses within the department, access codes are set up in the copier located in Boyce 1415 and are required in order to use the machine. Faculty may request codes, as needed, for use by individuals who are working with them from Carla Bernasconi in the Receiving Office. Please provide an FAU number.

Package Delivery and Pickup

All incoming orders and packages delivered to the BMPN Mail/Receiving Room (Boyce 1415A) are scanned in. You will be contacted via email to pick-up packages. Please pick up all packages as soon as you are notified as we are very limited on receiving space and receive several large shipments each day.

Greenhouses

Please contact Ag Ops at (951) 827-5906 to request greenhouse space.

Keys & Key Fobs

Lacey Grawe issues departmental keys and Fobs (**not** including Genomics or Keen Hall). Faculty may authorize keys for any employee in their lab. Please notify Lacey by email of your intentions. **Note** that *Laboratory Safety Fundamentals* training via the UC Learning Center (LMS) must be completed and a copy of the certificate or screen shot of completed training must be emailed to Lacey before keys are handed out. Once all necessary documents and approvals have been received, an appointment link will be provided to the key recipient to schedule a key/fob pickup appointment. At pick up, ID and signature of receipt will be required. Only the individual receiving the key(s)/fob can pick them up.

Safety

The department has a safety committee responsible for interactions with the campus Environmental Health and Safety (EH&S) Department. Howard Judelson (2-4199), is Coordinator of the department committee and is the person who can answer your safety-related questions. There is also a great deal of information at the EH&S website http://www.ehs.ucr.edu.

Web Page Maintenance

The department web pages are maintained by Lacey Grawe and Debbie Brown (CCB). For changes, corrections or updates to the web pages,

please   contact   Lacey   at   lacey.grawe@ucr.edu   or   Debbie   at debbie.brown@ucr.edu

Conference Room Reservations

Conference room reservations can be made at https://frs.ucr.edu
Under *Facility* rooms are listed as BMPN - Building, Room #

Contact Lacey Grawe at lacey.grawe@ucr.edu or 2-3598 for any questions.
Below are the rooms available for each department.

Biochemistry: Boyce Hall 2476, 5487
Microbiology-Plant Pathology: Boyce Hall 1467, Webber Hall 3239
Nematology: Webber Hall 2294

Contact Debbie Brown at debbie.brown@ucr.edu for any questions.
Conservation for Biology: Batchelor Hall 4141

CAMPUS RESOURCES

Academic Personnel Information	https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html
Accounting	https://accounting.ucr.edu/
Agricultural Operations (AG Ops)	https://agops.ucr.edu/
Campus Directory and Individual Name Search	https://profiles.ucr.edu/app/home
Environmental Health and Safety	https://ehs.ucr.edu/
Facilities Services	http://facilities.ucr.edu/
Fleet Services	https://transportation.ucr.edu/fleet
Fob/Key Authorization or Additional Access Form (Genomics Building & Keen Hall)	https://iigb.ucr.edu/research/core-facilities
Human Resources	https://hr.ucr.edu/
Policies and Procedures	https://fboapps.ucr.edu/policies/
Research & Economic Development (RED)	https://research.ucr.edu/
Timesheets	https://timesheet.ucr.edu/
Transportation and Parking Services	https://transportation.ucr.edu/