



RESOURCE & PROCEDURE GUIDE

PREPARED BY

BMPN Administrative Unit

Proudly serving...

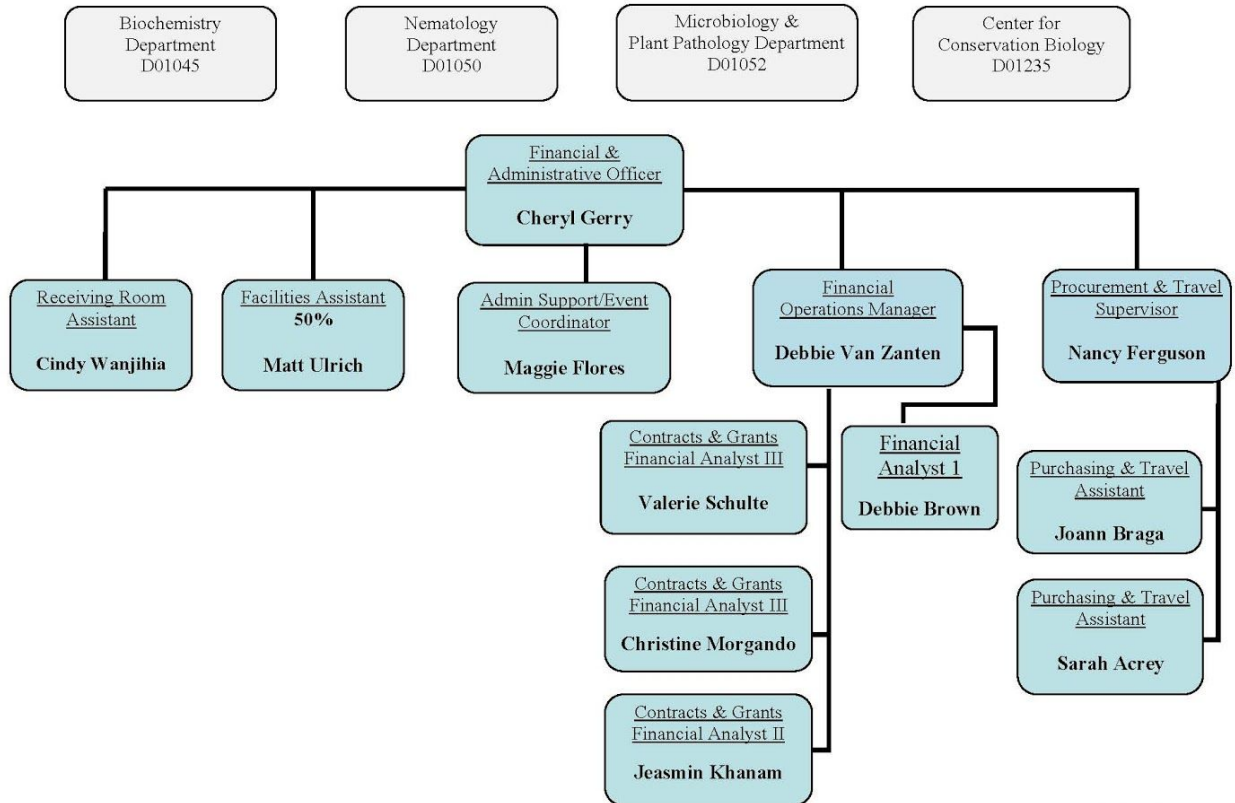
The Departments of Biochemistry,

Microbiology & Plant Pathology,

Nematology, and

The Center for Conservation Biology

**College of Natural and Agricultural Sciences
BMPN ADMINISTRATIVE SERVICES UNIT**



Updated 7/17/18

BMPN STAFF CONTACT INFORMATION

Sarah Acrey	2-3816	sarah.acrey@ucr.edu
Joann Braga	2-7259	joann.braga@ucr.edu
Debbie Brown (CCB)	2-5494	debbie.brown@ucr.edu
Nancy Ferguson	2-4222	nancy.ferguson@ucr.edu
Margarita (Maggie) Flores	2-3598	margarita.flores@ucr.edu
Cheryl Gerry	2-3814	cheryl.gerry@ucr.edu
Jeasmin Khanam	2-4233	jeasmin.khanam@ucr.edu
Christine Morgando	2-3048	christine.morgando@ucr.edu
Valerie Schulte	2-6994	valerie.schulte@ucr.edu
Matt Ulrich	2-1774	mulrich@ucr.edu
Debbie Van Zanten	2-3815	debbie.vanzanten@ucr.edu
Cindy Wanjihia	2-2040	cindywa@ucr.edu

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	Maggie Flores	Sarah Acrey, Debbie Brown
Building Maintenance & Moves	Matt Ulrich	Cheryl Gerry, Nancy Ferguson
Building Supervisor for Emergency conditions (BSEC)	Cindy Wanjihia, Cheryl Gerry (BES)	Matt Ulrich
Capital Planning and Management System (CPMS)	Cheryl Gerry	
Contracts & Grants Budgets	Christine Morgando, Val Schulte, Jeasmin Khanam	Debbie Van Zanten
Departmental Financial Reports	Debbie Van Zanten , Cheryl Gerry	
Entertainment Reimbursements	Maggie Flores	Sarah Acrey, Joann Braga, Nancy Ferguson
Equipment Inventory	Nancy Ferguson	Cindy Wanjihia
Event Coordinator	Maggie Flores	Cheryl Gerry
Facilities Management System (FMS)	Cheryl Gerry	Matt Ulrich
Faculty Leave & Sabbatical Reports	CNAS Academic Personnel Unit – APSU (person varies by dept)	
Faculty Recruitment	Maggie Flores	Cheryl Gerry
Financial Reports (C&G)	Christine Morgando, Val Schulte, Jeasmin Khanam	Debbie Van Zanten
Gifts and Other Deposits	Debbie Brown	Christine Morgando, Val Schulte, Jeasmin Khanam
Greenhouse Maintenance	Ag Ops	Ag Ops
Initial Complement/Start-Up	Christine Morgando, Val Schulte, Jeasmin Khanam	Debbie Van Zanten
Incident & Investigation Reports (work related injuries)	Cheryl Gerry	Debbie Van Zanten

Key Distribution	Maggie Flores	Nancy Ferguson
Email Lists/Website Maintenance	Maggie Flores, Debbie Brown	Cheryl Gerry
Mail Distribution	Cindy Wanjihia	Matt Ulrich, Sarah Acrey, Joann Braga, Nancy Ferguson
Package Receiving & Pickup Notification	Cindy Wanjihia	Matt Ulrich, Sarah Acrey, Joann Braga, Nancy Ferguson
Payroll Services	Emelyn Lutzker (Harvest)	Susan Solis (Harvest)
Personnel Services/Benefits	Emelyn Lutzker ((Harvest)	Susan Solis (Harvest)
Petty Cash	Sarah Acrey	Nancy Ferguson
Physical Plant Work Orders (maintenance & repairs)	Matt Ulrich	Nancy Ferguson, Sarah Acrey, Joann Braga
Photocopier Access Codes	Joann Braga, Sarah Acrey	Nancy Ferguson
Purchasing	Joann Braga, Sarah Acrey, Nancy Ferguson	
Seminar Coordination/Announcements	Maggie Flores	
Space Management/FMS Update	Cheryl Gerry	Matt Ulrich
Staff Recruitment, Reclass, Equity	Cheryl Gerry	Debbie Van Zanten
Storehouse Orders	Joann Braga, Sarah Acrey, Nancy Ferguson	
Training Lists (lab safety, cyber security, sexual harassment)	Cindy Wanjihia	Cheryl Gerry
Travel	Joann Braga, Sarah Acrey, Nancy Ferguson	Maggie Flores

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

Harvest Academic CONTACTS

Eliana Martinez (Biochem Academic hires – Postdoc, Jr. Specialist, Visiting Scientist...etc) 2-3423

Chris Browner (Nema & MPP Academic hires – Postdoc, Jr. Specialist, Visiting Scientist...etc) 2-3983

Harvest Non-Academic CONTACTS (Pod C)

Emelyn Lutzker (payroll, staff hires) 2-4228

Susan Solis (payroll, staff hires) 2-5002

NAPSupodC@ucr.edu

Director of Harvest Payroll/HR - Sherice Underwood 2-2765

Director of Harvest Academic Personnel - Laurie Bollinger - 2-3978

CONTRACTS & 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 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). He/she 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 3 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).

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.

Monthly Financial Statements

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 he or she needs 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.

TRAVEL – GENERAL INFORMATION

Nancy, Joann and Sarah are the Travel Coordinators for the unit. Their primary responsibility is to assist in the submission of travel reimbursement requests. Travelers are responsible for making their own airline and hotel reservations and entering their travel information in iTravel upon return.



Advance payments for foreign airfare, shuttles, registration fees, etc. may be paid with enough advanced notice (minimum 3 weeks) with a Purchase Order. If you personally pay these fees in advance they will not be reimbursable until after the trip has been completed. Contact Nancy, Joann or Sarah for guidance.

All reimbursement requests for travel expenses are routed through *iTravel*, UCR's online travel expense reporting system. Enter your expense details directly in iTravel at <http://ospace.ucr.edu>. Travel claims should be made within 7 days of the completion of the trip. However, claims **must be made within 21 days**. Once we have uploaded receipts and reviewed your report you will approve it and it will be submitted to UCR's Accounting Office for reimbursement. It can take up to 2-3 weeks days 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 via email to **all** coordinators in the BMPN Admin. Office. Gas receipts, meal receipts, etc. (low dollar) are to be turned into the office. 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. There is no "per diem" for domestic travel. iTravel 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.

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 lieu of flying (also must have Chair's approval).

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 no reimbursement of meals may be claimed for trips of less than 24 hours without an overnight stay (mileage only).

You should register for **ALL** trips taken at the site below so you are covered while traveling.

<https://www.uctrips-insurance.org/servlet/guest?service=0&formId=2&enterprise=1>

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 a flight comparison must be done as well. An email to/from the department chair is acceptable.

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. 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 the BMPN Admin Office for a current list of agencies.

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

	Enterprise	XZ32N01	(800) 261-7331
---	----------------------------	---------	----------------

National Car Rental, Dollar Rent-A-Car, and Thrifty Car Rental are also UC contracted.

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 lease agreement. 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 Joann, Sarah or Nancy 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 original itemized receipt and form of payment.

If you wish for a spouse or guest to attend a business event we will need exceptional approval from the Dean's office **PRIOR** 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 - \$27

Lunch - \$47

Dinner - \$81

Light Refreshments - \$19

PURCHASING - GENERAL INFORMATION

BMPN Purchasing Office: Nancy Ferguson, Joann Braga and Sarah Acrey, 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 \$2,500 can be placed for most vendors, \$4,500 for Fisher and VWR and 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 R'space & Storehouse. Please send requests to Cheryl Gerry, FAO, to activate someone in your lab as a Requestor. 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 Nancy, Joann & Sarah. Alternatively, the PI can assign them as a Sub-Requestor (Purchasing Subrequestor training required) in which their orders would go to the PI to approve and then forward on to Nancy, Joann & Sarah.

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 and Grainger for industrial equipment/tools.

Storehouse

UCR Storehouse carries many laboratory, office and field supplies here on campus. To order Storehouse supplies use the Storehouse application located in R'Space. If you want to pick up your goods the same day mark the form "Will Call" and ask us to place the order immediately – it normally is ready for pick up when you arrive.

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 print your name on the signature pad to record delivery receipt record. 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.

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.) – not emailed.

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 with the receipt.

General Advice for Purchasing

All purchases require an FAU. 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.

Please do not make purchase commitments for items or services with outside vendors without having a PO in place first. 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 (Storehouse/eBuy/Pro-card) **are to be used FIRST**. 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 BMPN Purchasing Office for any questions or concerns.

ePay Reimbursements

Reimbursements over \$100 are processed via ePay application in R'Space. Only BMPN Purchasing Office staff has access to ePay to process ePay reimbursements for the department. To submit an ePay reimbursement request either email receipts and/or documentation to BMPN Purchasing Office or drop it by in person.

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 Nancy Ferguson, nancy.ferguson@ucr.edu for more information.
Nematology - Scott Edwards, scott.edwards@ucr.edu

Printing & Reprographics - Business Cards/Posters/Exams

All UCR business cards must be purchased through UCR's Printing and Reprographics. 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 Joann, Sarah and Nancy via email. Requests for Business Cards should be made in person with Joann, Sarah or Nancy 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 should have the vendor listed as **UCR P&R Services** and cloth posters should have **Postersmith** listed as the vendor.

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 Tuesday of every month when they sell to the public. You can view or purchase items for sale by appointment (call 2-4209). You will need to bring an online recharge card 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.

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 helpdesk@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.

MAIL AND COMMUNICATIONS

Mail Distribution

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

Outgoing Mail

University-related business mail can be placed without a stamp in the brown 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 Federal Express. Please bring your package or items to be placed in a Fed-Ex envelope, package or box along with the shipping address, email and phone of the recipient and FAU or FedEx account number 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.

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 Joann Braga in the Business 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.

You will be required to print your name on the electronic signature pad for your package(s) before taking them.

Greenhouses

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

Keys & Key Fobs

Maggie Flores issues departmental keys. Faculty may authorize keys for any employee in their lab. Please notify Maggie in person or by email of your intentions. Please note that Laboratory Safety Orientation (Fundamentals) 2013 must be completed and a copy of the certificate or screen shot of completed training must be emailed or printed, and given to Maggie before keys are handed out.

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 Maggie Flores and Debbie Brown. For changes, corrections or updates to the web pages, please contact Maggie at margarita.flores@ucr.edu or Debbie at Debbie.brown@ucr.edu

Conference Room Reservations

Conference room reservations can be made at <https://chassintranet.ucr.edu/frs/index.do>
Under *Facility* rooms are listed as BNPPS-Building, Room #

Contact Maggie Flores at 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 2-5494 for any questions.
Conservation for Biology: Batchelor Hall 4141

RESOURCES

Academic Personnel Information
<http://www.ucop.edu/acadadv/acadpers/apm>

Accounting
<http://www.accounting.ucr.edu/>

Agricultural Operations (AG Ops)
<http://agops.ucr.edu/>

Campus Directory and Individual Name Search
<http://ucrtel.ucr.edu/ucrtel/telsearch.htm>

Environmental Health and Safety
<http://www.ehs.ucr.edu>

Facilities Services
<http://facilities.ucr.edu/>

Fleet Services

<http://fleet.ucr.edu>

Human Resources

<http://www.humanresources.ucr.edu>

Research & Economic Development (RED)

<http://www.research.ucr.edu>

Policies and Procedures

http://vca.ucr.edu/index.php?content=policies/policies_type.html

Transportation and Parking Services

<http://www.parking.ucr.edu>