



Welcome to the Administration Orientation

UCR | College of Engineering- Center for
Environmental Research & Technology

INTRODUCTION

Katie Dell





BCOE SYSTEMS

John Cleary





FACILITIES AND SAFETY



Todd Ambroz

CE-CERT FACILITIES

- Required Training for access to labs:
 - Lab Safety Orientation Fundamentals
 - Hazardous Waste Management
- Required Paperwork:
 - CE-CERT Proximity Card Usage Agreement
 - All access must be authorized by PI's via signature
- Safety Tour
- PPE



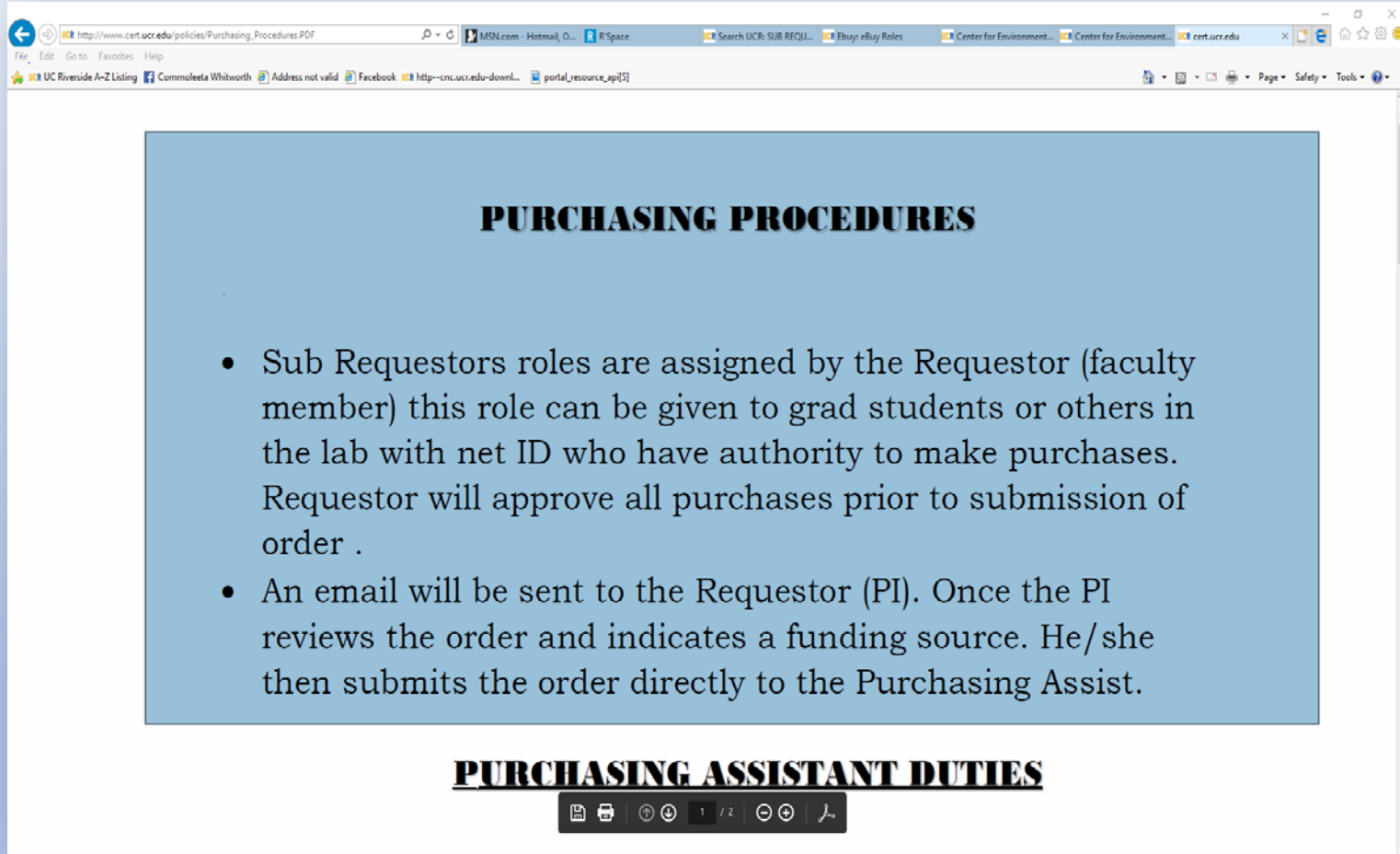
PURCHASING

Valerie Thomas



Purchasing procedures can be found on CE-CERT INTRANET

SUB REQUESTOR I



The screenshot shows a web browser window with multiple tabs. The active tab is titled 'http://www.cert.ucr.edu/policies/Purchasing_Procedures.PDF'. The browser's address bar and various extension icons are visible. The main content area displays a PDF document with a light blue background. At the top of the document, the title 'PURCHASING PROCEDURES' is centered in bold black text. Below the title, there is a bulleted list of two items. The first item describes the role of Sub Requestors, stating they are assigned by the Requestor (faculty member) and can be given to grad students or others in the lab with a net ID, with authority to make purchases, and that the Requestor will approve all purchases prior to submission of order. The second item states that an email will be sent to the Requestor (PI) once the PI reviews the order and indicates a funding source, after which the order is submitted directly to the Purchasing Assist.

PURCHASING PROCEDURES

- Sub Requestors roles are assigned by the Requestor (faculty member) this role can be given to grad students or others in the lab with net ID who have authority to make purchases. Requestor will approve all purchases prior to submission of order .
- An email will be sent to the Requestor (PI). Once the PI reviews the order and indicates a funding source. He/she then submits the order directly to the Purchasing Assist.

PURCHASING ASSISTANT DUTIES

At the bottom of the PDF viewer, a toolbar shows icons for document actions, including a search icon, a magnifying glass, and a page number indicator showing '1 / 2'.

General Options

[Vendor Search](#)

[Data Warehouse](#)

[Reports](#)

[View Campus Agreements](#)

[Search UC Agreements](#)

[Go To Campus Storehouse](#)

[Help](#)

[Exit Application](#)



[Data Warehouse](#)

Use this to search all orders contained within the purchasing system, as of the previous day. It includes the ability to view legacy orders from the PO-Lite and SubPO systems.



[Vendor Search](#)

Use this to find and view the Vendors that are available in the purchasing system. This link can also be used to request new Vendors.



[Help](#)

This link will take you to the CNC support site for the purchasing system.

Transactor Options

[Create Order](#)

[View Requests \(7\)](#)

[Search Orders](#)

[Create Emergency PO
\(2 available\)](#)

[eCatalog Shopping](#)

Deliveries to Campus

Pursuant to Campus Policy number [750-75](#), large equipment items requiring special handling or manpower will require the use of professional movers in order to deliver in a timely and completely safe manner. Typically, these types of items will be larger/bulky or heavier weight items needing to go into specific room locations and not left on a dock. In cases where professional movers are required, the charge for delivery will be billed to the department. If the movers are asked to uncrate the item(s) and remove waste, additional charges will apply. Most palletized items can be safely delivered by Receiving staff.

Thanks so much for your understanding and support of ensuring deliveries are made in the safest manner possible. If you have questions or concerns, please call me at x25546 or email @dolores.cordova@ucr.edu

Dolores Cordova, Logistics Manager, Logistics Services

Receiver Options

[Receive Orders](#)

Sub-Requestor Options

[Create Request](#)

[Create eCatalog Request](#)

[View Requests \(2\)](#)



Help with creating a Sub-Request

User Contact: Valerie Thomas User Phone: 951.781.5729
Date Needed: 10/19/2017 (MM/DD/YYYY) Requestor: Dell, Katie Elizabeth
Order Description: Gloves used for testing
Vendor Name: Vendor Search Clear

General Comments Attachments Deliver To Routing

Shop

Sub Total: \$.00
Tax: \$.00
Total: \$.00

Funding Source (this information is optional): Understanding how to complete Funding Source

Enter funding resource to be used for this order:
Admin fund

Specify FAU Account	Activity	Fund	Function	Cost Center	Project Code	Amount (%)	
<input type="text"/>	<input type="text"/>	46038	44	RTXMK	<input type="text"/>	100	Favorites Clear

Add FAU Display FAU Descriptions

Submit Save & Exit Cancel Request Exit (No Save)

Home

Shop

Documents

Contracts

Reporting

Menu Search (Alt+M)

UCRIVERSIDE UNIVERSITY OF CALIFORNIA

Procurement Services

Valerie Thomas

0.00 USD

Search (Alt+Q)

Shop > Shopping > Shopping Home > Shopping Dashboard

Logout

We now have a punch-out for Bio-Rad for configurables only. Regular items will still need to be ordered either through the Hosted catalog, or through Storehouse. Thank you.

////////////////////

We have a new hosted catalog. Medline has been added for the purchase of medical and scientific supplies.

Our sales rep is:

Gia Esposito

Account Manager

Scientific Product Sales

Medline Industries, Inc.

310-505-2823

800-817-2926 (Customer Service)

gesposito@medline.com

////////////////////

Sharp Electronics has been added for the purchase of Laser Printers, along with related products and support. Our sales rep is Sarah Razi. 888-258-2802 x1822

Sarah.Razi@Sharpusa.com

Hosted Catalog Suppliers

Abcam / Antibodies

BIO-RAD Life Science - check Storehouse

GED Electrical & Lighting

Cell Signaling Technologies Antibodies, Specialty Reagents

eppendorf Equipment and supplies

Fisher Scientific General Lab Supplies

GRAINGER Tools and Hardware

HO-SUPPLY MRO Supplies

MEDLINE Medical & scientific supplies

MACS Miltenyi Antibody products

Neta Scientific Lab Glass, Plastic, Pipettes

PerkinElmer Radiochemicals

Sharp Electronics Corporation Laser Printers

spectrum General Lab Supplies

VWR INTERNATIONAL General Lab Supplies

WAXIE Janitorial Supplies

Punch-out

Computers

BH Camera, Photo & A / V Supplies

BIO-RAD Configurables Only

CDWG Computer Peripherals

DELL Computers

Fisher Scientific General Lab Supplies

GRAINGER Tools & Hardware

GraybaR Electrical Supplies

hp invent Computers, Printers, Servers

HENRY SCHEIN Medical Supplies

MCK McKesson Medical Surgical

shi Computer Software

SIGMA-ALDRICH

VWR INTERNATIONAL General Lab Supplies

GE Healthcare Pharmacon

Home

Shop

Documents

Contracts

Reporting

Menu Search (Alt+M)

UCRIVERSIDE UNIVERSITY OF CALIFORNIA Procurement Services

Valerie Thomas

0.00 USD

Search (Alt+Q)

Shop > Shopping > Shopping Home > Shopping Dashboard

Logout

Shop

Advanced Search Everything

simple search

Find Results That Have:

All of These Words

GLOVES

Supplier

Type to filter...

Part Number (SKU)

Manufacturer Name

Other Options

Exact Phrase

Exclude Words

Any of These Words

Custom Attributes

Fisher First Item

Fisher 1st Item

Search

Shortcuts

Favorites

Forms

Non-Catalog Item

Quick Order

Browse

Suppliers

Categories

Contracts

Organization Message

Showcases

Home

Shop

Documents

Contracts

Reporting

Menu Search
(Alt+M)

UC RIVERSIDE
UNIVERSITY OF CALIFORNIA
Procurement
Services

Shop > Shopping > Shopping Home > Product Search - All

Valerie Thomas

0.00 USD

Search (Alt+Q)

Logout

Add Keywords

Go

Filter Results

By Custom Attribute

Fisher First Item (92)

By Product Flag

Green (2)

By Supplier

Fisher Scientific (92)

By Supplier Class

Primary Award vendor (92)

Free Shipping (92)

By Category

Gloves (49)

Medical exam or non surgical procedure gloves (42)

Specimen collection and transport containers and supplies (1)

By Packaging UOM

CS (48)

DZ (1)

Results for: Everything : GLOVES + Fisher First Item

Showing 1 - 92 of 92 Results

Compare Selected: 0

Results Per Page 100

Sort by: Best Match

Page 1 of 1

no image available

Microflex UltraSense Powder-Free Nitrile Exam Gloves; Small; 1000/CS US-220-S

from Fisher Scientific

Part Number	19167032B (CS)
Manufacturer Info	US-220-S - (Microflex Medical Corporation)
Fisher 1st Item	32919-002 (CS) 32919-002 (PK) 108-60134-IG MFX-US-220-S
Fisher First Item	Yes

larger image

59.97 USD

CS

1

Add to Cart

check availability

add favorite | compare

no image available

XC-310-S Gloves, Nitrile; Microflex; XCEED; Latex free; Ambidextrous; 9.3in. long; 2.4 mil. beaded cuff; 2.8 mil. palm thickness; 3.5 mil. finger thickness; Textured fingertips; Non-sterile; Powder free; Blue; S; 250/PK

from Fisher Scientific

Part Number	19177521
Manufacturer Info	XC-310-S - (Microflex Medical Corporation)
Fisher 1st Item	89174-540 (BX) 89174-540 (CS) 108-60299-CX Z687456-10X250EA MFX-XC-310-S
Fisher First Item	Yes

larger image

12.64 USD

PK

1

Add to Cart

check availability

add favorite | compare

XCEED

XC-310-M Gloves, Nitrile; Microflex; XCEED; Latex free; Ambidextrous; 9.3in. long; 2.4 mil. beaded cuff; 2.8 mil. palm thickness; 3.5 mil. finger thickness; Textured fingertips; Non-sterile; Powder free; Blue; M; 250/PK

from Fisher Scientific

Part Number	19177522
Manufacturer Info	XC-310-M - (Microflex Medical Corporation)
Fisher 1st Item	89174-542 (BX) 89174-542 (CS) 108-60302-CX Z687448-10X250EA MFX-XC-310-M
Fisher First Item	Yes

larger image

12.64 USD

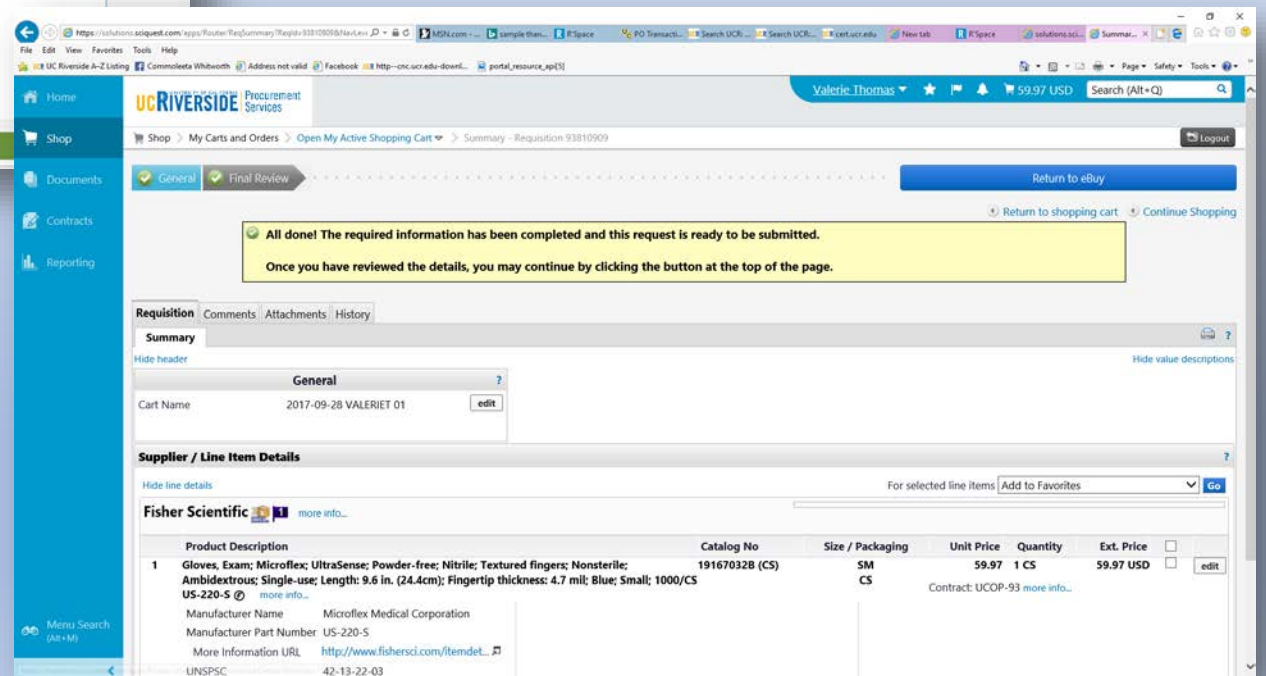
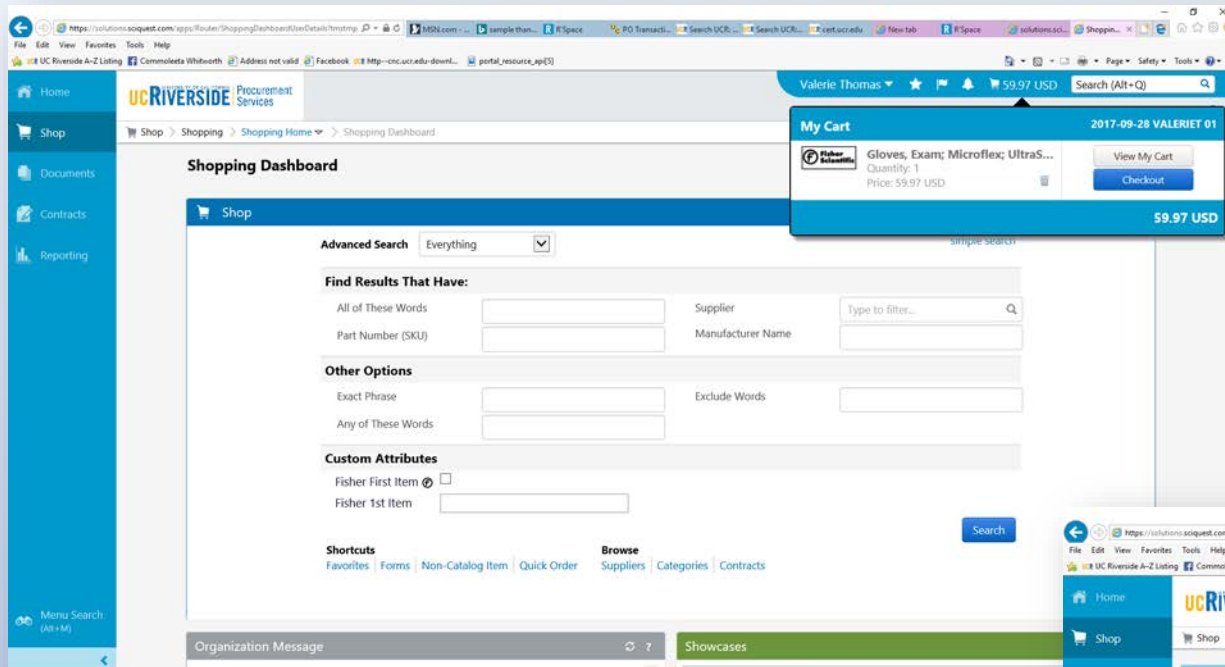
PK

1

Add to Cart

check availability

add favorite | compare



Ctrl#: VALERIET20170928132742**Status:**

In Progress

[Help with creating a Sub-Request](#)**User Contact:** Valerie Thomas**User Phone:** 951.781.5729**Date Needed:** 10/19/2017 (MM/DD/YYYY)**Requestor:** Dell, Katie Elizabeth ▼**Order Description:** Gloves used for testing**Vendor Name:**[Vendor Search](#) [Clear](#)

General

Comments

Attachments

Deliver To

Routing

1

1

Case

19167032B (CS)

59.970

Y

59.97

Description: Gloves, Exam; Microflex; UltraSense; Powder-free; Nitrile; Textured fingers; Nonsterile; Ambidextrous; Single-use; Length: 9.6 in. (24.4cm); Fingertip thickness: 4.7 mil; Blue; Small; 1000/CS US-220-S[Shop](#)

Sub Total: \$ 59.97

Tax: \$ 5.25

Total: \$ 65.22

Funding Source (this information is optional):[Understanding how to complete Funding Source](#)

Enter funding resource to be used for this order:

Admin fund

Specify FAU

Account**Activity****Fund****Function****Cost Center****Project Code****Amount (%)**

46038

44

RTXMK

100

[Clear](#)[Add FAU](#)[Display FAU Descriptions](#)[Submit](#)[Save & Exit](#)[Cancel Request](#)[Exit \(No Save\)](#)

General Options

[Vendor Search](#)

[Data Warehouse](#)

[Reports](#)

[View Campus Agreements](#)

[Search UC Agreements](#)

[Go To Campus Storehouse](#)

[Help](#)

[Exit Application](#)



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Dolores Cordova, Logistics Manager, Logistics Services

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Sub-Requestor Options

[Create Request](#)

[Create eCatalog Request](#)

[View Requests \(2\)](#)



eBuy - Purchase Order & Requisition System



Ctrl#: VALERIET20170928134929

Status:

In Progress

[Help with creating a Sub-Request](#)

User Contact:	<input type="text" value="Valerie Thomas"/>	User Phone:	<input type="text"/>
Date Needed:	<input type="text" value="10/19/2017"/> <small>(MM/DD/YYYY)</small>	Requestor:	<input type="text" value="Dell, Katie Elizabeth"/> ▼
Order Description:	<input type="text" value="tools"/>		
Vendor Name:	<input type="text" value="McMaster-Carr"/> x	<input type="button" value="Vendor Search"/>	<input type="button" value="Clear"/>

General

Comments

Attachments

Deliver To

Routing

Sub Total:	\$.00
Tax:	\$.00
Total:	\$.00

Funding Source (this information is optional):[Understanding how to complete Funding Source](#)

Enter funding resource to be used for this order:

Specify FAU
Account[Add FAU](#)

Activity

[Display FAU Descriptions](#)

Fund

Function

Cost Center

Project Code

Amount (%)

[Favorites](#) [Clear](#)

eBuy - Purchase Order & Requisition System



Favorite Vendors Search

Vendor Search

Name	Starts With ▼	MCMaster-CARR SUPPLY CO
Address	Starts With ▼	
City	Starts With ▼	
State	Starts With ▼	
Postal	Starts With ▼	
Phone	Starts With ▼	
Fax	Starts With ▼	
UNSTP	Starts With ▼	
ID	Starts With ▼	
Vendor Type		▼

Search Clear New Vendor Close

View Vendor Requests

Select a Vendor or View a Vendor

	Vendor ID	Vendor	Type	Action	
<input checked="" type="radio"/>	U000000020	MCMaster-CARR SUPPLY CO - 9630 NORWALK BLVD. SANTA FE SPRINGS	X2	New Address	* -
<input type="radio"/>	U000000020	MCMaster-CARR SUPPLY CO - PO BOX 54960, LOS ANGELES	X2	New Address	* -
<input type="radio"/>	U000000020	MCMaster-CARR SUPPLY CO - 200 AURORA INDUSTRIAL PKWY. AURORA	X2	New Address	* -
<input type="radio"/>	U000000020	MCMaster-CARR SUPPLY CO - 6100 FULTON INDUSTRIAL BLVD - SW. ATLANTA	X2	New Address	* -
<input type="radio"/>	U000000020	MCMaster-CARR SUPPLY CO - 600 N. COUNTY LINE ROAD, ELMHURST	X2	New Address	* -



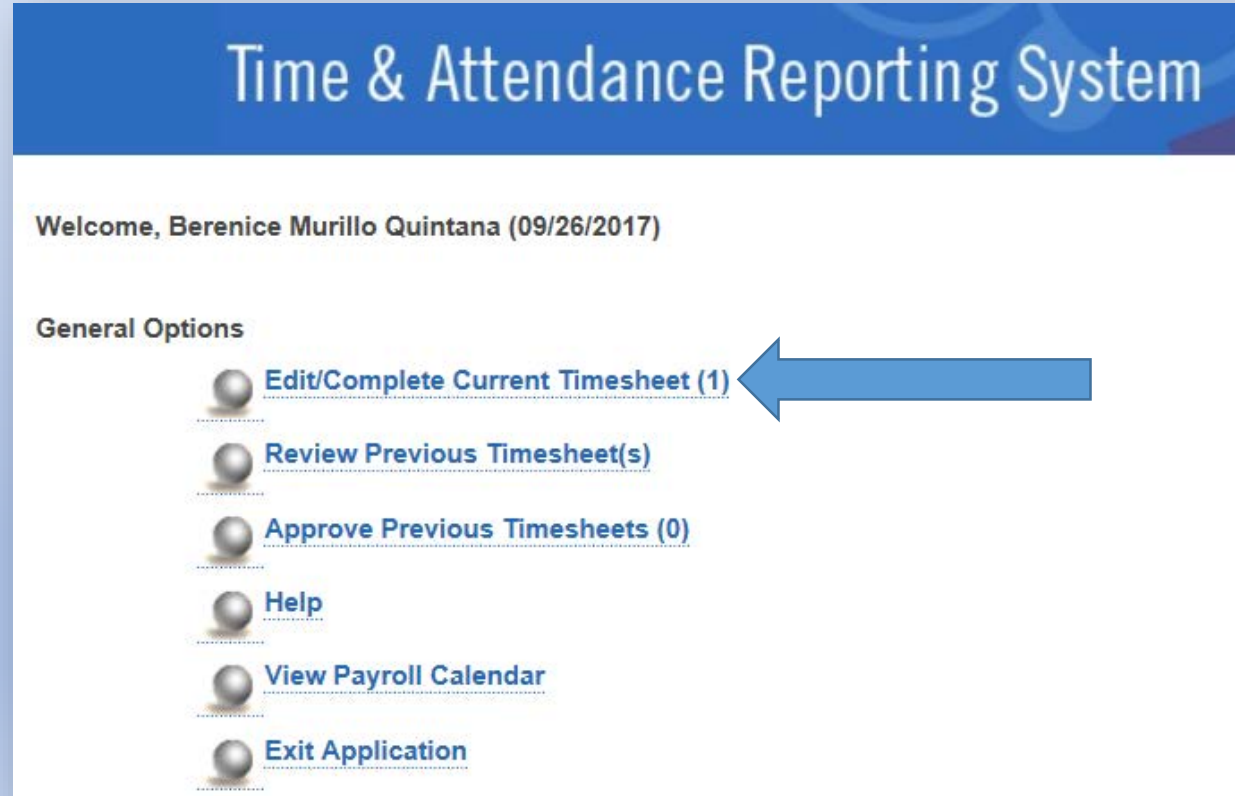
PAYROLL

Berenice Murillo-Quintana

	This Pay	Year
Gross Pay	388.27	
Retirement	0.00	
VC's	0.00	
Taxable Pay	388.27	
Federal Tax	0.00	
State Tax	0.00	
Local Tax	0.00	
Net Pay	388.27	

TARS – Electronic timesheets

timesheet.ucr.edu

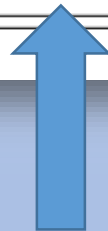


Time & Attendance Reporting System

Berenice Murillo Quintana

[Main Menu](#)

Timesheet	Employee Name	Status	Last Updated	Updated By
September 24, 2017 - October 07, 2017	Berenice Murillo Quintana	Employee Saved Timesheet	09/25/2017 10:11:07 AM	Berenice Murillo Quintana



Time & Attendance Reporting System

E-mail
Feedback

Sep 24, 2017 - Oct 07, 2017 Timesheet

Name
Berenice Murillo
QuintanaHome Department
D01007 - CE-CERTEmployee ID
856380240Supervisor
Katie DellLeave Balances
Current Balances Pending[Save](#)[Submit to Supervisor](#)[Main Menu](#)

OVERVIEW

TIME REPORTING

PAY SOURCES

ATTACHMENTS

COMMENTS

APPROVAL HISTORY

Day of Month	Hours Worked	Vacation Leave	Sick Leave	Comp Time Off	Leave Without Pay	Other Leave
SUNDAY SEP 24, 2017						
MONDAY SEP 25, 2017	7 REG	1 V				
TUESDAY SEP 26, 2017	8 REG					
WEDNESDAY SEP 27, 2017	8 REG					
THURSDAY SEP 28, 2017	8 REG					
FRIDAY SEP 29, 2017	8 REG					
SATURDAY SEP 30, 2017						
SUNDAY OCT 01, 2017						
MONDAY OCT 02, 2017	8 REG					
TUESDAY OCT 03, 2017	8 REG					
WEDNESDAY OCT 04, 2017	8 REG					
THURSDAY OCT 05, 2017	8 REG					
FRIDAY OCT 06, 2017	8 REG					
SATURDAY OCT 07, 2017						
Total:	79	1	0	0	0	0

[Import Default Hours](#) [Clear All Hours](#)

Time Reporting Sc

Home Department
D01007 - CE-CERT

Apply to Date Range

Time/Leave Sub-Type

Regular Work ▾

Regular Work ▾

Remove
Remove

FTE: 1

Distribution

CE-CERT	FINANCIAL ANL 2
Admin Ford Endowment Staff	

Unallocated Hours:

Show Codes Help

<u>Leave Type</u>		<u>Allocation</u>	
		<u>FTE</u>	<u>%</u>
	REG		
	8	1.0000	100.00%

8	1.0000	100.00%
---	--------	---------

0

Save & Report More Time

Save & Exit

Exit Without Saving

Clear

Leave Without Pay

Other Leave

0

0

Import Detail Hours Clear All Hours

Time & Attendance Reporting System

E-mail
Feedback

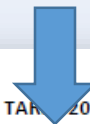
Sep 24, 2017 - Oct 07, 2017 Timesheet

Name
Berenice Murillo
QuintanaHome Department
D01007 - CE-CERTEmployee ID
856380240Supervisor
Katie DellLeave Balances
Current Balances Pending[Save](#)[Submit to Supervisor](#)[Main Menu](#)

OVERVIEW	TIME REPORTING	PAY SOURCES	ATTACHMENTS	COMMENTS	APPROVAL HISTORY							
Day of Month		Hours Worked		Vacation Leave		Sick Leave		Comp Time Off		Leave Without Pay		Other Leave
SUNDAY SEP 24, 2017												
MONDAY SEP 25, 2017		7 REG		1 V								
TUESDAY SEP 26, 2017		8 REG										
WEDNESDAY SEP 27, 2017		8 REG										
THURSDAY SEP 28, 2017		8 REG										
FRIDAY SEP 29, 2017		8 REG										
SATURDAY SEP 30, 2017												
SUNDAY OCT 01, 2017												
MONDAY OCT 02, 2017		8 REG										
TUESDAY OCT 03, 2017		8 REG										
WEDNESDAY OCT 04, 2017		8 REG										
THURSDAY OCT 05, 2017		8 REG										
FRIDAY OCT 06, 2017		8 REG										
SATURDAY OCT 07, 2017												
Total:		79		1		0		0		0		0

[Import Default Hours](#) [Clear All Hours](#)

Documents on the Intranet



BIWEEKLY PAYROLL CALENDAR FOR TAA 2017 (v2-11/13/2016)

Month	Pay Cycle	Pay Begin Date	Pay End Date	Roster Open	Employee Cutoff	Supervisor Cutoff	TAA Cutoff/Roster Close	Compute Date	PAYDAY
Dec**	B1	18-Dec	31-Dec	1/3	Tuesday, January 3, 2017	Wednesday, January 4, 2017	Thursday, January 5, 2017	1/6	1/11/17**
Jan	B2	1-Jan	14-Jan	1/17	Tuesday, January 17, 2017	Wednesday, January 18, 2017	Thursday, January 19, 2017	1/20	1/25/17
Jan	B1	15-Jan	28-Jan	1/30	Tuesday, January 31, 2017	Wednesday, February 1, 2017	Thursday, February 2, 2017	2/3	2/8/17
Feb*	B2	29-Jan	11-Feb	2/10	Monday, February 13, 2017	Tuesday, February 14, 2017	Wednesday, February 15, 2017	2/16	2/22/17
Feb	B1	12-Feb	25-Feb	2/27	Tuesday, February 28, 2017	Wednesday, March 1, 2017	Thursday, March 2, 2017	3/3	3/8/17
Mar	B2	26-Feb	11-Mar	3/13	Tuesday, March 14, 2017	Wednesday, March 15, 2017	Thursday, March 16, 2017	3/17	3/22/17
Mar*	B1	12-Mar	25-Mar	3/24	Monday, March 27, 2017	Tuesday, March 28, 2017	Wednesday, March 29, 2017	3/30	4/5/17
Apr	B2	26-Mar	8-Apr	4/10	Tuesday, April 11, 2017	Wednesday, April 12, 2017	Thursday, April 13, 2017	4/14	4/19/17
Apr	B1	9-Apr	22-Apr	4/24	Tuesday, April 25, 2017	Wednesday, April 26, 2017	Thursday, April 27, 2017	4/28	5/3/17
May	B2	23-Apr	6-May	5/8	Tuesday, May 9, 2017	Wednesday, May 10, 2017	Thursday, May 11, 2017	5/12	5/17/17
May*	B1	7-May	20-May	5/18	Monday, May 22, 2017	Tuesday, May 23, 2017	Wednesday, May 24, 2017	5/25	5/31/17
Jun	B2	21-May	3-Jun	6/5	Tuesday, June 6, 2017	Wednesday, June 7, 2017	Thursday, June 8, 2017	6/9	6/14/17
Jun	B1	4-Jun	17-Jun	6/19	Tuesday, June 20, 2017	Wednesday, June 21, 2017	Thursday, June 22, 2017	6/23	6/28/17
Jul	B2	18-Jun	1-Jul	6/30	Tuesday, July 4, 2017	Wednesday, July 5, 2017	Thursday, July 6, 2017	7/7	7/12/17
Jul	B1	2-Jul	15-Jul	7/17	Tuesday, July 18, 2017	Wednesday, July 19, 2017	Thursday, July 20, 2017	7/21	7/26/17
Jul**	B2	16-Jul	29-Jul	7/28	Monday, July 31, 2017	Tuesday, August 1, 2017	Wednesday, August 2, 2017	8/4	8/9/17**
Aug	B1	30-Jul	12-Aug	8/14	Tuesday, August 15, 2017	Wednesday, August 16, 2017	Thursday, August 17, 2017	8/18	8/23/17
Aug*	B2	13-Aug	26-Aug	8/25	Monday, August 28, 2017	Tuesday, August 29, 2017	Wednesday, August 30, 2017	8/31	9/6/17
Sep	B1	27-Aug	9-Sep	9/11	Tuesday, September 12, 2017	Wednesday, September 13, 2017	Thursday, September 14, 2017	9/15	9/20/17
Sep	B2	10-Sep	23-Sep	9/25	Tuesday, September 26, 2017	Wednesday, September 27, 2017	Thursday, September 28, 2017	9/29	10/4/17
Oct	B1	24-Sep	7-Oct	10/9	Tuesday, October 10, 2017	Wednesday, October 11, 2017	Thursday, October 12, 2017	10/13	10/18/17
Oct	B2	8-Oct	21-Oct	10/19	Monday, October 23, 2017	Tuesday, October 24, 2017	Wednesday, October 25, 2017	10/26	11/1/17
Nov*	B1	22-Oct	4-Nov	11/3	Monday, November 6, 2017	Tuesday, November 7, 2017	Wednesday, November 8, 2017	11/9	11/15/17
Nov*	B2	5-Nov	18-Nov	11/16	Friday, November 17, 2017	Monday, November 20, 2017	Tuesday, November 21, 2017	11/22	11/29/17
Dec	B1	19-Nov	2-Dec	12/4	Tuesday, December 5, 2017	Wednesday, December 6, 2017	Thursday, December 7, 2017	12/8	12/13/17
Dec*	B2	3-Dec	16-Dec	12/12	Thursday, December 14, 2017	Friday, December 15, 2017	Monday, December 18, 2017	12/19	12/27/17

Status: *Early Cutoff; **Flat Dollar Deduction Holiday

Documents on the Intranet

UC RIVERSIDE

2017 PAY DAYS

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

KEY:

	MO PAYDAY		B1 PAYDAY (No Leave Accrual)		B2 PAYDAY (With Leave Accrual)	14	Biweekly Pay End Date
	HOLIDAYS						1/11/17 & 8/9/17 (Flat Dollar Deduction Holidays)
Jan 2	New Year's Day (observed)	May 29	Memorial Day	Nov 23	Thanksgiving Day	Dec 29	New Year's Eve (observed)
Jan 16	Martin Luther King Day	Jul 4	Independence Day	Nov 24	Thanksgiving Day (observed)		
Feb 20	President's Day	Sep 4	Labor Day	Dec 25	Christmas Day		
Mar 31	Cesar Chavez Day	Nov 10	Veterans Day (observed)	Dec 26	Christmas Eve (observed)		

Deadlines

- Pay day is every other Wednesday
- Timesheets are due every 2 weeks
- You usually have until the Tuesday after the last day of the pay cycle to submit to your Supervisor
- On Early Cutoff Dates set by the Payroll Office, that deadline moves up to Monday
- You can find the deadlines on the INTRANET

Any questions, you are more than welcome to contact me 😊

bmurillo@cert.ucr.edu

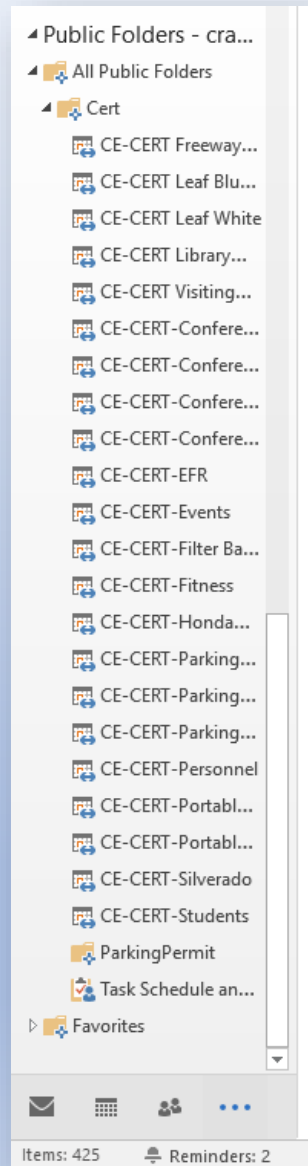


RESERVATIONS, TRAVEL, FEDEX, CAFÉ PASS, AND OTHER FRONT DESK OPERATIONS

Carolyn Ray



Reservations can be found in Outlook.



Please seek out John Cleary, or systems for assistance if you do not have Outlook or other programs on your computer already.

To schedule and appointment with John, email, jcc@engr.ucr.edu

Systems should be contacted of all computer related questions.

Email, systems@engr.ucr.edu

Carolyn, Amanda or Alta can assist you in making reservations in the mean time.

FileHomeSend / ReceiveFolderViewADOBE PDFAppointmentTell me what you want to do...

OpenDeleteForwardMeeting NotesInvite AttendeesShow As: BusyReminder: 15 minutesRecurrenceCategorizePrivateHigh ImportanceLow ImportanceTags

ActionsMeeting NotesAttendeesOptionsTags

September 2017

SU MO TU WE TH FR SA

27 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

1 2 3 4 5 6 7

CE-CERT Leaf White

CE-CERT Library...

CE-CERT Visiting...

CE-CERT-Confere...

CE-CERT-Confere...

CE-CERT-Confere...

CE-CERT-Confere...

CE-CERT-EFR

CE-CERT-Events

CE-CERT-Filter Ba...

CE-CERT-Fitness

CE-CERT-Honda...

CE-CERT-Parking...

CE-CERT-Parking...

CE-CERT-Parking...

CE-CERT-Personnel

CE-CERT-Portabl...

CE-CERT-Portabl...

CE-CERT-Silverado

CE-CERT-Students

ParkingPermit

Task Schedule an...

Favorites

September 18 - 22, 2017

Riverside, California

Today92° F / 61° F

Tomorrow94° F / 63° F

Friday95° F / 63° F

Search CE-CERT-Parking Permit Lot 15 #1 (Ctrl+E)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
18 0830-0100 Chan Park RED meet	19	20	21	22
8 AM CEE symposium	CEE symposium			
9				Kichang Jung Cleanroom
10				
11				
12 PM				
1		Barsanti-Orientation 1-3		FEI GU 1-4PM
2				
3				
4				
5				
6				
7				
8				

The screenshot shows a software interface for creating an appointment. The top navigation bar includes tabs for 'File', 'Appointment' (which is the active tab), 'Insert', 'Format Text', 'Review', and a search bar labeled 'Tell me what you want to do...'. Below these tabs, there is a row of icons: 'Save & Close', 'Delete', 'Copy to My Calendar', 'Calendar', 'Appointment' (which is highlighted with a grey background), 'Scheduling Assistant', 'Skype Meeting', and 'Meeting Notes'. The main area of the form contains several input fields: 'Subject' (containing the text 'Barsanti-Orientation 1-3'), 'Location' (empty), 'Start time' (set to 'Wed 9/20/2017' at '1:00 PM'), and 'End time' (set to 'Wed 9/20/2017' at '3:00 PM'). There is also an 'All day event' checkbox which is currently unchecked.

Find the day on the calendar that you will be setting your reservation. If the time you wish to set your reservation is free, click on New Appointment in the upper left hand corner.

On the subject line, put your name, brief description and time you are making this reservation for. Fill in your start and end time. This will highlight your total reservation time on the calendar. If you booked an hour, and hour will be shaded in. Next, click on Save and Close in the upper left hand corner.

If you are reserving a parking spot in lot 15, you need to make a parking pass to put on your dash while you are parked.

CE-CERT RESERVATION PARKING POLICY

Before reserving a spot, you must open your calendar to show DAY VIEW. (If you do not know where to find the calendar, ask Carolyn. If do not have it on your computer, ask John Cleary.)

BCOE Building 2 Parking Slot

Students are NOT allowed to reserve this parking spot.

Lot 15

NOTE: Students may not reserve a spot in Lot 15 to attend classes. You will need to purchase a parking permit via a permit dispenser located in most all lots.

You may not reserve a time slot that is currently shaded in. This shaded area means the spot is already reserved.

If the spot is available, click on New Appointment in the upper left corner of your screen.

On the subject line, add your name and the hours you will have this place reserved.

On the location line, add your vehicle plate number and the reason you are on campus.

Make sure you have the right date, next, set your start time and end time.

Click Save & Close. Your time slot in the DAY VIEW MODE will now be shaded in. If it is not, call Carolyn at the front desk to assist you.

Do not over stay your allotted time. **Do not** book and park in a spot that someone has previously reserved. Both of these offenses **WILL GET YOU A CITATION**. Each reservation made is time stamped. So it will be a very simple to tell who booked a space first.

If someone is in the spot you reserved, please email a picture of the vehicle to Carolyn. Because most everyone pulls in nose first, a picture from behind the car will show both the plate and the (reserved for) sign in front of the car. This will help TAPS easily identify the illegally parked car and issue a parking citation.

It is solely **your** responsibility to make sure you do not double reserve a parking space.

Remember, all of this information can be found via the Intranet.

Intranet Web Address

<http://www.cert.ucr.edu/intranet.html>

FileHomeSend / ReceiveFolderViewADOBE PDFTell me what you want to do...

New PostNew ItemsClean UpJunkDeletePost ReplyReply AllForwardMore

Fund InformationTeam EmailReply & DeleteTo ManagerDoneCreate New

MoveRulesOneNoteUnread/ReadCategorizeFollow Up

Search PeopleAddress BookFilter Email

StoreMy Account

Automatic RepliesAutomatic Replies are being sent for this account.Turn off

Search FoldersTravelPublic Folders - cra...All Public FoldersCertCE-CERT Freeway...CE-CERT Leaf Blu...CE-CERT Leaf WhiteCE-CERT Library...CE-CERT Visiting...CE-CERT-Confer...CE-CERT-Confer...CE-CERT-Confer...CE-CERT-EFRCE-CERT-EventsCE-CERT-Filter Ba...CE-CERT-FitnessCE-CERT-Honda...CE-CERT-Parking...CE-CERT-Parking...CE-CERT-PersonnelCE-CERT-Portabl...CE-CERT-Portabl...CE-CERT-SilveradoCE-CERT-StudentsParkingPermitTask Schedule an...Favorites

Search ParkingPermit (Ctrl+E)Current Folder

AllUnreadBy DateNewest

Older

John ClearyCE-CERT Lot 15 Parking Loc...7/21/2016

John ClearyBCE Parking Permit.pptx2/11/2016

John ClearyCeCertParkingPermit.pptx2/8/2016

Author: John Cleary

UC RIVERSIDEUNIVERSITY OF CALIFORNIA

Bourns College of Engineering

CE-CERT Parking Permit has been issued to

Name

Valid in Engineering spaces only located in Lot 15 only

Date8/11/2017

TimeFrom: 12:30pm To: 3:30 pm

Reservation Required via CE-CERT outlook calendar to use this permit.

Please make sure that this permit is placed on the dashboard where clearly visible upon parking your vehicle.

If someone is in your parking space or you have a question, contact Carolyn at 951-781-5791 and take a picture of the vehicle.

North

West

East

South

176272P21P22P22343365502P15P14P13P12P11P10P9P8P7P6P5P4P3P2P1P0

194 - EBU II261 - Bourns Hall

CE-CERT does have vehicle you can use for short trips.
A valid drivers license must be presented at the front desk
before you can get the key to the vehicle.

Vehicles available are, the White Nissan Leaf, the Honda
and the Silverado truck.

If you reserve the White Nissan Leaf,
you are required to know how to drive and electric car.

A parking permit is not required to park on campus if you are
Using one of these vehicles.

Do not park in any Reserved for CE-CERT parking spaces.

TRAVEL

Pre-Approval Travel Request
And Pre-Approval Expenditure forms
Can be found

In the Mail Room on the Shelves

<http://www.cert.ucr.edu/intranet.html>

Travel Document Requirements

Pre-Approval Travel Document:

- Must be attached and include PI signature + fund number

Air Fare:

- Show proof of purchase
- If it comes with a PO, please provide the PO number
- Itemized Itinerary is required.

Rental Car:

- Please provide itemized final receipt and proof of purchase/payment

Personal Car:

- Provide google maps and proof of mileage

Hotel:

- Provide proof of purchase
- If hotel room is split, please provide two separate invoices if possible.
- Parking, room service, phone, internet will be removed from bill & added to correct tab.

Conference Registrations:

- Please provide invoice and proof of purchase/payment
- If there is a PO, please provide PO number.
- Conference Badge
- Agenda

Other Transportation:

- Provide all receipts (Uber, shuttle, etc.) if total is \$75 or more.

Meals:

- Receipts are not required.
- You cannot treat someone and expect to be reimbursed.
- Meals & incidental expenses cannot exceed \$71 per day. This includes room service food.

Parking:

- Proof of parking receipts if \$75 or more

Remember...

- If receipt does not show how/what items were paid with, please provide bank statement as proof.
- If you do not need to be reimbursed for certain items, please let me know via the comment tab.
- If you are completely missing a receipt, fill out the Declaration of Missing Evidence Sheet.
- Provide how you reached your destination via the comment tab.
- The more detailed the items, along with comments, the faster the reimbursement.

CENTER FOR ENVIRONMENTAL RESEARCH AND TECHNOLOGY
Pre-Approval Travel Request

TRAVEL NOTES:

1. Authorization by the appropriate Supervisor/Manager/PI for travel is required BEFORE travel arrangements are made.
2. All receipts/expenses must be turned in five (5) working days upon return.
3. Lodging expenses are to be paid by the traveler and reimbursed upon return. All receipts must be itemized – NO EXCEPTIONS. If you lose your receipt, a duplicate can be requested from the hotel/motel/car rental.
4. The mileage reimbursement rate is .53.5 c/mile effective 1/01/17
5. Receipts for local transportation and for miscellaneous expenses of \$75 or more are required.
6. No meal expenses are allowed for one-day travel.
7. The reimbursement ceiling amount for actual daily meal and incidental expenses for travel in excess of 24 hrs is \$74.00 day.

TRIP NO.: _____ PO: _____ PO: _____
(leave blank) (Airfare) (conference)

Please provide all information requested.

Today's Date: _____ Destination (From / To) Riverside CA / Chattanooga TN
Name: _____ Departure Date & Time: _____
Phone No: _____ Return Date & Time: _____
Car License plate no: ** _____ Purpose of Trip: Poster Presentation
Home Address: _____

If you are not a citizen, please provide your Visa type: _____

EXPENSE INFORMATION: (Enter information in the Estimated Cost column before you travel, and the Actual Cost column when you return.)

Type of Expense	No. of Days	Estimated Cost	Actual Cost
Air Fare	P.O. #	\$ 175.00	\$
Rental Car*		\$	\$
Personal Car	Total Miles: 30 x .53.5	\$ 16.05	\$
Hotel	Number of days: 3	\$ 80.00	\$
Conference Registration		\$ 250.00	\$
Other Transportation	Taxi, bus, shuttle, etc.	\$ 50.00	\$
Meals**		\$ 115.00	\$
Parking		\$	\$
Other (please specify)	Luggage	\$	\$
TOTAL		\$ 686.05	\$

* Car rentals must be made under specific UC contract numbers with rental companies; otherwise, traveler will be personally responsible for insurance coverage and deductibles should an accident occur.

FUNDING SOURCE(s):

Fund No.	Cost Center	Amount/Percentage	Cash Advance*

** Please note that there is no automatic per diem at UCR. All meals must be itemized on a Travel Voucher to be reimbursed w/ receipt. Please see travel notes above.

Itemized Meal table, you may use the back if you require more dates....

DATE	City	State	Breakfast	Lunch	Dinner	DATE	City	State	Breakfast	Lunch	Dinner
10-3-17	Ontario	CA	6.00								
10-3-17	Chattanooga	TN		5.00	13.00						

Pre-Approval: _____ X _____ Traveler Sign: _____ Final Approval: _____

And estimated cost of trip needs to be presented to your PI prior to trip.

If flying, look up the flight you would like to take, note the cost and take a screen shot and make a copy for later reference.

Present the total of you estimate trip cost to you PI for a Pre-Approval signature prior to planning trip.

(Note) Your flight and/or Registration and Membership can be paid for by CE-CERT if purchased far enough in advance and with approval and fund number from your PI. (Flight could cost additional \$25.00, so adjust price if asking Carolyn to purchase for you.)

No less than 1 month in advance for Registration and or Membership. Provide me with the forms and your PI's approval and fund number.

No less than 1 week for a flight. Provide me with a screen shot of your flight and your PI's approval and fund number and I will book the flight.

I will also need you name as it appears on your ID, your Date of Birth and what type of visa if you are a foreign student.

Travel Tip: Bring an envelope or folder with you to save hold all required receipts.

CENTER FOR ENVIRONMENTAL RESEARCH AND TECHNOLOGY
Pre-Approval Travel Request

TRAVEL NOTES:

1. Authorization by the appropriate Supervisor/Manager/PI for travel is required BEFORE travel arrangements are made.
2. All receipts/expenses must be turned in five (5) working days upon return.
3. Lodging expenses are to be paid by the traveler and reimbursed upon return. All receipts must be itemized – NO EXCEPTIONS. If you lose your receipt, a duplicate can be requested from the hotel/motel/car rental.
4. The mileage reimbursement rate is .53.5 c/mile effective 1/01/17
5. Receipts for local transportation and for miscellaneous expenses of \$75 or more are required.
6. No meal expenses are allowed for one-day travel.
7. The reimbursement ceiling amount for actual daily meal and incidental expenses for travel in excess of 24 hrs is \$74.00 day.

TRIP NO.: _____ PO: _____ PO: _____
(leave blank) (define) (conf/inst)

Please provide all information requested.

Today's Date: _____ Destination (From / To) Riverside CA / Chattanooga TN
Name: _____ Departure Date & Time: _____
Phone No: _____ Return Date & Time: _____
Car License plate no: ** _____ Purpose of Trip: Poster Presentation
Home Address: _____

If you are not a citizen, please provide your Visa type: _____

EXPENSE INFORMATION: (Enter information in the Estimated Cost column before you travel, and the Actual Cost column when you return.)

Type of Expense	No. of Days	Estimated Cost	Actual Cost
Air Fare	P.O. #	\$ 175.00	\$ 180.00
Rental Car*		\$	\$
Personal Car	Total Miles:30 x .53.5	\$ 16.05	\$ 16.05
Hotel	Number of days: 3	\$ 80.00	\$ 90.00
Conference Registration		\$ 250.00	\$ 250.00
Other Transportation	Taxi, bus, shuttle, etc.	\$ 50.00	\$ 45.00
Meals**		\$ 115.00	\$ 100.00
Parking		\$	\$
Other (please specify)	Luggage	\$	\$
TOTAL		\$ 688.05	\$ 681.05

* Car rentals must be made under specific UC contract numbers with rental companies; otherwise, traveler will be personally responsible for insurance coverage and deductibles should an accident occur.

FUNDING SOURCE(s):

Fund No.	Cost Center	Amount/Percentage	Cash Advance*
X			

** Please note that there is no automatic per diem at UCR. All meals must be itemized on a Travel Voucher to be reimbursed w/ receipt. Please see travel notes above.

Itemized Meal table, you may use the back if you require more dates....

DATE	City	State	Breakfast	Lunch	Dinner	DATE	City	State	Breakfast	Lunch	Dinner
10-3-17	Ontario	CA	6.00								
10-3-17	Chattanooga	TN		5.00	13.00						

Pre-Approval: _____ Traveler Sign: _____X_____ Final Approval: _____X_____

Travel Reimbursement Request must be submitted no more than one week after returning from trip.

Fill in the top portion of this page. Don't forget to give a Purpose of Trip explanation. If you drove your car for any purpose on this trip, please provide your car's plate number.

Pull out all saved receipts from trip and fill in the Actual Cost column. Remember, you must submit a receipt for anything \$75 or more.

Your meals cost at the bottom must be completed and total added to actual cost column.

Once completed, sign at the bottom and give to your PI to sign on the Final approval line and fill the fund number.

Next, log in with your net ID and Go to iTravel to log in your trip Reimbursement.

Traveler ID

EMMANUEL FOFIE (E856846455) ▼

Employee ID

856846455

Preparer Name

EMMANUEL FOFIE

Travel Address

UCR/CE-CERT, RIVERSIDE, CA, 92521, USA ▼

Department

D01007

Payment Option

CHECK - CAMPUS MAIL ▼

Accountability Structure

D01007 - CE-CERT ▼

Work Phone

951-781-5745

Prepared Date

09/11/2014 04:49 PM

Title

STUDENT

Travel

Training visit to Droplet Management Technologies

Description/Information

Purpose of trip/Location

CCNC training

Explanation why over 21 days

Memo

Type of Travel

Team ▼

Special Handling

☐

Estimated Location And Date

Origin City

Destination City

Origin State/Prov

-- ▼

Destination State/Prov

-- ▼

Origin Country

-- ▼

Destination Country

-- ▼

Departure Date

Return Date

Time

Time

☐ Copy Estimated Location And Date To Actual Location And Date

Actual Location And Date

These fields can also be changed during the expense reporting.

Origin City

Riverside, CA (UCR)

Destination City

Boulder CO

Origin State/Prov

California ▼

Destination State/Prov

Colorado ▼

Origin Country

United States ▼

Destination Country

United States ▼

Departure Date

09/08/2014

Return Date

09/09/2014

Time

01:00 PM

Time

11:00 PM

Actual Total Days Of Trip:

1.42

Comments, Comments, Comments, Speeds up your Reimbursement.

No Transportation expense? Write a comment why.

No lodging or 2 people in the room? Write a comment. Who was the other person and who paid the bill.

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EXPENSE SUMMARY	GENERAL	TRAVEL PLANNING	ADVANCES	PREPAYMENT	TRANSPORTATION	MEALS & INCIDENTALS	LODGING	OTHER	FAU	COMMENTS	APPROVAL HISTORY
-----------------	---------	-----------------	----------	------------	----------------	---------------------	---------	-------	-----	----------	------------------

Transportation Expenses

Type	Purpose	Dept Date	Dept Loc	Dest Loc	Ret Date	Ret Loc	Insur	Lic Nbr	Odom Begin	Odom End	Total Miles	Amt per mile	USD Amt	Cumcy	Exch Rate	Foreign Amt	Jstfctn	Prepay-ment	SubPO	Type	Status	Receipt Needed
▼																						View Rules
Air Fare	CCN Training	09/08/2014 04:45 PM	Ontario International Airport	Denver International Airport	09/08/2014 08:00 PM	Ontario International Airport	No						223.70				...	No		Out of State	Valid	Yes

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EXPENSE SUMMARY	GENERAL	TRAVEL PLANNING	ADVANCES	PREPAYMENT	TRANSPORTATION	MEALS & INCIDENTALS	LODGING	OTHER	FAU
-----------------	---------	-----------------	----------	------------	----------------	---------------------	---------	-------	-----

Effective 1/1/16, for travel in-state and out-of-state expense types, actual meal and incidental expenses up to \$74 per day per person can be reimbursed. Please note: 1) this is a meal cap based on ACTUAL costs and it is NOT a per diem. 2) When the entire length of a trip is less than 24 hours, M&IE shall not be reimbursed UNLESS the travel includes an "overnight stay" as supported by a lodging receipt.

Meal / Incidental Expenses

Date/Time	Location	Type	USD Amt	Cumcy	Exch Rate	Foreign Amt	Jstfctn	Expense Type	Prepay-ment	SubPO	Per Diem	Status	Receipt Needed
▼													View Rules
09/08/2014 05:00 PM	Ontario, CA	Lunch	4.96				...	In-State	No			Valid	Not Required
09/09/2014 08:00 PM	Denver, CO	Dinner	20.00				...	Out of State	No			Valid	Not Required

THIS TRIP IS IN READ-ONLY MODE.

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EXPENSE SUMMARY	GENERAL	TRAVEL PLANNING	ADVANCES	PREPAYMENT	TRANSPORTATION	MEALS & INCIDENTALS	LODGING	OTHER	FAU	COMMENTS	APPROVAL HISTORY
-----------------	---------	-----------------	----------	------------	----------------	---------------------	---------	-------	-----	----------	------------------

Lodging Expenses

Begin Date	End Date	Expense Type	Payment Type	SubPO	Per Diem	Hotel/Motel Name	Address	Location	# of rooms	Room Rate	# of days	USD Amt	Curncy	Exch Rate	Foreign Amt	Jstfctn	Status	Receipt Needed
09/08/2014	09/09/2014	Out of State	Paid upon arrival			Boulder Outlook and Suites	800 28th St	Boulder, CO	1			79.81					Valid	Yes

THIS TRIP IS IN READ-ONLY MODE.

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EXPENSE SUMMARY	GENERAL	TRAVEL PLANNING	ADVANCES	PREPAYMENT	TRANSPORTATION	MEALS & INCIDENTALS	LODGING	OTHER	FAU	COMMENTS	APPROVAL HISTORY
-----------------	---------	-----------------	----------	------------	----------------	---------------------	---------	-------	-----	----------	------------------

All Comments

LOCATION	ACTION	USER NAME	DATE	COMMENT TEXT
Traveler - Approved Expense Reporting		EONEI001 (EDWARD O'NEIL)	08/24/2016 05:46:28 PM	I CERTIFY THIS EXPENSE VOUCHER IS A TRUE STATEMENT. THE AMOUNTS CLAIMED FOR REIMBURSEMENT: 1) ARE ACTUAL EXPENSES INCURRED BY ME WHILE ON OFFICIAL UNIVERSITY BUSINESS FOR THE DATES INDICATED, 2) EXCLUDE PERSONAL TRAVEL EXPENDITURES, 3) DO NOT INCLUDE ALCOHOL, AND 4) HAVE NOT BEEN REIMBURSED FROM ANY OTHER SOURCE. ORIGINAL RECEIPTS HAVE BEEN PROVIDED TO MY DEPARTMENTAL TRAVEL COORDINATOR AS REQUIRED BY UC BUSINESS & FINANCE BULLETIN G-28. (SYSTEM GENERATED)
Travel Coordinator - Reviewed Expense Reporting		CBRAY (Carolyn Ray)	08/24/2016 04:07:37 PM	I CERTIFY THIS TRAVEL EXPENSE REPORT HAS BEEN PREPARED IN ACCORDANCE WITH UC BUSINESS & FINANCE BULLETIN G-28 AND ORIGINAL RECEIPTS (OR DECLARATIONS OF MISSING EVIDENCE) WERE SUBMITTED TO ME TO SUPPORT THE EXPENSES ON THIS REPORT AS REQUIRED BY POLICY. (SYSTEM GENERATED)
Travel Coordinator - Reviewed Expense Reporting		CBRAY (Carolyn Ray)	08/24/2016 04:06:38 PM	
Traveler - Submitted Expense Reporting		EONEI001 (EDWARD O'NEIL)	08/22/2016 03:25:23 PM	I only had a flight back from Oakland because I was on the ship the Golden Bear from Long Beach to Vallejo, and i stayed at Parents house on the night of 8/21 to 8/22.

THIS FORM REQUIRED FOR ALL PURCHASES



TODAY'S DATE _____

PREFERRED VENDOR _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE NO. _____

FAX NO. _____

CONTACT _____

CALTOXIC/CRAS ORDER? ☒ No ☐ Yes CRAS signature required

RELING. AGREEMENT? ☒ No ☐ Yes RELING. required

ALL WIFENS BELOW CN ATTACH SEPARATE. ST

[illegible]

JUSTIFICATION _____
DATE NEEDED BY _____ SHIP VIA _____
YOUR NAME _____ SPECIAL _____
PHONE NO. _____ INSTRUCTIONS: _____
Note: Please allow Purchasing (three (3) business days) to process your order.

FUND NO: _____ C-ID SIGNATURE _____
COST CENTER AT _____ Deliver to: 1200 Columbia Ave. Chemical Locker

SIGNATURE _____ SYSTEMS GROUP SIGNATURE _____
(For Application Project Manager Signature) (Required for all Computers and Servers Only)

Date EPF Rec'd _____		For CE-CERT Purchasing Use Only	
FAU Information			
DAPO _____	Form 5 _____	Cost Center _____	
Requisition _____	Account _____	Project Code _____	
Recharge _____	Fund _____	Procure Purchase _____	

14201, 141-13-2011

For flights, adjust cost to reflect possible \$25.00 additional cost.

Fed EX

- 1) A fund number must be provided at the time of shipping.
- 2) Complete deliver address. City, State, Zip
- 3) Phone number or numbers must be on the Form. Preferably the destination number.
- 4) Number of packages, estimated value, and weight, must be filled in.

To schedule a pickup:

Call 1 (800) 463-3339 or go online to <https://www.fedex.com/us/index.html>

INCOMING PACKAGES

You will be sent an e-mail stating you have a package. Your package will be in the BOX ROOM, Next to the System Admin Office.

You must sign out your package before taking it out of the BOX ROOM.

I will email you if a package comes in for you.

NO HAZARDOUS MATERIAL can come into this building.

Bourns CAFÉ Lunch Pass

Lunch Passes can be obtained at the front desk.

1 pass per person.

You must sign out the pass and sign back in once you return.

Passes are limited, so please remember to bring it back or I will hunt you down.

Copy and Mail Room

If you need any assistance using the copy machine, please ask Carolyn, Amanda, any staff or student.

Anything not affiliated with CE-CERT may be printed on this machine.

Machine prints in black & white.

The machine can print from a flash drive. Save your printed material as a PDF on your flash drive or it won't print.

If the machine won't print or needs attention, please see Carolyn or Amanda.

If you need a mail box, please see me.

There is lots of scratch paper for you to use for notes or anything else. This is located on the shelves near the top.

This Presentation Can Be found on the CE-CERT Intranet

<http://www.cert.ucr.edu/intranet.html>

Don't forget, Forms and required documents can be found

<http://www.cert.ucr.edu/intranet.html>

Or

In the Mail Room on the Shelves

<http://www.cert.ucr.edu/intranet.html>



ADMINISTRATIVE TEAM DIRECTORY

Name	Contact Information	If you have questions about...
Katie Dell, administrative supervisor	katie@engr.ucr.edu	As needed; you will be directed to Katie by the other admin staff if required
Berenice Murillo-Quintana, Payroll	bmurillo@cert.ucr.edu	Timesheets, payroll, due dates
Valerie Thomas, Purchasing	valerie@cert.ucr.edu	Purchase orders, ProCard transactions, HR paperwork
Carolyn Ray, Receptionist	cray@engr.ucr.edu	All front desk functions (all reservations, lunch passes, FedEx/packages, etc.); travel
Alta Vasquez, Institute Coordinator	avasquez@cert.ucr.edu	All front desk functions; scholarships and fellowships; meetings with the director or deputy director; events
John Cleary, John Cleary Jr., Systems	systems@engr.ucr.edu	IT and computer systems support
Todd Ambriz, Facilities Manager	tambriz@engr.ucr.edu	Facilities and safety
Briana Moreno, Analyst	bmoreno@engr.ucr.edu	Contracts and grants
Kathy Vang, Marketing Specialist	kathyv@cert.ucr.edu	Events, marketing, and outreach
Amanda Campos, Student Assistant	acampos@cert.ucr.edu	All front desk functions



QUESTIONS?

Thank you
For
Attending!

