

January 2024 - **Happy New Year!**

Reminders, Updates, & News

It has been a few months since our last RUN ES newsletter, but we are back! If you are new to the cluster, our newsletter is meant to provide important messages and information regarding the processes we support for all our departments through the Administrative Unit as well as any important department updates.

To find published newsletters, visit our ES Admin website: <https://www.sa.ucsb.edu/enrollment-services/resources/newsletters>

Reminders

Travel & Entertainment | Timely Concur Report Submissions

Enrollment Services travelers & entertainers are responsible for following the set workflows for travel and entertainment processing outlined on our Administrative Unit website. If you are a Travel and Entertainment Corporate Card holder making payments for travel or events on behalf of the university, you hold the sole responsibility of reviewing all expenses made to the T/E Card and allocating them to a Concur expense report within twenty-one days after the completion of a trip or event. Make sure you are submitting reports in a timely manner.

In the event that you expect to have outstanding expenses in your queue, ensure you are in communication with your direct supervisor and Admin Team as this can impact our ability to track year to date spending on special projects, identify trends for budgeting purposes and/or reconcile accounts in a timely manner.

Resources: [Enrollment Services - Travel](#) | [Enrollment Services - Entertainment](#) | [Concur Knowledge Base Portal](#)



Car Rentals | Intermediate-Size Model Required

When renting a car directly through rental companies for University Travel, vehicles up to an intermediate-size model should be used at all times as noted in the [Travel Regulations G-28 Policy](#). In the event that you will need to rent a vehicle larger than an intermediate-sized vehicle to assist with carpooling or transporting supplies and equipment for an event, exceptional approval is required. Make sure you include a comment on your Concur Request when you intend to rent a larger than intermediate-sized vehicle and obtain exceptional approval. To obtain exceptional approval, complete an [Exceptional Approval Worksheet for Entertainment and Travel](#) and have it signed by our Control Point, Mike Miller, via DocuSign. Once signed and your Concur Request is approved, attach the signed document to your Concur Report as this ensures Accounting process reimbursement for your car rental.

Timekeeping | Shared Student Employees

Student employees and their supervisors are responsible for ensuring timecards are an accurate representation of the students' hours worked. Shared employees require tracking for their hours worked per position/department by selecting the appropriate Transfer Codes on their timecards. In the event that you are unable to find the appropriate Transfer Code, you may enter a Comment to the timecard so that our timekeeping manager, Kelly Casson, is aware of the update that needs to be made.

Resources:

[How to Record Time to Your Kronos Timecard](#) (see section about Transfer Codes)

[Employee Terminal Quick Reference Guide](#) (see section about Choosing a Job)

[How to Add Comments to a Kronos Timecard](#)



Updates

FINC - Interim Director

We are happy to announce that, effective Monday, January 29th, **Nathan Cook** will be serving as the Interim Director for the Office of Financial Aid & Scholarships. Nathan has been in OFAS for the better part of 16 years and he has an intimate understanding of the department and its processes. We have no doubt he will thrive in this expanded role.

thank you

Permit Processing for Catering

Campus Catering has exclusive responsibility for providing all catering for on campus events hosted by UC Santa Barbara. As soon as you know you intend to provide catering services for an event, complete the following steps **before** the event to ensure we are in compliance with UC policy.

1. Campus Catering must be given first right of refusal. Contact them about catering your event. If they are not available, identify an approved campus caterer that you'd like to use and continue to the following steps.
2. Obtain a permit for Food Delivery/Catering. This must be signed by Risk Management prior to placing your order.
3. Obtain an exception for Contracting Out for Covered Services. This must be issued by Employee & Labor Relations prior to placing your order.
4. True catering (not just food delivery) can only be provided by a vendor with a Wage and Benefit Parity contract signed by Procurement. Ensure this is in place prior to placing your order.

Failure to comply with completing all pre-event approval steps may result in the denial of Direct Bill Payment Requests or Entertainment Reimbursements processed through CONCUR.

Resources: [Catering Review Process](#) | [BFS: Catering Services](#) | [Campus Catering](#) | [List of Approved Catering Vendors](#)

Student Labor Budgets

Staff Supervisors: It's that time of the year again. The Admin Team will be reaching out to you about gathering information for our Student Labor Budgets to propose for Fiscal Year 2025 (July 2024 - June 2025). Start thinking about your active student positions and what your needs will be for the new year. If you intend to propose new positions for your area, make sure you also have an updated Job Description for the new student position. For access to our new SA Job Description templates, please connect with [Leilani Borrego](#).

News



In the last few months we have had a few additions to the Enrollment Services Staff!

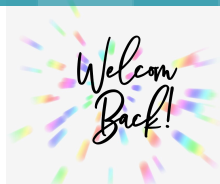
Annette Martinez has joined the Office of Financial Aid & Scholarships as the new *Work Study Coordinator*! Their first day was Monday, October 9, 2023.

Valerie Ellis & Karina Rodriguez have joined the Office of Financial Aid & Scholarships as new *Financial Aid Specialists*. under our Customer Services Unit. Their first day was Monday, November 6, 2023.

Trevor White has joined the Office of Financial Aid & Scholarships as the new *Scholarships Advisor* under the Fiscal Operations Unit. Their first day was Monday, November 13, 2023.

Willy Lopez and Lili Hernandez have joined the Office of Financial Aid & Scholarships as new *Financial Aid Advisors* under our Advising Unit. Their first day was Monday, November 27, 2023.

Betsabe Lopez Morales & Jessica Mora have joined the Office of Admissions as new Admissions Counselors for the Transfer Unit. Their first day was Monday, January 29, 2024.



Welcome Back!

Brian Harwell has returned as the Athletic Certification Officer in the Office of the Registrar. His first day back was Monday, December 18, 2023.

ES Staff - New Roles!

Josephine Miller has accepted and started a new role of Financial Analyst for the Office of Financial Aid's Fiscal Unit. Her first day in her new role was Monday, December 11, 2023.

Stacey Eymann has accepted and started in her new role as the Associate Director of Policy & Student Services for the Office of Financial Aid & Scholarships. Her first day in her new role was Monday, December 11, 2023.

Khadijah Clark has accepted and started in her new role as the Special Enrollment & Training Coordinator for the Office of the Registrar. Her first day in her new role was Wednesday, January 3, 2024.

Buster Perez & Veronica Perez have accepted and started in their new roles as Evaluator & External Review Admissions Counselors for the Office of Admissions. Their first day in their new roles was Wednesday, January 3, 2024.

Sylvia Vargas has accepted and will start in a new role as Financial & Operations Manager for Enrollment Services. Her first day in her new role will be Monday, February 5, 2024.



Open Positions in Enrollment Services

ADMS

- [Operations Coordinator](#) - Job ID 64266; Application Review Date: 02/14/2024
- [Financial Assistant](#) - Job ID 64269; Application Review Date: 02/13/2024
- Event Coordinator & Admissions Counselor - Job ID 63502; Under Review
- Admissions CRM Manager, Application Systems - Job ID 63349; Under Review

EAOP

- College Site Coordinator, Fillmore High School - Job ID 58566; Under Review
- College Site Coordinator, Righetti High School - Job ID 61960; Under Review

FINC

- Assistant Director, Advising - Job ID 62803; Under Review
- Financial & Work Study Analyst - Job ID 63137; Under Review