March 2024

Reminders, Updates, & News

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

Reminders

Travel & Entertainment | Hotel Receipts

Enrollment Services travelers & entertainers are responsible for providing all final receipts timely upon return from University travel. An original itemized hotel receipt showing the total amount charged per day must accompany requests for reimbursement. In the Concur Expense Report, the room charge and tax must be itemized separately from other expenses. Make sure to complete this prior to delegate review. The maximum room rate is $275 per night before taxes and fees.

Resources: How to Itemize an Expense | Enrollment Services - Travel

Travel & Entertainment | Car Rental Liability Insurance

When renting a vehicle under the terms of a University agreement, liability insurance and comprehensive and collision insurance are included in the rate you pay for the rental auto. With that said, if you have rented a vehicle through Concur or Connexxus, you must decline SLI and LDW/CDW coverage upon vehicle pickup. Any additional Liability Insurance charged to the traveler will not be reimbursed. If you happen to be charged and have covered the expenses via an T/E card, the cardholder will be responsible for returning the funds to campus. You will have to print out the first page of the report, write a check made payable to UC Regents, then drop off the packet (report first page, check) at Accounting.

Resources: How to Return a Cash Advance | Travel Regulations G-28 Policy.

Campus Recharges | Financial Backup

When making reservations on campus that require you to provide an account string for payment (HR Course Registration, Facility Rental, Catering, etc.), ensure you are providing the Final Invoice or Receipt to the Administrative Unit. This documentation is required as we ensure the charge was made appropriately and confirm proper allocation of funds during the reconciliation process.

Updates

Performance Evaluations | ePerformance for Policy-Covered (Non-Represented) Staff

The current performance cycle began on April 1, 2023, and is set to end on March 31, 2024. By now, you should be in the midst of completing Step 3-5 of the evaluation process. If you have any questions on the performance review process or ePerformance tool, please submit a ServiceNow ticket to the ePerformance Administrator.

In the event that you, whether Supervisor or Employee, are on Leave and cannot complete the evaluations timely, please note that there is flexibility around the deadlines. Please make plans to complete the evaluation when the Supervisor or Employee returns from Leave.

Resources: Step 3: Finalize criteria | Step 4 - Evaluation | Step 5: The Approval Process

Performance Evaluations | Policy-Covered (Represented) Staff

Performance evaluations for policy-covered staff will be due by June 30, 2024. Supervisors, it is time to communicate the evaluation process with your policy-covered staff. Once the process is complete, you will need to provide the employee with a signed copy of the evaluation and forward another signed copy to Leilani Borrego to include in the department's employee personnel file.

Resources: HR Performance Development for Represented Staff | Performance Eval FormRepresented Staff

News

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

Jocelyn Lemus-Valle and Kalynn Rivera have joined the Early Academic Outreach Program as new *College-Site Coordinators for Isbell Middle School and Righetti High School, respectively*. Their first day was Monday, March 11, 2024.

Aditya Patil has joined the Office of Financial Aid & Scholarships as the new *Assistant Director for the Advising Unit*! Their first day was Monday, March 18, 2024.

Monet Prudhomme has joined the Office of Financial Aid & Scholarships as the new *Financial & Work Study Analyst for the Fiscal Unit*. Their first day was Monday, March 18, 2024.

Ting Yerabutar has joined the Office of Admissions as the new *Operations Coordinator*. Their first day was Monday, March 25, 2024.

Open Positions in Enrollment Services

EAOP
- College Site Coordinator, Fillmore High School - Job ID 58566; Under Review
- College Site Coordinator, Del Sol High School - Job ID 61960

FINC
- Financial Analyst 3 - Job ID 64811; Under Review