

December 2017

REMINDERS, UPDATES & NEWS

REMINDERS



Enrollment Services Holiday Potluck Breakfast is on Wednesday, December 13th at 8:00-9:00am in the Visitor Center.

Potluck sign-ups are online at:

<http://www.perfectpotluck.com/meals.php?t=LSS0434>



Student Affairs Professional Development Conference (PDC) is on Thursday, December 14th, 2017 from 8:00am to 4:30pm

This is a mandatory event for all staff in departments in Student Affairs. Our departments will be closed so that all staff may attend. This year, [Rob Gym](#) is the starting, mid-day, and ending place for the day. Online registration and the workshop schedule can be found on the PDC website at <http://profdev.sa.ucsb.edu/home>. **Please register by Friday, Dec. 8th.**



Comp Time Policy for Non-Exempt, Non-Represented Staff

Highlights from [PPSM-30 Compensation](#) section III.D.5: Overtime and Over-Schedule

- Overtime is time worked that exceeds 40 hours on pay status in a work week (Sunday through Saturday)
- Upon hire and annually in the month of June, employees have the opportunity to modify their election choice for the year (Overtime pay or Compensatory Time Off)
- Overtime and over-scheduled work must be approved in advance before it is worked.
- Overtime is compensated on the basis of the nearest $\frac{1}{4}$ (.25) hour
- Overtime and Compensatory time off accumulated for actual hours worked beyond 40 hours in a work week (premium overtime) are accrued at time and one-half (1 hour = 1.5 hours)
- The maximum accrual limit for comp time is 240 hours (160 hours of actual premium overtime work at time and one-half)
- Compensatory time off should be taken within 6 months of accruing it
- Compensatory time will be paid out upon separation or transfer to another UCSB campus department, or in cases of an employee's change in FLSA status from non-exempt to exempt

UPDATES



UCSB was visited by Central Travel Management staff from the UC Office of the President on November 7, 2017 to provide us with updates and information about travel policies and procedures for the University.

Here are some of the highlights that we would like to pass on to our travelers:



- Video tutorials and webinars are available [online](#) at <https://travel.ucop.edu/connexxus/video-library> on a variety of topics including:
 - Benefits of Using Connexxus
 - Dynamics of Airfare Pricing
 - Basic Economy Tickets – Hazards of Booking Highly Restrictive Airfare
 - Booking International Travel
 - Car Rental Insurance Coverage
 - Car Rentals, Why Are Rates Outside the System Sometimes Cheaper?
 - Found It Cheaper Elsewhere? Can UC Match It?
 - Hotels Via Connexxus
 - Understanding & Using UC's Traveler Insurance
 - Travel Perks, Beyond Discounts



- BCD Travel is the online booking tool accessed via the [Connexxus web portal](#) for air, car rentals, and hotels. BCD searches for live data in the Global Distribution System, guaranteeing that you will get the most up-to-date fares. Travel booked through BCD is also 100% compliant with UC policies and automatically covers the traveler and limited coverages for their travel companions under the UC travel insurance policy.



- Pre-paid hotels are *unallowable* per UC policy. If you encounter a hotel booking that requires pre-payment, please notify us in the Admin Unit.



- FindIt (<http://findit.travel/uc.htm>) is a UC approved browser add-on that allows travelers to shop where they want online for travel booking (airlines, hotels, Expedia, Orbitz, etc.) Once the browser extension is installed, when you go to search for a flight or hotel, FindIt will pop up to begin the process of applying existing UC rates and benefits to your travel selections. Your UC email address is required to initiate the process and verify your UC identity. FindIt will take your flight or hotel selection, apply any available UC rates and benefits, and send you an email clearly indicating any savings on requested travel, plus several alternatives. Additionally, travel booked through FindIt can be made for multiple travelers, and also paid by multiple sources (credit cards).



- Don't forget that you can also book *personal* travel through Connexus. That is a perk and a benefit to us as UC employees! (Just pay with your personal card!)



Campus departments may be closed during the period of December 25, 2017 through January 1, 2018 due to the holidays. The paid holidays during this period are December 25, 26, 29 and January 1. Departments that close additional days during this period (e.g., December 27 and 28) have obtained prior approval for curtailment from their control point.

The offices of Admissions, Early Academic Outreach, Financial Aid & Scholarships, and Registrar will be closed on December 27 and 28, during which the Curtailment Leave/Period provisions in PPSM or the applicable collective bargaining agreement apply. In general during a curtailment closure:

- ❖ Employees have the option to use vacation, compensatory time (if available) or leave-without-pay.
- ❖ An employee electing to take leave-without-pay during the curtailment closure may continue to accrue vacation and sick leave credits.
- ❖ Employees with insufficient vacation accruals to use may use vacation leave in advance of actual accrual of that vacation time.

If you have additional questions regarding holiday pay, please access the FAQs on the HR website at <http://www.hr.ucsb.edu/faqs> and search for the keyword "holiday." You can also contact Amy Arnold at amy.arnold@hr.ucsb.edu, ext. 4068 or contact the compensation analyst that supports your department: [Kristina Hansen](#), ext. 2978.

NEWS



- **Alex Splan** officially began her new role as Assistant Director for the Office of Financial Aid & Scholarships on October 27th.
- **Jonathan Forbes** joined the Student Affairs Grants & Development Team on Monday, November 20th as the Grant Writer. He is currently using an office inside OFAS in SAASB Room 2101E (Nicole's previous office.)
- The Office of Financial Aid & Scholarships will welcome two new Information Specialists, **Jose Preciado and Martina Ubaldo**, on Monday, December 11th.



- **Alina Murillo**, Financial & Administrative Assistant for Registrar and Early Academic Outreach Program, has a new schedule for the locations in which she will be working. This is her new regular schedule:
 - **Mondays 8am-5pm, Tuesdays 8am-5pm, Wednesdays 8am-12pm**
 - **Office of the Registrar, 1101 SAASB
(805) 893-2978**
 - **Wednesdays 1-5pm, Thursdays 8am-5pm, and Fridays 8am-5pm**
 - **EAOP Office, Bldg. 406 (2nd Floor)
(805) 893-5764**

Enrollment Services Administrative Unit
<http://www.sa.ucsb.edu/enrollment-services/>