

February 2018

## REMINDERS, UPDATES & NEWS

### REMINDERS

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## Human Resources

During an emergency, as we experienced in December with the effects of the Thomas Fire, a reliable source of information regarding the situation as it relates to campus and staff is the UCSB Human Resources website: <https://www.hr.ucsb.edu/>

Specifically, refer to the News & Announcements section on the HR website home page.

#### NEWS & ANNOUNCEMENTS

**HR Guidelines for Implementing  
Administrative Pay In Response to the  
Effects of the Thomas Fire**  
Monday, January 8 2018

**Important Updates to Mandatory  
Employment Notices**  
Friday, January 5 2018

**HR Training Course Schedule for  
Winter 2018**  
Thursday, January 4 2018



***Are you able to identify theft-sensitive items in and around your work space?*** For many of us, this simply means safeguarding our personal valuables like cash, phones, and keys, and locking our computers when we are away from our workspace, making it harder for opportunistic individuals and groups to make away with these items. For those with managerial responsibilities, this also means taking time to identify University property that is theft-sensitive and taking steps to secure or inventory those items. As a standard practice, theft-sensitive items should be identified, inventoried and periodically inspected so that losses are detected and can be accurately reported.

Here are excerpts from our UC Policies to remind us about the theft-sensitive items that must be secured, tracked and/or documented:

BFB-BUS-29 Management and Control of University Equipment:

Items purchased for less than \$5,000 or that have an expected normal life of one year or less, which are not inventoried as equipment or Government property...are subject to local University location inventory control procedures.

BFB-BUS-38 Disposition of Excess Property and Transfer of University-Owned Property:

Regardless of the value of the item, no one may employ University property for personal use or gain. This restriction applies to property which is surplus or currently idle; all such property should be made available for use by other units, or sent to Surplus for disposition (all proceeds beyond handling costs are returned to the originating department) ... in no case may a University employee remove, or cause to be removed, excess property from University premises for personal use, distribution to third parties, or sale.

BUS-49 Policy for Cash and Cash Equivalents Received:

Cash and cash equivalents must be locked in a secure receptacle or safe at all times except when signed out by a cashier for working cash.

BFB IS-3 Electronic Information Security:

Departments should establish procedures to ensure physical security for portable devices and media housed within their immediate work area and under their control, such as laptop computers, PDA's, memory sticks, CD ROM's, etc.



It is **required** that entire copies of **Car Rental Receipts** are submitted with your claim for reimbursement of travel expenses, not just the portion that shows the payment. We also need full copies of the car reservation whether it's through TPS, Connexus, or a specific car rental agency. Please forward a copy of the car rental confirmation and all original receipts with your travel expense reimbursement form to your travel preparer ([Alina](#) for EAOP and Registrar, [Leilani](#) for OFAS, and [Sylvia](#) for Admissions).



Please remember to keep Admin in the loop of different travel and entertainment events to ensure that forms are processed in a timely manner. As a reminder:

**For Travel:**

- **BEFORE** you travel, submit a completed and signed [Request for Travel Approval](#) to your department's travel contact.
  - This must be signed by the traveler, and approved by the traveler's supervisor and the department head. If prior approval is not completed, you will not be reimbursed for travel expenses.
- **AFTER** you return from your trip, complete a [Travel Reimbursement Worksheet](#) and submit it along with ALL your original receipts to your department's travel contact. If you don't have a receipt for an expense claimed for reimbursement, be sure to fill out a [Declaration of Missing Evidence](#) form to submit with your reimbursement request.

**For Entertainment (Events):**

- **BEFORE** the event, complete and submit an [Entertainment Approval Form](#) to your department contact. Please be sure to include a list of names of event attendees and/or their affiliations.
- **AFTER** the event, submit all original receipts to your department contact. Receipts should be taped to a piece of paper (be careful not to cover any ink with tape as it causes it to fade), and write your name, the name of the event, and event dates on the pages. If you don't have a receipt for an expense claimed for reimbursement, be sure to fill out a [Declaration of Missing Evidence](#) form to submit with your reimbursement request.

## UPDATES

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The University's mileage reimbursement rates for expenses incurred in connection with the business use of a private automobile for travel has *increased* in accordance with the Internal Revenue Service standard mileage rates published in [IRS Notice 2018-03](#).

The following new rates are effective for expenses incurred on or after January 1, 2018:

- The reimbursement rate for the use of a private automobile for University business travel will increase from 53.5 cents a mile to **54.5 cents a mile**.
- The reimbursement rate for driving or shipping an automobile in connection with a move or relocation will increase from 17 cents a mile to 18 cents a mile.

Business and Finance Policy G-28, Travel Regulations, will be revised to include the mileage rate change. The Enrollment Services travel forms and information have also been updated on the [website](#).



The following is a **clarification** regarding the information included in the January 2018 RUN message regarding gas cards that are provided by Transportation & Parking Services when University-owned vehicles are rented by employees for use while traveling on University business:

- Use of Gas Cards issued with a UC-owned vehicle are **OPTIONAL**
- The department is **NOT** charged a fee if they are not used
- Gas for these vehicles can be paid by the traveler's Corporate Card while traveling
- TPS encourages to return the vehicles **NOT** with a full gas tank, as they are able to refill the gas tanks at a discounted fuel rate. Then the amount for that re-fueling is recharged to the department.

## NEWS

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### UNIVERSITY OF CALIFORNIA My UC Career

This online development portal is available to all UC employees seeking to advance their career. Six self-paced modules help employees discover their internal UC career mobility options,

highlight accomplishments, and identify how they can achieve their career goals within UC. UC employees must create an account using their UC email address to access the online development portal. Once registered for an account at <https://uc.yournextstep.com/getstarted>, UC employees have instant access to the following self-paced modules:

1. [Begin Career Discovery](#)  
Personal assessments to help identify values, personality, skills, and talents
2. [Job Search](#)  
View all UC opportunities by job type, location, or career level and create multiple alerts for new postings that are most interesting
3. [Resume](#)  
Build a new resume or revise an existing resume using the step by step online resume workshop, or view resume building guides and samples
4. [Tell Your Story](#)  
Create a pitch statement, cover letter to tell what the you have to offer and how you can help the organization succeed
5. [Network and Research](#)  
Optimize your social media presence and use research tools to help leverage employee networks
6. [Pre and Post Interview](#)  
Practice interview skills, review interview type guides, create a post-interview thank you note, and review the offer negotiation guide and decision making tools

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