

August & September 2024 - **Welcome Fall Quarter!** Reminders, Updates, & News

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

Reminders

Procurement | Custom Orders

It is UC Policy to use approved vendors when ordering items with UCSB or UCSB Department Logos. This is crucial as we'd want to ensure we are ordering items from vendors in compliance with UC policy. The [CLC \(Collegiate Licensing Company\)](#) website allows you to search for the items you want to order to then get a list of appropriately vetted vendors you can order from. Please be sure to use this site moving forward to ensure you are in compliance with UC Policy when placing custom orders for your respective area.

If you have a vendor in mind that you believe should be added to the list, let our Admin team know and we'll work with Procurement to confirm they are viable and have them added to the list in the CLC site.

Resources: [Restricted Commodities in Purchasing Training](#)

Entertainment | Catering Services

Event Coordinators and Entertainers hosting campus events this academic year: make sure to visit the [Environmental Health and Safety website to review the Food and Drink guidelines](#). remember that Campus Catering has exclusive rights to provide all catering, food distribution, and food sales for events held on campus (or on UC-owned/leased properties) at UC Santa Barbara and have the first right of refusal for service. If Campus Catering is unable to accommodate your request, they will issue a Catering Services Declined Form. Depending on your event location and whether food services are needed, your options vary, so be sure to follow the appropriate steps for alternative arrangements.



Exceptions

Pizza Delivery: Departments can order pizza without needing to get first right of refusal from Campus Catering, regardless of the dollar amount. A UCSB Food Vendor Permit is not required.

Food and Beverage Drop-Off/Delivery Under \$300: Departments can place orders for food or beverages totaling under \$300 for drop-off or delivery without requiring first right of refusal from Campus Catering. A UCSB Food Vendor Permit is not necessary, but orders must come from a vendor on the [Approved Off-Campus Food Vendor List](#).

Food Pick-Up: You are allowed to pick up food from any store or restaurant for your event. No additional permission or Food Vendor Permit is needed, and the restaurant does not have to be on the Approved Off-Campus Food Vendors list.

Personnel | New Student Hires

Each Student Staff Supervisor is responsible for the hiring and onboarding of a new student employee in partnership with the Enrollment Services Administrative Unit. Requests for new student hires must be shared with the Administrative Staff via email and should consist of the following information:

- ☐ Student Name + Perm Number
- ☐ Student Email Address
- ☐ Proposed Start Date (minimum 2 weeks out from this email notice)

Welcome emails and onboarding instructions are then shared with students. It's essential you wait for confirmation of the student hire before scheduling them to work to ensure the University of California stays compliant with the law.

Timekeeping | Reporting Hours During Travel

Non-Exempt Employees: Travel time is counted as work hours if it occurs during an employee's regular working hours on workdays and does not involve overnight stays. Commuting between home and the workplace is not considered work time. Travel that requires overnight stays and occurs outside normal working hours is also not counted as work hours, unless the traveler is working on an assignment, such as preparing a presentation or working on travel expense reports. In addition, travel that doesn't involve overnight stays is considered work time, even if it happens on the employee's days off.



Timekeeping | Overtime

Non-Exempt Employees: All overtime work must be approved by your direct supervisor in advance. Please include comments in your Kronos timecard indicating overtime and confirmation of approval to avoid confusion during sign-off.

Updates

UC Mandatory Training | Workplace Violence Prevention

At UC Santa Barbara, we are dedicated to fostering a workplace where every employee feels safe and respected. A violence-free environment is not only essential but a fundamental right for all. Each employee has an important role in upholding a violence-free workplace. Make sure you are in compliance and complete the online UC Workplace Violence Prevention Training course via the [UC Learning Center](#).

If you do not see the course on your required Training Analysis page:

1. Type "UC Workplace Violence Prevention Training" (without quotes) in the Search field and hit Enter (or click magnifying glass).
2. Click the "Start" button to launch the course.

All-Staff Town Hall | Benefits Program and Updates

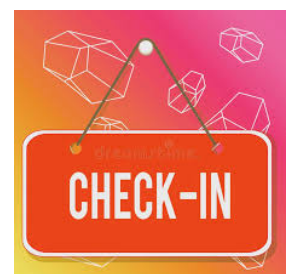
All UC Staff are invited to join the Fall Council of UC Staff Assemblies All-Staff Town Hall. The event will take place [Tuesday, October 15 at 11AM via Zoom](#). Presenter will be Maynard Jenkins, Senior Executive Director, Benefits Programs and Strategy at UC Office of the President. He will be discussing the 2025 Open Enrollment and changes to this year's benefits offerings.

[Pre-registration for the webinar is required](#). Questions may also be submitted for Maynard when you register.



ePerformance | 2024/2025 Performance Cycle for Policy-Covered (Non-Represented) Staff

The 2024/2025 ePerformance cycle for policy-covered (non-represented) staff began April 1, 2024. Check-In 1 is Due October 1 via UCPath's ePerformance WorkCenter. Please complete this no later than October 15. Use the comments fields throughout the check-in phase to document and date your thoughts and ideas prior to meeting with your supervisor or employee. These comments can be updated throughout the check-in phase. The Check-In is not intended to be a comprehensive review of performance, but a 'check-in' on progress towards achieving the agreed-upon goals as well as core competencies.



News

ES Training Series

Enrollment Services started a new training/informational session series where we invite folks from campus departments to talk about their services or to provide refresher training on a wide variety of topics to our ES Staff. We intend to hold space for these sessions on a quarterly basis and hope that interested folks attend. Our next session is [Travel & Entertainment](#). If you did not receive the calendar invite, please let me, [Leilani Borrego](#), know.

Travel & Entertainment w/ Sandra Featherson

Wed. October 16, 2024 8:15am - 9:15am

UCSB Visitor Center (1102 SAASB)

Visit the BFS Travel & Entertainment Website for more information: https://bfs.ucsb.edu/travel_entertainment/welcome



New Staff in Enrollment Services!

[Vanessa Ayala](#) has joined the Office of Admissions as the new *Event Coordinator & Admissions Counselor*!
Their first day was on Monday, August 5, 2024.

[Luis Rodriguez-Martinez](#) has joined the Office of Admissions as a new *Transfer Services Outreach Admissions Counselors*!
Their first day was on Monday, August 19, 2024.

[Justin Lin](#) has joined the Office of Financial Aid & Scholarships as a new *Financial Aid Specialist*!
Their first day was on Monday, August 26, 2024.

[Anabel Rocha Ambrosio](#) has joined the Office of Financial Aid & Scholarships as the new *Assistant Director for the Promise Scholars Program*!
Their first day was on Monday, September 9, 2024.

[Taylor Chase](#) has joined the Early Academic Outreach Program as a new *Academic Services Coordinator*!
Their first day was on Monday, September 16, 2024.

[Patrick Keeley](#) has joined the Office of the Registrar as the new *Data and Systems Specialist*!
Their first day was on Monday, September 23, 2024.

We are happy to have you all join our ES Team!