

May 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 | Concur Reports DUE

Complete and submit any outstanding Expense Reports in Concur As Soon As Possible. It is crucial that all travel and programmatic expense reports are allocated to their appropriate account-funds before fiscal year ends. Not only does this ensure that we have expenses hit the General Ledger in the appropriate fiscal year, but this also allows the Department Leadership and Admin Unit with expense tracking for special projects that require report submissions, identify trends for budgeting purposes and/or reconcile accounts in a timely manner.

For events and travel occurring in June, please submit Expense Reports soon after the event or trip is done. Travel Card transactions are typically posted 2-3 business days after a transaction is made, so please be mindful to check back in to allocate expenses to the appropriate report.

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



Personnel | Student Workers and Compliance

To ensure the University of California stays compliant with the law, it's critical that student supervisors do not ask student staff to work before their hire/start date listed in UCPATH. Our personnel staff/ campus hiring authorities must verify an employee's identity and work authorization by completing the Form I-9 within three (3) business days of the hire date. Within Enrollment Services, we have a workflow in place to complete this timely, so it's very important you wait for the green-light from [Kelly Casson](#) before scheduling your student staff for any shifts.

Additionally, we'd like to remind folks about the importance of keeping us in the loop of any recruitments and planning ahead if you have a particular hire date in mind. We require a minimum 2-week notice of any new hires to ensure we complete a thorough review of the budget and have UCPATH positions in place before accepting any new hires.

Procurement | Receiving Packages

In order to confirm items for purchase have been received, it is imperative that staff notify the ES Admin Unit of packages and items received in a timely manner. Our Admin Unit needs to be able to follow up and ensure proper documentation is posted within our Procurement system and/or Financial Backup for reconciliation of our University accounts and funds.

For anyone that receives and opens a package, please ensure to sign and pass on any packing slips to our unit confirming the date items have been received and confirmation of all listed items that have been received. In the event that packing slips are not available in the package you opened, ensure to send an email to our staff that include the following:

1. What was received. The count is important as it ensures we pay for the appropriate count.
2. When it was received.
3. Who it was received by. This allows us to follow up as needed if items were damaged or missing.



We appreciate your cooperation in this process. While we aim to have packages sent directly to our Admin Headquarters (1101 Registrar) we know there are situations where we may have things dropped off with other folks or front offices within the cluster.

Updates

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 Form Represented Staff](#)



News

ES Training Series

Enrollment Services is looking to start 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 trainings and workshops on a quarterly basis and hope that interested folks attend. Alyssa Saavedra has sent out a few calendar invitations already. If you may have missed it, please reach out to [Alyssa](#). Our next session is Emergency Preparedness training with EH&S Staff:

Emergency Preparedness w/ Jim Caesar
Wed. June 5, 2024 8:15am - 9:15am
UCSB Visitor Center (1102 SAASB)

COMMUNITY DISASTER EDUCATION: PREPARING FOR THE INEVITABLE

We will have more fires, mudslides, floods and earthquakes. The 101 will be closed again, 154 shut down and a calamity could happen at the airport. This presentation will help you become aware of and prepare for the natural and human-caused hazards that threaten our area. You will learn how to better protect yourself, your family, housemates, pets and property. You will see why you need a "go bag", an emergency meeting place for family and friends and an out of state point of contact. Bring your concerns and leave with your own disaster preparedness plan.

Welcome New Staff to Enrollment Services!

[Veronica Gonzalez](#) has joined the Early Academic Outreach Program as the new *College-Site Coordinator for Fillmore High School*. Their first day was Monday, May 13, 2024.

[Joseph Gonzalez](#) has joined the Enrollment Services Administrative Unit under Campus Sustainability Programs as the new *Financial & Personnel Assistant*! Their first day was Monday, May 20, 2024.



We are happy to have you join our ES Team!

Congratulations to our Enrollment Services Superstars!

Congratulations to [Hannah Morse](#) who completed their Lean Six Sigma Belt Training this past year!
Congratulations to [Marcus Mathis](#) who received the Margaret T. Getman Service to Students Award!