

October 2024 - **HAPPY HALLOWEEN!**

Reminders, Updates, & News

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

Reminders

Travel & Entertainment | Workflow and Delegate Review

The Travelers and Entertainers, are solely responsible for the allocation of expenses to travel and entertainment expense reports. You are responsible for submitting Expense Reports via Concur in a timely manner. In addition, all staff must be mindful of requesting delegate review of final Expense Reports prior to submission. This ensures we have our admin team staff review for proper account and costing allocation for expenses, proper documentation and just in general that we are complying with UC and Campus policies and guidelines. Any submissions without admin team review risk being sent back increasing the turnaround time for reimbursement and/or expense allocation. Timely allocation of Expense Reports is important for reporting and reconciliation purposes.

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

Timekeeping | Voting Leave

As we approach the upcoming elections, we would like to remind you of the university policy and the language in our collective bargaining agreements related to Voting Leave. Though many employees may opt for mail-in ballots, we may have commuters who may need to request leave time to vote. Please be mindful of campus guidelines below:

Non-exempt employees may take up to two hours of paid leave at the beginning or end of their workday to vote in local, state, or national general elections or primaries. Any additional time taken beyond the two hours will be unpaid. To qualify for voting leave, an employee must meet the following criteria:

- Be scheduled to work at least eight hours on Election Day.
- Not have sufficient time to vote outside of their normal working hours.

Please note that voting leave is not considered time worked for the purpose of calculating overtime pay. If you anticipate the need to take time off for voting, you must inform your supervisor no later than two working days before Election Day.

We know that political conversations can become more frequent and sometimes intense during this time. In our diverse workplace, we value the variety of perspectives and experiences each of you brings, and it's important to ensure that these differences continue to enrich our work environment without creating discomfort or conflict.

A few key reminders to help maintain professionalism and respect during this time:

1. **Respect for All Perspectives:** Our team is made up of individuals with unique backgrounds and beliefs. It's crucial that we show mutual respect for one another's opinions. This helps foster a collaborative and inclusive workplace.
2. **Keep Focus on the Mission:** While it's natural for political discussions to come up, let's remain focused on our shared goals. Engaging in productive work conversations and staying mission-driven ensures we continue to thrive as a team.
3. **Creating a Safe Space:** Everyone should feel comfortable at work, free from hostility or pressure regarding personal views. If a conversation feels uncomfortable or crosses boundaries, don't hesitate to excuse yourself or seek guidance.
4. **Mindful Engagement:** If you choose to engage in political discussions, do so mindfully. It's helpful to consider the time, place, and impact those conversations may have on colleagues. Let's ensure that any discussions remain respectful and appropriate for a professional environment.

Thank you all for your commitment to fostering a positive and respectful workplace during election season.

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 consist of the following information:

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

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.

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.

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. Make sure to complete Check-In's via UCPATH.

Updates

Open Enrollment

Open Enrollment for 2025 begins on today, Thursday, October 31, 2024 and ends on Friday, November 22, 2024, at 5 p.m. (PT) The Open Enrollment portal will be available by accessing UCPATH to make your benefits elections. To finalize your choices, please ensure to submit your choices by Friday, Nov. 22nd, at 5 p.m. (PT). Please log in to UCPATH for questions regarding the enrollment process or you can call the UCPATH Center at 855-982-7284 for assistance.

Your coverage will continue if you don't take any action, except you must enroll in your Health and/or Dependent Care Flexible Spending Accounts every year.

Questions regarding Open Enrollment can be directed to [HR ServiceNow](#): Employee Services >Benefits>Open Enrollment

Milestones | Service Certificates and Pins

Moving forward, Service Award Certificates and Pins will be distributed annually, in person, at the Service Milestone events during the Spring Quarter of each year. If you are coming up on a milestone, please note that you should expect an invitation for the event to attend and receive your recognition. If you can not make the event, certificates and pins will be mailed to your home department after the event.

Service award letters for 5 years and above (increments of 5 years) will still be generated by HRIS monthly and sent to home departments for distribution to employees.

Any questions about Service Credit or the monthly letters, please submit an HR ServiceNow ticket to HRIS > Employee Service Credit.

News

**New Staff in Enrollment Services!**

Mina Toxtle has joined the Office of Financial Aid & Scholarships as the new *Basic Needs Specialist*!
Their first day was on Monday, October 7, 2024.

Karina Soto has joined the Early Academic Outreach Program as a new *College Site Coordinator for Santa Maria High*!
Their first day was on Monday, October 21, 2024.

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

**To our ES Staff in New Roles!**

Lianne Gil & Lili Hernandez have both become new *Assistant Directors in the Office of Financial Aid & Scholarships*!
They stepped into their new roles on Monday, October 7, 2024 and Monday, October 21, 2024, respectively.



Jennifer Achan will be joining the Office of Financial Aid & Scholarships as the new *Executive Director*!
Their first day will be on Monday, November 4, 2024. Make sure to stop by the 2nd floor SAASB to say Hello!

& Lastly...



Nate Cook for serving as Interim Director of the Office of Financial Aid & Scholarships!
We thank you for your leadership during this important transition!