Dear Colleagues,

Earlier this year, Administrative & Business Services (A&BS) announced a few changes to ensure that we are organizationally structured to support the four pillars of UCI's Strategic Plan. Through campuswide collaboration, we continuously focus on maintaining a safe and attractive environment for students, faculty, staff, and visitors; ensuring buildings and other infrastructure perform efficiently and are well maintained; and providing professional services in the areas of accounting, purchasing, risk management, safety, and transportation. Our goal is to make a significant increase in quality and productivity across campus. The following are improvements and outreach services that A&BS has been working on:

Redesigned Website
We are pleased to announce the launch of a redesigned Administrative & Business Services website. The new website provides an easier way to access our services and be informed of our current initiatives. Be sure to check out the How Do I page for a list of our popular services. We will continue to update the website with applicable information and establish this portal as a primary resource for visitors to our site.

Advisory Council on Administrative Burden
Over the summer, an A&BS advisory council was formed with the ultimate goal of streamlining administrative processes so faculty and staff can focus on research initiatives and serving the students. This group provides expertise, guidance, and insight that supports UCI's Strategic Plan and the path to a brilliant future. Recommendations from the council have been disseminated to respective process owning departments as follows:

1. Travel and Entertainment
2. Facilities Management
3. Procurement

Click here to view more information about the planned course of action or response to each recommendation.

Low Risk Service Agreements - Procurement Services
Low risk services can now be processed *without* a service agreement as long as a KFS Purchase Order is used that already has UC Terms and Conditions. This new process significantly reduces turnaround time for low risk services. *Services that do not include the following, generally qualify as low risk:*

- Protected Health Information (as defined under HIPAA)
- Personally Identifiable Information (e.g., SSN, phone numbers, addresses, ID numbers)
- Student Records (as defined by FERPA and relevant university policies)
- Access to University Networks

Examples of low risk services in which a purchase order may possibly be used without executing a service agreement include, but are not limited to, the following:

- Editing
- Translating
- Indexing
- Transcribing
- Videography
- Photography
- Graphic Design
- Publishing/Editing

Please contact your school or department's contract analyst with any questions.

Use E-Receipts and Images of Receipts for Reimbursement
Submit electronic receipts and photos of receipts when reimbursing employees for business travel and other expenses. Simply snap a readable photo of the receipt and submit the image as backup documentation for your reimbursement. You do not need to keep the original receipt if the image clearly shows all relevant information.

This change will make the reimbursement process nearly paperless. Images of receipts can be used as supporting documentation for all Travel & Event Management (TEM) and Disbursement Voucher (DV) documents. Recent changes to the Kuali Financial System and FileNet introduced the ability to upload images and PDF files directly to TEM and DV documents. There is no longer any need to send original documents to central scanning or retain physical copies of documentation in most circumstances.

Check with your unit's financial/business manager before implementing this change. For more information, see the Accounting Department's supporting documentation guide.

Paying Research Participants with Gift Cards and More
UCI's procedure for paying research participants was recently updated to better explain the different ways a Principal Investigator (PI) can compensate human subjects for their participation in approved research projects. Among the changes is information about how PIs can use their UCI Corporate Travel Card to quickly purchase gift cards – an increasingly popular option for compensating research participants. For more information, see Sec. 701-03: Payments to Research Participants (Human Subjects).
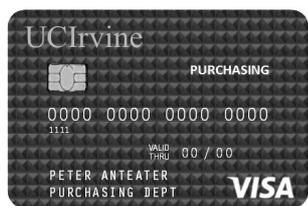
PALCard Purchases
Over the summer, Procurement Services successfully tested the elimination of the internal requisition for PALCard purchases and allowing supporting documents (receipts, packing slip, etc.) to be uploaded directly in the PCDO document with great success. This process is now official and with this change, KFS will be the Office of Record and documents will be retained in compliance with UCOP policies. Departments no longer need to keep a shadow file in their office, except in the rare occasion where the particular purchase falls outside of the UC retention timeframe (e.g. NCAA requirements, sponsored projects). Refer to the Document Retention for Accounting Guide for more information. It's recommended for business managers and department heads/deans to discuss their business processes before implementing this change. Use the PCDO Image Scanning Upload instructions for more information.

Software Procurement Update
As a reminder, the Accessibility/Security Review Checklist tool is available to help users make informed decisions when making software purchases, and the accessibility and security teams highly encourage use of the checklist and remain committed to helping guide a deeper-dive review should the checklist tool identify a high-risk purchase. Each unit is responsible for determining a process as to when and how the checklist is implemented and recorded.

UCI Police Department SPOP Info Booth
Each year, thousands of incoming freshman and transfer students come to UCI's Student Parent Orientation Program or SPOP, the popular acronym that signifies a summer filled with meeting new friends and exploring all that UCI has to offer. UCI Police Department hosted an informational booth to educate people about safety and available services. The Emergency Management team also presented at each SPOP session to talk to incoming freshman about the police department and emergency preparedness.

Teaching Assistant and New Graduate Orientation (TANGO)
For the 10th year in a row, Environmental Health & Safety and Risk Services presented their annual, award-winning laboratory Teaching Assistant and New Graduate Orientation (TANGO) Training! The full day interactive course covers a multitude of laboratory safety topics including performing risk assessments, managing chemical spills, hazardous waste disposal, engineering controls, fire extinguishers, and compressed gases. Over three hundred attendees participated in hands on activities where they exercised their safety skills with real lab equipment. Students were also trained, fitted and provided free Personal Protective Equipment (PPE) to be used in their research laboratories. Email safety@uci.edu for more information on the TANGO training program.

Lab Safety Committee (LSC)
Recently established by the Provost and Executive Vice Chancellor, Vice Chancellor of Research, and the Vice Chancellor of A&BS, the Laboratory Safety Committee (LSC) is charged with continuously improving and fostering the lab safety culture at UCI. The LSC evaluates the current state of campus

laboratory safety programs including campus procedures for the safe acquisition, storage, use, and disposal of hazardous materials. The LSC will assess and improve the following program areas of the Laboratory Safety Program:

- Communications with the Research Community;
- Training Programs and Resources;
- Laboratory Hazard Assessments;
- Develop, recommend, update and maintain procedures applicable to the health and safety of laboratory workers;
- Laboratory Design;
- Incident review and Lessons Learned;
- Explore Special Program Areas (e.g., high hazard operational areas, visitor/volunteers, reproductive health, third party use of campus facilities).

Faculty Lab Renovation Projects Report
Project Services is working on automating a status report for faculty lab renovations which details the project scope, highlights project risks, impacts to Principal Investigators, and lists important dates and milestones (e.g. construction, approve to occupy, lab move-in date, etc.).

Administrative & Business Services will continue to evaluate our business services as we strive to deliver exemplary customer service; please do not hesitate to email ABSWithUForU@uci.edu with any questions, suggestion, feedback or comments.

We have a wonderful campus community and I truly enjoy meeting and interacting with people in our community. I look forward to our new academic year.

Sincerely,

Ronald S. Cortez, JD, MA
Vice Chancellor
Administrative & Business Services