

Human Resources Contacts

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I. Purpose

- a. Staff affiliate groups may request funds only for UC San Diego program/event activities for faculty and staff members related to UC San Diego approved training and development or community building. All proposals are subject for review and approval by Human Resources.

II. Fiduciary Obligations

- a. The chairs and treasurers assume the fiduciary obligation to act for the benefit of their respective staff affiliate group. For this reason, the chairs and treasurers are responsible for the fiscal management of allocated funds according to these guidelines and University policies and procedures.
- b. It is strongly suggested that the treasurer have a fiscal background and access to UC San Diego's financial systems.
- c. Each staff affiliate group is required to register each year with Human Resources.
- d. Should there be a change in chair or treasurer, the staff affiliate group must notify the fiscal contacts in Human Resources immediately. A one-on-one fiscal training session will be provided when the change occurs during the fiscal year.
- e. A staff affiliate group must have at a minimum a chair and a treasurer to be eligible to receive funds.

III. Submitting Funding Requests

- a. In order to be considered for funds, a Funding Request must be submitted and staff affiliate group must appoint or elect a chair and a treasurer.

The Funding Request Worksheet should include all activities for the fiscal year and includes:

- Name of the staff affiliate group
 - List of staff affiliate group officer names
 - Event name
 - Description and objectives of the event or training activity
 - Proposed date
 - Anticipated number of participants (staff and faculty)
 - A detailed budget
- b. Funding requests must be from a UC San Diego-recognized staff affiliate group. Submission period ends the last working day of August. Approved proposals will be funded until resources are exhausted. *Events taking place in December that are affiliated with the holidays will not be approved.*
 - c. Once approved, funds will be distributed to the staff affiliate group index.
 - d. After the funding requests have been approved and the activity has been held, the staff affiliate group must reconcile the event (see VII. Reconciling After the Event).

IV. Use Of Funds

- a. Funds are for UC San Diego staff and faculty events held at UC San Diego locations. Events outside UC San Diego locations should be funded through other sources (fundraising, membership dues, or special funding requests).
- b. Funds are awarded for specific programs/events. Use of allocated funds for purposes other than originally proposed requires notification to Human Resources.

- c. Funds not expended by fiscal year-end will not be carried forward to the next fiscal year.
- d. Expense Requirements
 - i. All expenses must abide by University and State regulations and meet audit requirements set by Human Resources.
 - ii. Human Resources guidelines may be stricter than University policy because some funds are restricted by UCOP in their use.
 - iii. Each staff affiliate group is assigned an index number to be used solely for funds allocated by Human Resources and for the approved expenses. Funds from the Human Resources are not to be mixed with any other funds.
 - iv. The chair's approval via email or signature is required before expenditures are incurred. This requirement also applies to recharge transactions.
 - v. The Human Resources policy requires that UC San Diego recharge departments must be used as the first resource when making purchases (i.e., UC San Diego Catering, Marketplace, etc.)
 - vi. Prohibited Expenditures
 - 1. The following expenditures are not appropriate and will not be approved for payment or reimbursement:
 - a. Gifts, gift cards, or flowers (cash or non-cash gifts for employees or non-employees)
 - b. Entertainment (Standard or Special), including holiday gatherings, employee appreciation/celebration, etc.
 - c. Equipment purchases of any kind regardless of cost
 - d. Transfer of funds into the Human Resources accounts
 - e. Deposits or ENPETs initiated outside the Human Resources Department without prior HR approval
 - f. Late fees
 - g. Use of promotional items for opportunity drawing
 - h. Scholarship programs
 - vii. Approved Expenditures
 - 1. The following expenditures are appropriate and will be approved for payment (recharge or Marketplace):
 - a. Advertising/marketing/print materials (Imprints, Marketplace, Bookstore)
 - b. Audio/visual equipment rental fee (Media Center, Price Center)
 - c. Facility rental fees or special event rentals (Price Center/Campus rooms, Classic Party Rentals, Raphael's)
 - d. Supplies directly related to the purpose of the event. (Imprints, Bookstore, Marketplace, etc.)
 - e. Light refreshments for training and development only per UC policies and procedures.
 - f. Parking reservations at UC San Diego locations.
 - 2. The following expenditures may be appropriate and require prior approval by Human Resources for purchase or reimbursement:
 - a. Any of the items listed in Section IV.d.ix.1. purchased by means other than recharge or through Marketplace.
 - b. Promotional items with UC San Diego logo and/or staff affiliate group logo.
 - c. Speaker fees/honorarium – University Events Office (UEO) contract is required and there is a \$10 processing fee. Academic Personnel Office approval is required for honorarium payments for academics.

- d. One-time Interlocation Payment (if the speaker is affiliated with the UC system). Process via MyPayments/UEO Contract (if the speaker is NOT employed within the UC system)
- e. Training activity fees.

V. Transaction Processing

- a. Treasurers with access to UC San Diego Financial Systems (FinancialLink) are required to process online financial transactions for the staff affiliate group.
- b. Treasurers who do not have online access should use recharge as their first payment option, or contact the Human Resources fiscal contacts prior to purchase to make arrangements. Please provide the fiscal contacts with all documents and pertinent information needed to complete the transaction online including chair approval. Keep copies for records. Please allow five business days for a response.
- c. Only Human Resources is authorized to approve fund transfers.
 - i. For this reason, do not give out a Human Resources charge index to other departments for ENPETS without prior approval. The index number may be given to UC San Diego recharge departments for approved expenses only.
- d. In the event a staff affiliate group needs to reimburse its treasurer, another executive board member should process the reimbursement. If no other executive board members are able to process the reimbursement, then Human Resources must process the transaction in order to maintain an appropriate segregation of duties.
- e. Each staff affiliate group is responsible for providing Human Resources with all documents and pertinent information needed for each transaction including chair approval.
- f. Please allow ten business days to obtain approval from Human Resources.
- g. Incomplete documents will be returned to the treasurer for completion.
- h. It is mandatory that expenditures conform to approved methods of payment per UC and UC San Diego policy.

VI. Methods of Payment

- a. Recharge
 - i. Recharge is the preferred method of payment. Use services available through UC San Diego recharge when possible.
 - ii. Use of outside vendors for services requires prior approval from the Human Resources fiscal contacts.
- b. MyPayments (<http://blink.ucsd.edu/buy-pay/payments/mypayments/>)
 - i. Treasurer/designee should be familiar with MyPayments and process the transaction.
 - ii. When processing a transaction, notify the Human Resources fiscal contacts via email that a document is ready for review and online approval.
 - 1. Send all appropriate documentation including chair approval to the Human Resources fiscal contacts.
 - 2. Keep copies for affiliate group records.
- c. Marketplace iRequests (<http://blink.ucsd.edu/buy-pay/ways/marketplace/irequests.html>)
 - i. Treasurer/designee should be familiar with MyPayments and process the transaction.
 - ii. When processing a transaction, notify the Human Resources fiscal contacts via email that a document is ready for review and online approval.
 - 1. Send all appropriate documentation including chair approval to the Human Resources fiscal contacts.
 - 2. Keep copies for affiliate group records.

VII. Reconciling After the Event

- a. After all events, staff affiliate groups are required to submit via email the following to Human Resources no later than five (5) business days after the event:
 - i. Post Event Worksheet
 - ii. Receipt(s) for all expenses
 - iii. Advertisement(s) for the event
 - iv. List of event participants

VIII. Year-End Report

- a. All staff affiliate groups are required to submit a complete Year-End Report of all funds expended.
- b. A Year-End Report will consist of the Funding Request with actual event information and expenses instead of projections and should be submitted to Human Resources no later than the last working day of June each year.
- c. Future funding will not be allocated until a complete Year-End Report is received.

IX. Other Funding Requests

- a. Staff Affiliate Groups Joint Funding Requests
 - i. Staff affiliate groups may request funding for events held in collaboration with each other throughout the year.
 - ii. Submit the Staff Affiliate Groups Joint Funding Request Form to Human Resources at least four weeks prior to the event.
 - iii. Human Resources will respond within five business days.
 - iv. A final report must be submitted to Human Resources no later than five (5) business days after the event.
- b. Staff Picnic Funding Requests
 - i. A UC San Diego staff affiliate group may request up to \$150 per fiscal year to purchase promotional items for distribution at the annual Staff Picnic.
 - ii. A Post Event Worksheet must be submitted to Human Resources no later than five (5) business days after the event.

X. FORMS

This document and forms are posted on the Staff Association website.

<http://staffassociation.ucsd.edu/staff-groups/resources.html>