University of California Riverside
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Office of Finance & Business Operations (FBO)
Vice Chancellor Gretchen Bolar
Assistant Vice Chancellor Georgianne Carlson
FBOIT Services
Risk Management

Financial Services
Associate Vice Chancellor Bobbi McCracken
Accounting Services
Accounts Payable and Travel
Payroll Services
Student Business Services

Capital Resource Management
Associate Vice Chancellor Tim Ralston
Capital Planning
Physical Planning
Real Estate Services

Design & Construction
/ Sustainability
Associate Vice Chancellor Don Caskey

Facilities, Transportation, and Safety
Associate Vice Chancellor Mike Miller
Administrative Services
Building Services
Environmental Health and Safety
Facilities Maintenance
Fleet Services
Transportation and Parking Services (TAPS)

Human Resources
/ Labor Relations
Associate Vice Chancellor Marilyn Voce

Materiel Management
Director Russ Lewis
Campus Purchasing
Storehouse / Receiving / Surplus
Printing / Mail Services

Resource Planning and Budget
Associate Vice Chancellor Matt Hull

UCPD Riverside
Chief Mike Lane

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**R’FBO**
Uploads & Updates

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**Financial Services and Computing & Communications (C&C)**

“Thank goodness for ePay! With budgetary cuts and staff reductions, every unit is expected to do more with fewer resources. ePay streamlines processes and improves internal controls. ePay is a smart system, guided by business rules, that assists the user with properly categorizing and coding transactions, determines the appropriate approval routing, and ensures separation of duties. ePay seamlessly interfaces with our accounts payable module, eliminating redundant key entry. The system is transparent; anyone with ePay access can determine exactly where the transaction is or has been in the approval process. ePay is a ‘win-win’ for the campus departments and the Accounting Office.”

~ Associate Vice Chancellor Bobbi McCracken, Finance & Business Operations

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**Human Resources and C&C**

**UCR Jobs Website**

Computing and Communications (C&C) and Human Resources (HR) are pleased to announce the deployment of UCR Jobs. This new external facing website provides staff employment opportunities and features enhanced functionality for applicants.

- The new job site has been developed not just for external job seekers, but also with former, current, and future UCR employees in mind.
- An easy to apply application system that allows for the managing of multiple customized application documents.
- An area with updates on the latest "News and Events" related to UCR and opportunities available.
- A comprehensive "Help" section that offers video tutorials.
- An automated communication system that provides notification of applicant status.
- Most importantly, a blog that basically addresses the Who, What, Where, When, How, and Why of the University of California, UC Riverside, and employment at UCR.

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**Capital and Physical Planning**

**UCR Jobs Website**

With the formation of Finance and Business Operations (FBO) organization in 2009, Real Estate Services began reporting to the Associate Vice Chancellor for Capital and Physical Planning. The aim since has been to fully integrate the Real Estate Services functions into the team oriented culture of the division. To reflect that intent, Capital and Physical Planning, which includes the physical planning, capital planning, and space management functions for UCR, and Real Estate Services now comprise a re-titled division: Capital Resource Management. All associated campus enterprise system references and accountability structures have been modified accordingly to align with this change.

Capital Resource Management staff look forward to continued collaborations with campus units and are committed to delivering the best services possible via the new structure. To learn more about the Capital Resource Management division, please visit the Capital Resource Management website. To learn more about Real Estate Services, visit the Real Estate Services website.

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**TAPS**

**Another Transportation Option**

Transportation and Parking Services (TAPS) would like to remind students, staff, and faculty of another option to beat the ever-increasing cost of commuting to and from the campus. Zimride is a private ridesharing network for members of the UCR campus community. It is a fun and easy way to share the seats in your car or catch a ride. With Zimride, individuals can find UCR friends, classmates, or coworkers going to and from the same locations. The service assists members of the UCR campus community to offer or request rides for commutes, road trips, and popular events. Dedicated to protecting personal information, Zimride is a secure service that requires a UCR NetID to access the network. To learn more about the Privacy Policy visit Zimride Privacy. To learn more about this ridesharing program, as well as other transportation options, please visit Zimride, [http://zimride.ucr.edu](http://zimride.ucr.edu).

For other questions regarding UCR transportation and parking services, please visit the [TAPS website](http://taps.ucr.edu).
Access, Roles, and Routing
Access to ePay is authorized via the campus Enterprise Access Control System (EACS) and includes the assignment of Transactor, Approver, Pre-Approver, Department Approver, and Organizational Approver roles. Each individual assigned an ePay role may access the application through the campus online administrative Authorized Applications portal; available from home or even while traveling—from anywhere in the world, day or night. The routing and approval process is dynamic and determined by the type of payment request. Emails are generated as payment requests move through the routing and approval process. The system provides a graphical representation of the routing path for each payment request, including the status of the payment request and a historical approval log noting each user involved in processing the transaction.

Addressing Sustainability
The ePay search engine provides end users an efficient means of researching payments. The system also includes the option of uploading supporting documentation. Both of these tools reduce the need to maintain paper files and play a part in effectively using the limited financial and natural resources of UCR as it meets the needs of the campus community.

Enhancements
In the middle of June, Accounting and C&C announced several enhancements to ePay. The online application can now be used as “back up” for purchase orders related to business meetings or entertainment events. Requests requiring the next higher office approval will be readily identifiable to all users and will include a link explaining the reason additional approval is required. The Related Expenses section is now fully functional. The interface for entering multiple FAU data has been implemented.

Summary
The ePay application streamlines the entire payment request process, as end users prepare and enter payment requests, as those authorized to approve the payment review the requests, and as Accounting finalizes the payment requests and generates reimbursements. This online application reflects a new way of doing business, as it builds administrative efficiencies and serves as an example of efforts by UCR in working smarter.
Effective July 1, 2011, the state of California is mandating a one percent (1%) decrease in sales/use tax. In Riverside County, the sales/use tax will decrease from 8.75% to 7.75%. This decrease applies to all purchases and items sold by the campus that are subject to sales tax.

For purchases, eBuy is being updated with the new sales tax rate on July 1, 2011. To comply with state law, Accounts Payable will process payments using the new tax rate on vendor invoices dated July 1, 2011 and later. Depending upon the purchase order creation date, payments may be lower than the original purchase order amount. It is anticipated the majority of the discrepancies related to the sales tax will occur in the first sixty days of applying the new rate. Questions regarding the application of the new sales rates on purchase orders should be directed to Chip Staples at chip.staples@ucr.edu. Questions regarding the payment of sales tax should be directed to Linda Casteel at linda.casteel@ucr.edu.

For sales, campus departments (e.g. Bookstore, Dining Services, etc.) must begin applying the new sales tax rate on July 1, 2011 to avoid penalties. Campus departments with sales are responsible for the correct application and collection of sales tax. For those operations utilizing cash registers, please ensure the tax is updated to the new rate. Questions regarding the application of the new tax rate on items for sale should be directed to Jerry Monahan at jerry.monahan@ucr.edu.

For additional information, visit the State Board of Equalization website.
The State of California Occupational Safety and Health Administration (OSHA) regulation (8 CCR §3400) requires that the contents of a first aid kit for campus employees be approved by a consulting physician. On 02/23/11, UCR Chief Physician Dr. Charles Maletz approved the following first aid kit contents as minimum requirements:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Adhesive Bandages, Plastic, 2.5 cm x 7.6 cm (1&quot;x3&quot;)</td>
</tr>
<tr>
<td>3</td>
<td>Adhesive Bandages, Cloth, Fingertip</td>
</tr>
<tr>
<td>2</td>
<td>Adhesive Bandages, Cloth, Knuckle</td>
</tr>
<tr>
<td>1</td>
<td>Adhesive Bandage, X-Large</td>
</tr>
<tr>
<td>2</td>
<td>Adhesive Tape Rolls, 1.3 cm x 2.3 m (0.5&quot; x 2.5 Yards)</td>
</tr>
<tr>
<td>6</td>
<td>Antimicrobial Towelettes</td>
</tr>
<tr>
<td>1</td>
<td>Conforming Bandage, Non-Sterile, 5.0 cm x 5.5 m (2.0&quot; x 6.0 Yards)</td>
</tr>
<tr>
<td>1</td>
<td>Conforming Bandage, Non-Sterile, 7.6 cm x 5.5 m (3.0&quot; x 6.0 Yards)</td>
</tr>
<tr>
<td>6</td>
<td>Gauze Pads, Sterile, 5 cm x 5 cm (2&quot;x2&quot;)</td>
</tr>
<tr>
<td>1</td>
<td>Gauze Pad, Sterile, 7.6 cm x 7.6 cm (3&quot;x3&quot;)</td>
</tr>
<tr>
<td>1</td>
<td>Instant Cold Pack</td>
</tr>
<tr>
<td>4</td>
<td>Pairs of Medical Gloves, Synthetic</td>
</tr>
<tr>
<td>3</td>
<td>Packages of Pain-A-Rest, Non-Aspirin Tablets, 2/Package</td>
</tr>
<tr>
<td>1</td>
<td>Poison Control Directory</td>
</tr>
<tr>
<td>1</td>
<td>Pair of Scissors, Angled, Red Handle</td>
</tr>
<tr>
<td>6</td>
<td>Packages of Single Antibiotic Sting Relief Wipes</td>
</tr>
<tr>
<td>1</td>
<td>Trauma Pad, 12.7 cm x 22.7 cm (5&quot;x9&quot;)</td>
</tr>
<tr>
<td>1</td>
<td>Triangular Bandage</td>
</tr>
</tbody>
</table>

The contents of each first aid kit should be inspected on a routine basis. Items that have been used should be restocked and items that have a limited shelf life removed and replaced with fresh stock.

When working with materials that present a greater hazard, it is imperative that the first aid kit be stocked with the recognized first aid materials for that hazard. For example when using Hydrofluoric Acid (HF), it is important that the first aid kit contain calcium gluconate lotion.

For more information, contact Environmental Health and Safety at (951) 827-6303 ehs@ucr.edu or the Campus Health Center (951) 827-3031. All the items listed in the table may be stocked through the Storehouse (Reference stock number 57500-110).

The EH&S staff invites you to peruse UC Safety Spotlight. This bi-monthly publication, sponsored by the University California Office of the President and distributed to all UC campuses and locations, provides helpful safety information for all, whether at work, at home, or at play.