



## ***DECEMBER 2024***

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## **Human Resources Updates and Reminders...**

In observance of the **UCLA Winter Holiday Closure**, administrative offices will close at 5:00 PM on Friday, December 20, 2024, and will reopen at 8:00 AM on Thursday, January 2, 2025.

Outgoing proposals will need to wait until January to be submitted by OCGA.

Permission to work during winter closure requires prior approval by the CAO.

Depending on an employee's position and/or bargaining unit, there will be restrictions on the number of hours per day or per week they can work. **Overtime** (working more than 40 hours per week) and **overshift** (working more than 8 hours per day depending on their position/BU) require prior approval. Supervisors should work with their employees to prevent both OT and OS from occurring wherever possible. Please keep in mind that OT and OS pay is not always allowable on restricted funding sources, such as contract and grant funding, which most of our Research Staff are paid from.

## **Purchasing Updates and Reminders...**

**After-the-Fact purchases are not allowable.** No expenses should be incurred until a Purchase Order has been created or a request to utilize the Dept Pcard has been submitted. Other than a very few exceptions (e.g. utility invoices), you should never be incurring an expense and THEN submitting a request for payment. Instead, you should be obtaining a quote (or getting a price) upfront, and then you should submit that to your fund manager to request that a Purchase Order be created or Pcard be utilized to issue payment.

Speaking of Pcards: **For any payments made via Pcard in Nov or Dec, you must submit your receipts/proof of payment to Valencia immediately (no later than Dec 19).** She must submit that proof by Dec 20 in order to ensure the Pcard is paid prior to winter closure. Any future Pcard purchases must wait until we return from winter closure.

## **In 2025 all purchase requests should be submitted only to your fund manager.\***

Do not include Valencia Moody on those emails. Once the fund manager approves, they will forward the purchase request to a new Family Medicine Purchasing Inbox, which Valencia will manage. The purpose of this change is to prevent requests that have been submitted but not yet approved by a fund manager from getting lost. It will allow the Purchasing Team to provide back-up to Valencia when she is out or working on a special project. It will also make it easier for Valencia and the Purchasing Team to determine which Purchase Requests are still outstanding.

\* Until a second fund manager is hired, Laura Sheehan will be the fund manager responsible for all Research Unit purchase requests.

## **Faculty: Please report vacation and sick leave in a timely manner.**

If you report leave months after the fact, the credits may hit grant funds that have already been closed, resulting in additional ledger corrections and potentially requiring a return of funds to the sponsor.

## **NIH Updates in May 2025:**

All NIH Key Personnel will need to have an ORCID ID.

All NIH Other Support pages must be generated using ScieENcv.

## **Other Support Reminder:**

Delete projects and budget periods that have already ended!

# **Grand Rounds will return January 24, 2025!**