**Department of Family Medicine – Research Unit**

**Oppenheimer Suite Information**

**Contact Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Phone** | **Email/Website** |
| Monica Bolanos  Patsy Olivo | Staff Human Resources | 310-20**6-6158** | [MBolanos@mednet.ucla.edu](mailto:MBolanos@mednet.ucla.edu)  [polivo@mednet.ucla.edu](mailto:polivo@mednet.ucla.edu) |
| Laura Sheehan | Manager of Research Administration | 310-79**4-8298** | [LSheehan@mednet.ucla.edu](mailto:LSheehan@mednet.ucla.edu) |
| Valencia Moody | Purchasing and Suite Coordinator | 310-79**4-8952** | [vmoody@mednet.ucla.edu](mailto:vmoody@mednet.ucla.edu) |
| Christine Park | Senior Fund Manager | 310-79**4-6094** | [Christinepark@mednet.ucla.edu](mailto:Christinepark@mednet.ucla.edu) |
| DGIT | IT Representatives | 310-26**7-2273** | <https://it.uclahealth.org/support> |

If you need to contact someone not listed above, go to <http://directory.ucla.edu> and search for the contact person or department.

**Phones/Voicemail**

Any UCLA number can be reached from our phones by dialing the last 5 digits. For example, for 310-825-4321, you can just dial x54321. Most UCLA numbers begin with the prefix 825-, 794-, or 206-, with some exceptions. To get an outside line, dial 8-1 and then the area code and phone number. International phone calls should only be made with the explicit permission of the PI to whom the phone belongs. Please avoid making outgoing personal phone calls on office phones wherever possible.

Your phone will have a variety of features, including hold/pause, handsfree/speaker button, mute, voicemail, and conf/transfer button, etc. If you are in a cubicle, we request that you do not use the handsfree/speaker option. If you prefer not to use the handset, discuss with your PI about purchasing a headset instead. For more information on how to use your phone, please visit <https://training.it.ucla.edu/voip8800tutorial/>.

To transfer a call or to make a three-way call, press the conf/transf button when you are on the line with the first call, wait for a dial tone, dial the second number, and then press the conf/trasnf button again. You are now on a three-way call with the original call and the newly dialed number. You may hang up to leave the original caller on the phone with the new caller, or you can stay on the line for a three-way call.

To check your voicemail, pick up the line and press the button that looks like a tape (or dial 222#). You will be prompted for your mailbox number (the last 5 digits of your line, e.g. 54321) followed by #. Then you will be prompted for your password followed by #. Please speak to your PI to find out what the password is. To delete a message, press 7; to skip to the next message, press 6; to rewind the call a bit, press 1. For more information about Voicemail, please check out the online [Voicemail Guide](http://www.cts.ucla.edu/support/publications/user_guides/Voicemail_UG.pdf).

**Office Safety**

All employees must complete annual safety training for the Oppenheimer building. To register for training: Go to <http://rjwestmoretraining.com/register.aspx>. Enter Registration Code: 765229D. Fill in all the remaining fields and choose your personal password. Click “Sign In” and you'll be taken straight to your building's training home page. Returning users: Once you have created a log-in, you can continue or complete your annual training by going directly to [www.rjwestmoretraining.com](http://www.rjwestmoretraining.com/)*.* Please complete all required training modules, and remember to renew your training annually.

**Human Resources**

Most HR questions can be addressed by Laura Sheehan, Manager of Research Administration. If she is unavailable or unable to answer your question, you can contact HR directly (see Contact Information at the beginning of this guide).

**Dress Code**

We have a business casual dress code, but please speak with your direct supervisor about any PI/team specific requirements. Please be aware that we have several teams in Oppenheimer and some may institute dress code requirements that are more or less casual than your own. Clothes should be clean and in good repair. Please avoid overly casual items such as flip-flops, cut-off shorts, or items with offensive text or imagery. Please ensure that student workers and volunteers are also aware of these policies.

**Parking**

UCLA does not provide free employee parking. You can pay out of pocket for your own parking pass at the Oppenheimer Building, but be forewarned: it is expensive. (Contact the Property Manager at 310-441-1763 if you would like to explore this option). You can also pay for a UCLA parking permit, the cost of which would be deducted from your paycheck. Please speak with Human Resources for more information about this option. Lastly, there is free all-day street parking in the surrounding neighborhood (south and southwest of our building), about a 5-15 minute walk from our building. Please be aware of posted parking restrictions if you choose this option.

**IT/Computers**

For questions regarding computers, email, connectivity, network access, passwords, or other software/hardware issues, please contact the DGIT team at 310-267-CARE or submit a ticket at <https://it.uclahealth.org/support>. For new employees, supervisors will work with HR and DGIT to grant access to University computers that are connected to the UCLA backbone. These computers are linked to the electronic health record system and so it is of critical importance that these computers only be used for business purposes and that passwords and usernames be secured.

**Office Suite**

For questions involving the suite, such as requesting new keys, problems with the phones, leaks/other maintenance requests, copier/printer/fax issues, mail distribution, storage, cubicles, etc., please contact Valencia Moody, the Suite Coordinator ([vmoody@mednet.ucla.edu](mailto:vmoody@mednet.ucla.edu)) or Laura Sheehan, Manager of Research Administration ([LSheehan@mednet.ucla.edu](mailto:LSheehan@mednet.ucla.edu)).

**Copying/Printing/Scanning**

There is a shared copier/printer/scanner in the copy/supply room. To print to it, choose the “Canon” option from the drop down printer menu. To scan, please speak with Valencia Moody, the Suite Coordinator ([vmoody@mednet.ucla.edu](mailto:vmoody@mednet.ucla.edu)) to have your mednet email address added to the machine. If there are any problems with the copier/printer/scanner, please inform Valencia.

**Faxing**

There is only one fax machine in the suite, which is located by the mailboxes. The fax number is 310-794-6097. If there are any problems with the fax machine, please inform Valencia.

**Mail**

Valencia distributes mail into the mailboxes on a weekly basis. Outgoing mail requires a recharge ID in the top right corner (where the stamp would go). The recharge ID is a four-digit code that is project specific, so you will need to speak to your PI to determine which project/fund it should be charged to and what that recharge ID number is. If your PI knows the project/fund, but not the recharge ID, then please contact your Fund Manager. Campus mail does not require a recharge ID, but should be marked as campus mail (either use a campus mail envelope or inter-departmental envelope, or write “campus mail” somewhere on the envelope). Please put all outgoing mail into the appropriate outgoing bin on top of the mailboxes.

**Supplies**

There is a shared departmental supply cabinet next to the copier (the tall black cabinet). Feel free to take whatever desk supplies you require, but we ask that if you deplete a specific resource (e.g., take all of the remaining pens), please request that it be replenished by writing it on the supply sheet taped to the front of the cabinet. Basic office supplies such as paper, pens, notebooks, post-its, staples, tape, markers, folders etc. should be available or can be ordered. However, if you need a specialty item or a large quantity of supplies, we request that you speak with your PI and get permission to order it from your PI’s funds, rather than utilizing department supplies.

**Timesheets**

Staff should complete and submit their timesheets using HBS Time Suite: <https://hbssome.mednet.ucla.edu/ssoad/>. Use your AD log-in credentials to sign in. It is highly recommended that you set a recurring calendar reminder to ensure that your timesheets are submitted on time. Please refer to the Payroll Calendar for either bi-weekly or monthly employees to determine when your timesheets are due: <https://cru.ucla.edu/payroll-calendars>. Late submission may result in missed or incorrect paychecks and additional paperwork for you, your supervisor, and Human Resources, so please make your best effort to avoid this. In the event of holidays that fall near the end of a payroll cycle, timesheets may be due earlier than normal.

**Time Off (Sick, Vacation, Jury Duty, etc.)**

Vacation requests should be submitted in writing (e.g. via e-mail) to your supervisor as far in advance as possible, but at least 2 weeks prior to the requested time off, and you must receive approval in writing. If you are sick or need to serve as caretaker for a sick dependent, please contact your supervisor as soon as possible. Sick time for medical/dental appointments should be requested in advance (like vacation), but we understand that sometimes this is not possible (e.g. unexpected medical needs, follow-up appointments, etc.). If you are out on sick leave for more than 3 days, a doctor’s note will likely be required. If you receive a jury summons, please discuss with your supervisor as soon as possible. Please contact your supervisor or HR if you have any questions or concerns about these policies.