ABSENCES

Vacation/Absence Reporting:
UMN Policy: http://www.policy.umn.edu/Policies/hr/Leaves/ACADEMICVACATION.html
All staff and faculty are required to report vacation time and absences online at My U.
Navigate to My U > My Time > Request Time Off to enter your vacation time and absences. Choose the type of absence you are requesting. Enter start date and end date. Click <Calculate Duration> and <Monthly Schedule>. Do not enter comments. Click <Submit> to route and <Yes> to complete.
To find out more see: http://upgrade.umn.edu/faculty/index.html

Business trips
UMN Policy: http://www.policy.umn.edu/groups/ppd/documents/policy/Travel.cfm
• For faculty teaching classes, if you are going to be away for two or more consecutive lectures (class periods) or a total of 5 class periods in a semester, please consult with Steve Katz (katzx001@umn.edu) ahead of time and provide your plans for course coverage
• Faculty book their own flights and make their own travel arrangements.
For travel to regional meetings, a travel authorization form must be submitted prior to the trip. See Department Forms on IBP website: http://physiology.med.umn.edu/Forms/index.html

• Sick time
• If sick for more than 3 days, notification is required per Faculty Paid Medical Leave and Family Medical Leave Act (FMLA) policies.
• Sick time extending 3 days may be placed on FMLA.
• Supervisors are responsible to report sick time of their employees.
• More info on medical leave and FMLA can be provided by HR specialist, Megan Haspert (mhaspert@umn.edu)

HIRES/CHANGE OF APPOINTMENTS

http://www1.umn.edu/ohr/toolkit/hiring/index.html
• Contact Megan Haspert (mhaspert@umn.edu) in advance about your intent of any hire including undergrad and grad students, general office help, post docs, research staff, civil service positions etc.
• Megan Haspert (mhaspert@umn.edu) will help to determine job title and process any paper work, including offer letters
• Official offers can only be made by the dept. head and after approval from the college. Any other unapproved offer is not legally binding.
• Most jobs require an official job posting and therefore require additional time
• Other jobs can be hired through the departmental “blanket” postings
• All paper work needs to be completed before the start date
• Visiting research staff will be required to fill out a “Lab Use Assumption of Risk and Release of Liability for Volunteers and Visitors”
• For international hires, please also see section on ISSS
HOSPITALITY

http://www.policy.umn.edu/groups/ppd/documents/policy/Hospitality.cfm
- All expenses must withstand the test of public scrutiny and support the mission and purpose of the University!
- The event must be official University business
- Hospitality is not allowed on sponsored projects (unless specifically specified in the proposal and approved)
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality
- In addition to the 5 Ws, the following information is required on a expense report:
  o Business purpose for the expense, benefit gained or expected to be gained
  o Location and date
  o Names of attendees and their business relationship to you or the University (alumni, donor, occupation or their titles)
  o For entertainment, the nature of the business discussion or activity that occurred immediately before or after the entertainment must be documented
  o Include an agenda or program of the event
  o Please provide original receipts with list of itemized expenses
  o Alcohol is typically not reimbursable. Please contact Yang Chong (chong001@umn.edu) to verify if allowable.
- Meals for research groups are not considered hospitality (see next under on-campus business meetings)

ON CAMPUS BUSINESS MEETINGS INCLUDING MEALS/ REFRESHMENTS

An expense report including the 5 Ws and an agenda of the meeting must be provided.

- Staff and research group meals and refreshments at meetings are limited to one per quarter and should have a nominal cost per person (nominal in these instances generally mean an amount equivalent to the travel per diem rate associated with the location/meal of the entertainment expense)
- Meals or refreshments served incidental to an educational or training event that lasts at least a half day are permitted
- Meals or refreshments served incidental to an event where the participants of the event and benefactors to the meals and refreshments must pay to attend are permitted
- Meals or refreshments served at an event where the participants are not employees or independent contractors of the department sponsoring or paying for the event and the event is central to the university related mission of the department are permitted
- These meals and refreshments are not allowed on sponsored projects (unless specifically specified in the proposal and approved)
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality

OFF CAMPUS RETREATS AND MEETINGS

- Prior approval from the department head is required for events facilitated by departmental faculty and staff
- When renting off-campus facilities, a signed contract is required, approved by the Office of General Council and our accounting team
- An expense report including the 5 Ws and an agenda of the meeting must be provided
- These meals and refreshments are not allowed on sponsored projects (unless specifically specified in the proposal and approved)
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for hospitality
- Contact Yang Chong (chong001@umn.edu) with any questions concerning allowability.
MEMBERSHIP FEES FOR PROFESSIONAL SOCIETIES AND OTHER PROFESSIONAL ORGANIZATIONS

- Faculty members are encouraged to be active members in professional societies and other professional organizations related to their field
- Only discretionary funds, foundation gift accounts, and IDC recovery accounts can be used for membership fees/annual dues

SUPPLIES

OFFICE SUPPLIES:

- Printing charges, paper, toner
  - Printing paper for business purposes only will be provided by the department
  - Toner will be provided by the department for centrally available printers in IBP, and for faculty main offices. Departmental grad assistant office printer toners will also be provided by the department. Other research lab/office printer toners need to be purchased by responsible faculty member
  - Copy charges will be transferred to individual expense account monthly. It is essential to use appropriate code
  - Poster printing is available at approximately $3 per foot, charged to individual project accounts or faculty discretionary account

Computer and computer peripherals

- Original computer and peripherals are provided by the department through start-up funds to faculty (TT) only
- Any additional equipment for offices and labs is the responsibility of the faculty member
- For any purchase of a computer or peripherals, contact amun0130@umn.edu for help before ordering, so that items are compatible with U required software and policies and to guarantee the support from IT; IT will also help with the order
- Contact amun0130@umn.edu for setting up any new items so that they will have all required security features installed
- Contact amun0130@umn.edu or oniko002@umn.edu for all technical problems.
- Contact amun0130@umn.edu or oniko002@umn.edu to have your hard drive backed-up on the H-drive, and to have access to shared G-drive
- Computers can not be purchased on sponsored projects (unless specifically specified in the proposal and approved)
- Only discretionary funds, foundation gift accounts, IDC recovery accounts, and some AES accounts can be used
- In the future, CFANS plans to implement a 3-year replacement program for all faculty computers

General office supplies

- Supplies such as pens, note pads, paper clips, tape etc. will be provided by the department, for business purposes only

RESEARCH LAB SUPPLIES

- Supplies for research labs are the responsibility of the faculty member in charge of the lab. Please contact your administrative accountant for all questions related to lab purchases.

TEACHING LAB SUPPLIES

- Supplies for teaching labs will be provided by the department with appropriate justification and prior approval by the department head

TEACHING MATERIALS:

- Books, references, magazines, publications etc. can be acquired from the publisher as desk copies; faculty discretionary funds can also be used
PHONES

- The department provides and maintains most services, including set-up and repair
- All special services need to be covered by responsible faculty member
- Long distance charges for faculty are covered by the department, any extensive use will be charged to faculty
- All long distance charges in research labs will be charged to faculty project or discretionary funds
- Conference call set-ups will be charged to individual project

POSTAGE

- Postage for business mail will be provided by department.
- Postage for larger mailings will be charged to individual projects and may be handled by Addressing & Mailing services. See Randi Lundell.

COURIER SERVICES

- Services for ISSS and SPA only will be covered by the department and charged to the appropriate account.
- Any other service will be charged to responsible faculty member’s project/discretionary account

PARKING

- Hang tags for “official vehicles” and “loading zone” for visitors and business purposes only are available by reservation in UCAL, covered by the department. Contact IBP Main Office for a tag or parking reservations.

FAREWELLS AND OTHER OCCASIONS

- Dept. will recognize special events such as farewells, birth of a child, major illness, or death for regular, long-term staff and faculty members

INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)

- Contact Megan Haspert (mhaspert@umn.edu or 612-624-3687) ASAP with your intent to hire international students or scholars
- J1 visa applications take an average of two months and cost $220, charged to faculty discretionary account
- H1B visa applications take an average of 4 months and cost $1,800; a premium processing application takes about 2 months and cost $2,800 charged to faculty discretionary account
- Applications for “Permanent Residency” are under the discretion of the supporting faculty member and need a three year commitment of appointment and funding; the department only supports applications for regular tenured/tenure-track faculty

FIRE ALARM, EMERGENCIES AND LAB INJURIES

- An information sheet will be handed out to all new employees to inform them about procedures
- The form will also be available on the departmental web site: http://physiology.med.umn.edu/Forms/index.html
- The IBP Lab Safety Plan is available on the IBP website in PDF format. Please contact Bill Klein with lab safety questions at klein009@umn.edu.