GGSE COVID-19 Interim Processes
Effective September 28, 2020

All staff in the Gevirtz Graduate School of Education are currently required to work remotely due to the COVID-19 pandemic through at least March 28, 2021. Due to this situation, a staff shortage, and a significant rise in email traffic along with additional challenges with the current circumstances, some of our processes have had to change and response time has increased. Note that changes to federal, state, county, UC, campus and GGSE policies and practices may result in further adjustments to these processes as necessary. We appreciate your patience as we are working in less than ideal circumstances, using processes that are less streamlined than in the past and are short staffed.

The following processes are covered in more detail below. Click on each process in the list below to jump to that section. Please also note that any purchase or reimbursement requests on CCSP, TEP or EDUC funds should be sent directly to CCSP, TEP or EDUC staff as appropriate.

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Expenses related to COVID-19 impacts
The university is working to identify department financial impacts due to unanticipated business expenses attributable to COVID-19 (coronavirus). Please alert us if your purchase or reimbursement requests fit this criteria so that it can be tracked appropriately.

Please only include additional expenses that are clearly related to coronavirus impacts and are necessary to:

- Support the health and safety of our campus population,
- To comply with CDC guidance to prevent the spread of the disease,
- To comply with UC/UCSB decisions to support campus operations.

Student Employment Requests
To request student employment (GSR or students assistant), please complete the appropriate form (new or modification) and submit via email to your grant administrator/account manager for review and processing. Do not add any signatures to your request forms. We will review, obtain clarification if needed, ensure all fields are complete and THEN circulate via Docusign for all necessary signatures.
If you have questions about account balances or use of the forms, please contact your grant administrator directly. The forms are posted on the GGSE Resources page. Please also reference the hiring guidelines available there.

**Employees working out of state/country**
Employees need to go to UC Path and update their address first. Then the employee goes to the Forms Library > Access Forms to complete the Out of State Tax withholding form. This form is then submitted to Path via a case and will update the employees tax withholdings accordingly. For Non Residents employees working remotely outside the US, please contact Lynn Tran. (Lynn.tran@bfs.ucsb.edu)

**Purchasing requests**
Please send your requests to purchasing@education.ucsb.edu with as much detail as possible including the project code to charge the expense to. Please allow extra time as we are short staffed and this function is being covered by other staff.

**Reimbursement requests**
To request reimbursement, please follow the steps below:

1. Access the appropriate worksheet at: https://education.ucsb.edu/ggse-resources

2. Email your worksheet along with PDFs of any required receipts to reimbursements@education.ucsb.edu. If any additional information is needed, you will be contacted via email.

3. Please do not include any signatures on your worksheets. We will be obtaining signatures for all necessary approvals via Docusign. Watch for an email and complete your Docusign signature. The only digital signature currently accepted by UCSB Business & Financial Services is Docusign.

4. Save your original receipts! Once we are back on campus, you will need to turn those in as originals are still required per UCSB Business & Financial Services requirements.

**Travel Guidelines**

At this time, travel related to UCSB business is not authorized due restrictions related to the COVID-19 pandemic. Therefore, we expect to receive no travel planning requests or reimbursements. UCSB information about travel planning can be found here.
If you have **off-site research** that requires travel, you may submit an application to the [Off-Site Research Committee](#) via the GGSE Building Committee.

**Step 1:** Please review the [Criteria for Research Ramp-Up Requiring Approval by COVID-19 Offsite Research Committee](#).

**Step 2:** Complete the [Off Site Research Template](#) to apply for off-site research. You will need to make a copy in order to edit the form.

**Step 3:** Submit the Off-Site Research application to the GGSE Building Committee, which meets biweekly on Wednesday at 10:00 a.m. Submit proposals by email to Jill Sharkey, Associate Dean for Research & Outreach & Building Committee Co-Chair, [jsharkey@ucsb.edu](mailto:jsharkey@ucsb.edu). All submissions received biweekly by Friday at 5:00 p.m. will be reviewed at the subsequent building committee meeting.

Proposal Due: September 18th  
Building Committee Meeting: September 23rd

Thank you for following UC policies and staying as safe as possible to protect your health and the health of the UC community.

**Mail processing**

Please note that there will be significant delays in receiving and sending mail because UCSB Mail Services will not be making any on-campus deliveries of US Mail, Intra-Campus Mail and packages to UCSB departments until further notice. Designated GGSE staff will be processing mail on a weekly basis.

**Incoming Mail:**

Designated GGSE staff will pick up incoming mail and packages at Mail Services once a week on Tuesday mornings at between 9am-12pm and will distribute items to the appropriate inboxes in the 4th floor mailroom. Department and Program staff are responsible for retrieving incoming mail from the 4th floor mailroom to distribute to the appropriate inboxes in their respective mailrooms when they are scheduled and authorized to enter the building.

**Outgoing Mail:**

Please note that outgoing mail will be collected from the 4th floor mailroom and taken to Mail Services by designated GGSE staff only every 1-3 weeks, depending on the volume. Department and Program staff are responsible for ensuring that any outgoing mail placed in any of the mailrooms are taken to the 4th floor mailroom outbox.