GGSE COVID-19 Interim Processes for Fall 2021
Effective September 1, 2021

Note that changes to federal, state, county, UC, campus and GGSE policies and practices may result in further adjustments to these processes as necessary.

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.

Expenses related to COVID-19 impacts
Student Employment requests
Employees working out of state/country
Purchasing requests
Reimbursement requests
Travel Guidelines
Mail processing

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 go to the Forms Library > Access Forms to complete the Out of State Tax withholding form. Then submit this form to UCPath via a case. This will lead to the employee’s tax withholdings being updated as
appropriate. For Non Resident 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.

**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**
Although the COVID-19 pandemic continues, UC business related travel is now allowed and the UC Office of the President directs that all University travelers follow the latest CDC Guidance before, during, and upon return from travel. UCSB information about travel planning can be found here. Thank you for following UC policies and CDC guidance, 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 is currently not 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 once per week, 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.