

## SoE Directory to Faculty on Campus and School Services

This document is housed on:

SoE Website - You can also reference here: <https://engineering.ucmerced.edu/internal>

### [CBS2 Travel and Expense Reimbursement and Reservation](#)

- For airfare/flights paid in advance, place your request via [Travel Service Now Reservations](#)
- For general and travel reimbursements, place your request via [ServiceNow Expense Reimbursements](#)
- If you are requesting airfare/flight booking or general and travel reimbursements on behalf of someone who is not affiliated with UCM, please also include this [Sponsored Guest Form](#) with the ServiceNow ticket requests
- University of CA, [Travel Regulations Policy G-28](#)

### [CBS2 Purchasing and Other Procurement Requests](#)

- For general purchasing and other procurement requests outside of the Oracle BobcatBuy punch-out catalogue (e.g., outside food vendors for catering which are not supported in Oracle Ordering for America To Go, independent contractors, non-UC employee honoraria, etc.), place your request via the general [CBS2 purchasing website](#). Here you will find the following:
  - For a Federal Express label – place your order via a [ServiceNow FedEx Label Request](#)
  - For purchasing, place your request via [ServiceNow Purchasing Request](#) – specific requests here include all services and goods for non-catalog items, agreement renewals, non-UC employee honoraria, and requests for international vendors. (Software purchases via this request can be made only through **JourneyEd**; all other software purchases must be made through the Office of Information Technology.) We also provide a monthly review and closeout of open purchase orders.
  - For **UC Employee** Honoraria, please send an email request to [soe-personnel@ucmerced.edu](mailto:soe-personnel@ucmerced.edu)
  - For P-Card management, submit your receipts and statement to [P-Card receipt processing](#). NOTE: P-Cards are only for Department Specialists and Centers as P-Cards are not distributed to each faculty as it's a significant amount of work left to the PI and/or P-Card owner.
  - For new vendor set up, submit your requests to [Vendor Set Up](#)
  - For invoice management, submit your invoice for payment via a [ServiceNow Invoice payment request](#)
  - To request BobcatBuy punch-out catalogue purchasing access provision, submit a ServiceNow ticket request via [DFA access provision request](#). Please select the role as the “catalogue requisitioner.” If you are asking your students/postdocs to obtain access, please have them upload your email approval to the provision request ServiceNow ticket.
    - Once access is obtained, the Oracle BobcatBuy punch-out catalogue link will be provided. You may also find the link at the [Alpha Financials GoLiveToolkit](#). Please note that the requester will need the full CCOA and/or POET info at the time of placing each requisition into the BobcatBuy punch-out catalogue.
- **Catering Services** (faculty will place their own requests – be prepared to provide CCOA information when submitting requests)
  - On Campus – Submit requests via [CaterTrax](#)
  - Off Campus – Submit requests for **America To Go** on [Bobcat Buy](#) (If you are not provisioned in Oracle please visit the Division of Finance and Administration (DFA). Service Catalog for access requests: [Purchasing User Access Provisioning Request](#))
  - If you're not provisioned to submit tickets in BobCAT Buy, you can still request an **America to Go** order via [CBS2 ServiceNow ticket](#).

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- **Catering Services** - Continued
  - Allowable reimbursement/cost amount for the following type of entertainment:
    - Breakfast - \$27 per attendee
    - Lunch - \$47 per attendee
    - Dinner - \$81 per attendee
    - Light Refreshments - \$19.00 per attendee
  - All entertainment costs must adhere to [UCOP Bus 79 Policy](#)

**Parking Reservations** (faculty will place their own requests – be prepared to provide CCOA information when submitting requests)

- Please use this link to complete the online [Parking Request form](#) located at: <https://engineering.ucmerced.edu/internal/form/parking-request-form>
  - Requests need to be submitted **two weeks** prior to event.
  - You will need to select a Chart of Account (COA) to use for the parking request, which will be verified with business staff prior to submission.
  - Please allow 2-3 business days to receive a confirmation of your parking request.
  - Directions and Maps for guests: <https://engineering.ucmerced.edu/directions>

[Event Planning Campus Resources](#) - here you will find assistance in your event planning and information on obtaining an alcohol permit, facilities management, IT support, room reservations and other event planning matters:

Event Planning Toolkit:

<https://engineering.ucmerced.edu/internal/soe-event-support-toolkit>

### NON-INSTRUCTIONAL ROOM RESERVATIONS

- Faculty will submit their own room reservation requests. Requests must be made at [rooms.ucmerced.edu](https://rooms.ucmerced.edu)
- Click on the table directly below “EMS Room Reservation System - Web Application (Non-Instructional Spaces).”
- Enter your valid UC Merced credentials and look for rooms under “Faculty/Staff Meeting Rooms.”
- SE2 Room Reservation Policy: <https://engineering.ucmerced.edu/SE2-conference-room-reservation>
- Please wait 1-2 business days to receive a confirmation email prior to scheduling catering/IT or any other room-specific needs.
- **Certain rooms, such as SE2-224, SE2-302, and SE2-324 (as well as others on campus) require approval**

**Office of Information Technology Services**, please refer to their [Service Hub website](#) – here you will find a variety of services offered to faculty and staff.

- For [Mobile Device Purchases](#) (Cellular Phone/MiFi), submit your request via [OIT Mobile Purchase Request](#)
- For [Mobile Device Support](#) (Cellular Phone/MiFi), submit your request via [OIT Mobile Device Support Request](#)
- For [Software Installs and Purchasing](#) – General Overview:
  - [List of software available for install](#) (some may require an annual license fee)
  - For purchasing of new software, submit your request via [OIT Software Installs/Purchasing](#)

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- [OIT Special Event Support](#) needed for any special events occurring on campus where you require audio-visual support including sound amplification, theatrical lighting (Lakireddy Auditorium), computer, video projection, or one-time use of a Zoom Webinar license for up to 500 participants. **For planning purposes, you must submit your request at least TWO WEEKS IN ADVANCE of the event.**
- To report a cybersecurity incident, submit a claim at [OIT Cybersecurity Incident](#)
- To report a computer problem, submit a claim at [OIT Report a Problem](#); be prepared to upload screenshots of the issue you're encountering
- For any issues with your UCM Net ID, email, or directory name, please reach out to [soe-personnel@ucmerced.edu](mailto:soe-personnel@ucmerced.edu) as they will work with the UC Merced's Identity Management (IDM) system administrator to ensure you have full access.

## FED-X Label

- Below is the link to CBS2 for shipping label assistance. (You will need the CCOA information for this, but the CITRIS project is not active in our system yet)
- <https://cbs2.ucmerced.edu/support-we-offer/purchasing>

## Purchasing

The Center for Business Services and Solutions (CBS2) is a support unit for UC Merced's purchasing department, with responsibility for the facilitation and execution of external commitments for goods and services. CBS2's objectives are to offer responsive service, protect the university from foreseeable procurement risk, and ensure the university's requirements are being met when placing orders for campus departments.

Below is a complete listing of the purchasing services currently offered by CBS2. By selecting the link, you will be taken directly to the applicable request in ServiceNow for submission.

### Create a FedEx Shipping Label

Create inbound and outbound Fed Ex shipping labels on behalf of the department

#### What do I need to get started?

COA/POET, shipping address, and Business Justification

CREATE MY FEDEX SHIPPING LABEL

**CBS2** - Purchasing requests are currently submitted via two systems: Oracle Bobcat Buy and CBS2 ServiceNow. Oracle Bobcat Buy can be utilized if the vendor you wish to procure from is established in the punchout catalogue to obtain any applicable contract pricing and expedited processing. If the vendor is not established in the punchout catalogue, the CBS2 ServiceNow system may be utilized and CBS2 staff will complete the purchasing request with their university procurement card. Please note, you can request to [add a vendor](#) to the Oracle Bobcat Buy punchout catalogue; however, the process may take some time.

## Oracle Bobcat Buy

To request access to the Oracle Bobcat Buy system, please complete the LMS Training for [Requisition Creation and Management](#) and submit a [Purchasing User Access Provisioning](#)

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[Request](#) ticket. The ticket will be reviewed, submitted to Jamie for approval, and CBS2/Procurement will notify you when your access has been provisioned.

### **CBS2 ServiceNow**

Please find below the hyperlinks to submit general purchasing and expense reimbursement tickets:

- [CBS2 General Purchasing ticket](#): purchase request for vendors not already established in Oracle Bobcat Buy. Please note you can still submit general purchasing tickets for vendors already established in Oracle Bobcat Buy; however, the workflow timeline will not be expedited as if entered directly into Oracle Bobcat Buy yourself.
- [CBS2 Expense Reimbursement ticket](#): reimbursement request for general and/or travel expenses. Please note you will need to attach/upload receipt documentation for every expense you are claiming reimbursement for.

Lastly, both Oracle Bobcat Buy and CBS2 ServiceNow systems will require you to enter the CCOA/POET for the fund you intend to charge. Jamie/SOE Financials will provide this information for your CITRIS Seed fund once available.

If you have any questions regarding the Bobcat Buy or CBS2 ServiceNow systems, status of order/reimbursement request submitted, or workflow process, please reach out to CBS2 ([CBS2@ucmerced.edu](mailto:CBS2@ucmerced.edu)).

### **CBS2 ServiceNow – Directory of Staff**

Katrina Trexler, CBS2 Customer Representative for SoE: [ktrexler@ucmerced.edu](mailto:ktrexler@ucmerced.edu)

Diego Rivera, CBS2 Travel and Reimbursement Supervisor for SoE: [dmolina@ucmerced.edu](mailto:dmolina@ucmerced.edu)

Cindy Roberts, CBS2 Business Officer for SoE: [croberts5@ucmerced.edu](mailto:croberts5@ucmerced.edu)

Terri Roberts, CBS2 Exec Director: [tharris13@ucmerced.edu](mailto:tharris13@ucmerced.edu)

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## School of Engineering Personnel, Finance and Admin Contacts (Includes Department Support Services & Frontdesk Staff)

### SoE Personnel, Finance and Administration (PFA)

Executive Assistant Dean – PFA & Chief of Staff, **Roseanna Barrón** ([rbarron2@ucmerced.edu](mailto:rbarron2@ucmerced.edu))

### SoE PERSONNEL SERVICES

Director of Personnel Services, **Tomiko Hale** ([Hale2@ucmerced.edu](mailto:Hale2@ucmerced.edu)) (ME ½)

PSO Staff: **Heather Gerety** (CEE, ME, CITRIS), **Manivan Pornnang** (CSE, MSE) and **Sandy Yoshimi** (MCS, BIOE)

PERSONNEL SERVICES OFFICE ([soe-personnel@ucmerced.edu](mailto:soe-personnel@ucmerced.edu))

- Visa Requests
  - J-1: <https://eng.ucmerced.edu/jvisa>
  - H-1B or Permanent Residency: contact PSO
- ACRS: <https://academicpersonnel.ucmerced.edu/resources/academic-case-review-system-acrs>
- Digital Measures: <https://academicpersonnel.ucmerced.edu/resources/digitalmeasures>
- OATS: [https://academicpersonnel.ucmerced.edu/OATS\\_Portal](https://academicpersonnel.ucmerced.edu/OATS_Portal)
- Volunteers – contact PSO – [SoE-Personnel@ucmerced.edu](mailto:SoE-Personnel@ucmerced.edu)

### SoE FINANCE, ADMIN & DEPARTMENT SUPPORT

Director of Finance and Administration, currently position is vacant and working to backfill position

- **SOE FINANCIALS** ([soe-financials@ucmerced.edu](mailto:soe-financials@ucmerced.edu))  
SoE Financials Staff: **Wendy Ewald** (MCS, ME, CEE, MSE) and **Andre Frise** (BIOE, CSE, ½ of CITRIS with **Roseanna**)
  - Department funding and approvals for general operations and instructional funds
  - Non-grant funding (startup, gifts, incidentals, idc, COR awards, etc.)
- **DEPARTMENT SUPPORT** ([soe-deptspecialist@ucmerced.edu](mailto:soe-deptspecialist@ucmerced.edu))  
**Note that both Tamika and Jeshua are on Leave** (Tamika on leave until September 2022 and Jeshua on leave until June 8<sup>th</sup>, 2022)  
Department Support Staff: Supervisor **Tamika Hankston**  
Department Specialists: **Jeshua Hopson** (CSE, MSE, BIOE), **Stephanie Lopez** (MCS, ME, CEE)
  - Undergraduate Student Hires: <https://studentjobs.ucmerced.edu/>
  - Recruitment for Senate Faculty and Non-Senate Academic Positions: <https://aprecruit.ucmerced.edu/>

**SoE FRONT DESK SERVICES** ([soereception@ucmerced.edu](mailto:soereception@ucmerced.edu)) located in SE2-315

Front Desk Operations Admin Assistant, **Bianca Rodriguez** ([brodriguez49@ucmerced.edu](mailto:brodriguez49@ucmerced.edu))

Student Operations Assistants: Colby Priest, Jennifer Rivas, Fatima Maldonado

NOTE: For SoE graduate student program information, please email [soe-grstaff@ucmerced.edu](mailto:soe-grstaff@ucmerced.edu)