MBS Department

The Department of Molecular Biosciences:

- 59 Tenured or Tenure-Track Faculty
- 475 Lab Staff
- 9 MBS Dept. Full-Time Staff
- 5 Dept. Student Workers
- 7 Buildings (NMS, MBB, PAT, PAI, BIO, NHB, & WCH)
MBS Department Office Staff

- Julie Bowers – Assistant Director of Administration, juliebowers@utexas.edu
- Corolyn Holub – Departmental Chair’s Assistant, crholub@austin.utexas.edu
- Rebekka Sherman-Loeffler – Seminars/Events, shermanloeffler@utexas.edu
- Daniel Cloud – Accountant, daniel.cloud@austin.utexas.edu
- Stacey Kimmelman – Departmental Buyer, smyles@austin.utexas.edu
- Rose Orwell – Departmental Buyer, rose.orwell@austin.utexas.edu
- Debbie Van Loan – Sr. Human Resources, debbie@austin.utexas.edu
- Jorge Villafana – Human Resources, jorge.villafana@austin.utexas.edu
- Erin Allen – Sr. Grants and Contracts, ema@austin.utexas.edu
- MBS Student Workers: mbsworkstudies@utlists.utexas.edu

MBS Office Suites:
NMS 3.316 & NMS 4.104
MBS Department Webpage

MBS department webpage:

https://molecularbiosci.utexas.edu

You can find the information in this presentation on the MBS Resources webpage:

https://molecularbiosci.utexas.edu/resources
Purchasing – three ways to place an order

1) UT Market
https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce
This is the easiest mechanism but restricted to subset of vendors.
2) White Sheet Orders

You can use this purchase order request form (white sheet):
https://molecularbiosci.utexas.edu/images/MBS/Purchase_Request_Form.pdf

Send the completed form to Stacey Kimmelman or Rose Orwell via email: mbs_orders@austin.utexas.edu.

The administrative process for white sheet orders is laborious, especially with new vendors. It can take up to one week to place an order, though we are usually much faster. In exceptional cases, we can place rush order for next day delivery – to do so, please take the completed purchase order request to Stacey or Rose in person before noon.
3) Procards

Recommended for purchasing materials and lab supplies under $100.

- Procards cannot be used to purchase:
  - Radioactive material
  - Gases
  - Entertainment or travel expenses

- Please tell the vendor that you/UT are exempt from Texas sales tax. You usually don’t need them, but the tax exempt form can be found here: [http://www.wiindow.state.tax.us/taxinfo/taxforms/01-339.pdf](http://www.wiindow.state.tax.us/taxinfo/taxforms/01-339.pdf)

- Email procard receipts and invoices together with the account number to be charged to mbspayments@austin.utexas.edu or drop them off in the invoice inbox outside your lab. You may also keep invoices until the MBS office sends you the credit card statement once a month.
Purchasing

Orders above $15,000

- Orders from vendors under state contract require only a quote.
- For all other vendors UT requires you to either:
  - Get bids from other vendors
  - A Sole Source document and cost justification

Damaged or defective items

- If you receive items that are damaged or defective, please notify Stacey or Rose as soon as possible so that they can arrange replacement at no charge:
  smyles@austin.utexas.edu or rose.orwell@austin.utexas.edu
The MBS Office handles all bills outside of UT Market orders, which are dealt with centrally. For every invoice or bill that needs to be paid, the MBS Office needs to know the following:

- The date you received the invoice
- The date you received the item(s)
- The account you'd like to charge for the bill

Once you’ve written this information on the bill, please sign and date it. Afterwards, you can either drop it off in the MBS pickup bin outside your lab or scan and email it directly to Daniel Cloud (mbspayments@austin.utexas.edu) for processing.
Every lab has, or can have, its own UPS account.

- If you don’t have an account, please see Julie Bowers (julierbowers@utexas.edu) to set one up for you.
- To schedule a UPS pickup, please call 1-800-742-5877.
- For same-day pickup, please drop-off your packages at NMS 3.316 no later than 2:00 PM.
FedEx packing labels are available in the MBS Office. Please include the **UT account number** to be charged (or at least your PI’s name) on the FedEx packing label in the field “Your Internal Billing Reference.”
Inventory – Discarding Equipment

UT is required to perform an annual inventory for which the MBS Office staff has to locate all equipment with a UT inventory sticker. Therefore, please follow these rules when discarding items:

- Before you discard an item, please contact Stacey or Rose with your building and room number to allow us to initiate the appropriate process.

- If you are replacing a computer, allow CNS IT to take the hard drive only! Keep the rest of the computer components and contact either Stacey or Rose to let them know this computer is being discarded. They will instruct on proper removal of the item as well as remove the item from MBS' inventory list.

- If instruments have to be decontaminated, please have them cleared by EHS (http://www.utexas.edu/safety/ehs/)
Debbie Van Loan (debbie@austin.utexas.edu) and Jorge Villafana (jorge.villafana@austin.utexas.edu) manage Human Resources for MBS and are responsible for:

- Payroll
- Appointments
- Time sheets
- Annual performance evaluations
- Visas (Renewal requests should be done as early as possible – deadline for submission is 2 months in advance!)
- Insurance problems

To submit electronic HR requests, please use UT Direct’s Request System: https://utdirect.utexas.edu/apps/services/requests/

For more HR information, see the MBS HR resources page: https://molecularbiosci.utexas.edu/resources/hr

For FLMA leave information, contact Cynthia Nguyen: cynthia.nguyen@austin.utexas.edu or (512) 475-8045
- Lab Manager deadlines for approving undergraduate timesheets (x2 per month):
  - 15th of the month | Last day of the month

- Hourly Timesheet home:
  https://utdirect.utexas.edu/apps/payroll/hourly/

- Please let Debbie (debbie@austin.utexas.edu) or Jorge (jorge.villafana@austin.utexas.edu) know when someone is no longer working in your lab!

- Health Point (workman’s comp.) (512) 471-4647
Key Requests

Email key requests for NMS and MBB to the MBS student workers (mbsworkstudies@utlists.utexas.edu).

They will post the completed paperwork outside Julie Bower’s office for pickup: NMS 3.314

Get the keys made at Lock & Key Services:
Building and room: SER 101
Hours: Mon to Fri 7:30am-4:00pm
You will need your UT ID.
Travel

You need an approved Request for Travel Authorization (RTA) before booking your travel.

- To submit an RTA online, go to:
  https://utdirect.utexas.edu/apps/services/requests/
  - Select: Travel Authorization Request
  - Assign to the following group for processing: Molecular Biosciences – Travel (00171)

- More information on travel requests can be found on the MBS website:
  https://molecularbiosci.utexas.edu/resources/travel
Travel

You have three travel options once you’ve obtained an approved RTA:

1. **Concur Online Reservations**
   
   [https://www.utexas.edu/travel/concur](https://www.utexas.edu/travel/concur)
   
   - One-time setup for quick and easy travel arrangements.
   - Register, complete your profile, and book your flight, hotel, and rental car using a direct billed account or personal credit card (will require a RTA before approving airfare).

1. **UT Travel Agencies**
   
   - Anthony Travel **800-684-2044**
   - Corporate Travel Planners
Travel

3. Booking Your Own Flight

- You may use other online reservation tools if you can get a better price. You will still have to follow all university rules (economy class, etc.).

- To get reimbursed for booking your own flight, the traveler has to certify that he or she followed all university rules by writing the following statement on the invoice and signing and dating it:

   “Online selection is best value as consistent with institutional priorities.”

- Note, this statement has to be signed by the traveler him or herself.
Travel - Reimbursements

- Travel Reimbursements require an approved RTA and itemized receipts.

- To file your reimbursement request electronically, go to:
  
  https://utdirect.utexas.edu/apps/services/requests/
  
  - Select: Travel Reimbursement Request
  - Assign to the following group for processing: Molecular Biosciences Payments (00201)

- More information on travel reimbursements can be found on the MBS website:
  
  https://molecularbiosci.utexas.edu/resources/reimbursements
Grants & Contracts

Erin Allen is the MBS Grants and Contracts specialist, and can assist with the following:

- Proposal preparation and submission, fellowships and career development applications
- Liaison with the Office of Sponsored Projects, Office of Industry Engagement, Office of Research Support, and other university offices
- Grant/Contract modifications and post-award actions
- Effort certification and progress report submission

Contact Erin Allen (ema@austin.utexas.edu) for pre- and post-award questions.
Useful Links (general)

- MBS Resources Homepage: https://molecularbiosci.utexas.edu/resources
- UT Directory: http://www.utexas.edu/directory/
- Seminar Calendar: https://molecularbiosci.utexas.edu/events/month.calendar
  - Page contains a link to subscribe to the calendar.
Useful Links (purchasing)

- UT Market: https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce
- Purchase Request Order Form (white sheet orders): https://molecularbiosci.utexas.edu/images/MBS/Purchase_Request_Form.pdf
  - Email completed form to: mbs_orders@austin.utexas.edu
- Invoices/packing slips
  Please return invoices and receipts to the MBS Office quickly after you:
  - Add the date the invoice and item(s) were received, add a UT account number to be charged, and sign and date the invoice/receipt.
  - Drop into the MBS pickup bin outside your lab or email to: mbspayments@austin.utexas.edu
Useful Links (travel)

- RTAs – Request Home: https://utdirect.utexas.edu/apps/services/requests/
  - Select: **Travel Authorization Request**
- Concur (Travel Management): https://www.utexas.edu/travel/concur
- Car Rentals (Direct Billing): https://www.utexas.edu/travel/forms/rentalcar/
- Travel Reimbursement – Requests: https://utdirect.utexas.edu/apps/services/requests/
  - Select: **Travel Reimbursement Request**
- UT Travel Management: http://www.utexas.edu/travel/
Useful Links (HR)

- Hourly timesheet home: https://utdirect.utexas.edu/apps/payroll/hourly/
- Online HR forms – Request Home: https://utdirect.utexas.edu/apps/services/requests/
- Health Point (workman’s comp.) (512) 471-4647
- FLMA leave information, contact Cynthia Nguyen: cynthia.nguyen@austin.utexas.edu or (512) 475-8045
- MBS HR resources page: https://molecularbiosci.utexas.edu/resources/hr
- Contact Debbie Van Loan directly with any questions: debbie@austin.utexas.edu
Useful Links (shipping)

- UPS Campus Ships - contact Julie Bowers (julierbowers@utexas.edu) if you need access: https://utdirect.utexas.edu/apps/frms/utmarket/ecommerce/
- Express Shipping: https://utdirect.utexas.edu/pointplus/eCommerce_user.WBX?s_vendor_abbr=ES&s_component=0