The Department of Molecular Biosciences
New Faculty Setup

Austin, TX
University of Texas
College of Natural Sciences
# MOLECULAR BIOSCIENCES

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2017

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Established in September 2013, the Department of Molecular Biosciences is composed of faculty members studying molecular, microbial, cellular, developmental, chemical, plant, and systems biology. By spanning such a wide range of expertise and interests, the faculty are developing novel approaches to biological problems and offer unique perspectives to students at both the undergraduate and graduate levels.

We are constantly adapting to the fast-paced change that accompanies modern biological sciences. Central to this continual transformation is our close associations with a number of interdisciplinary institutes, centers, and facilities at The University of Texas at Austin, including the Institute for Cell and Molecular Biology, the Center for Systems and Synthetic Biology, the LaMontagne Center for Infectious Disease, the Center for Computational Biology and Bioinformatics, and the Genome Sequencing and Analysis Facility. These intellectual and technological drivers further provide bridges between the faculty and broader clinical and commercial communities, enhance the productivity of the faculty, and enliven our educational and outreach efforts.

Our large faculty work in diverse areas, including: Biochemistry and Biophysics, Cell Biology, Cancer Biology, Developmental Biology and Birth Defects, Genetics and Genomics, Immunology, Microbiology and Infectious Disease, Molecular Biology, Plant Biology, Stem Cells and Regenerative Biology, Systems and Synthetic Biology, and CryoEM. Detailed descriptions of individual research programs can be found on the faculty pages.
New Employee Checklist: https://hr.utexas.edu/current/new/checklist.html

AFTER OFFER LETTER IS SIGNED

The following items must be completed after your offer letter is signed but before your faculty appointment is final approved. For questions, please contact Corolyn Holub.

1. **Official Transcript Authorization form**
   Will be included in your offer letter. Please email the completed and signed form to the MBS Office for processing.

2. **UT Electronic Identity (UT EID)**
   Click here to reset your EID password. Please note, your EID was created for you during your initial interview. To obtain your EID, please contact Corolyn Holub.

3. **Criminal Background Check**
   You’ll receive an automated email requesting authorization to conduct a background check, which needs your consent.

ONE MONTH OUT

The following items can be completed after your faculty appointment is final approved but prior to your official start date.

1. **UT Austin Email Address**
   Click here to sign up for a UT Austin email address through Austin Exchange/Office 365 with a UT EID.
2. **Register for the New Faculty Symposium**
   The annual [New Faculty Symposium](#) will be Tuesday, August 22, 2017 beginning at 8:00am at the Student Activity Center (SAC 2.410), with an additional day of sessions on Wednesday, August 23, 2017. [Click here to register](#).

3. **Parking Permit**
   [Click here](#) for information on permits, garage/lot locations, and fees.

4. **Accounts**
   For existing grants, you’ll need to work with your current institution to initiate transfers or other changes. If you intend to apply for a grant that would be conducted at UT, please contact [Linda Beltran](#) as soon as possible. For more information on accounts, please see Office Procedures (pg 10).

5. **Office Setup**
   To confirm your faculty office location and furnishings/setup, please email [Ann Harasimowitz](#), CC: [Brittany Curtis](#).

   **Ordering your computer**
   - Orders will be made through the [Campus Computer Store](#). Once you’ve selected your computer, send your order request (make, model, etc.) to either [Stacey Kimmelman](#) or [Rose Orwell](#), our two departmental buyers. They will place the order using one-time departmental funds. Once the computer arrives, CNS-IT will take it for imaging and inventory setup (usually takes one week to complete).

   **Setting up your office phone**
   - Your phone will be setup by Don Spencer, our CNS-IT Data Communication Specialist. This will be completed prior to your arrival.
   - Don Spencer’s contact information:
     - Email: d@utexas.edu
     - Phone: 512-471-7101 (office)
     - Office: WEL 3.428A

6. **Lab Setup**
   For information on ordering equipment for or moving your lab, please contact either [Stacey Kimmelman](#) or [Rose Orwell](#). A summary of these procedure can be found under Office Procedures (pg 11).
7. **Job Postings**

To post a position for your lab on UT Direct’s job board, please contact Debbie Van Loan with the following:

- Purpose of position and at least four functions/tasks
- Approximate annual salary

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**FIRST DAY**

The following items must be completed on your first day on campus (start date).

1. **New Employee Welcome and Orientation**

   You’re required to attend new employee orientation on your first day of employment. The MBS admin staff will work with you to register you for the course prior to your arrival.

   **When:** Mondays, 8:00am to 1:00pm
   **Where:** North Office A Building (NOA), room 4.106
   
   *(101 E. 27th St, at the corner of 27th and Wichita, northeast of the Student Services Building)*

   **What to Bring:**
   - Employment Eligibility Verification *(Form I-9)*
   - List of Acceptable Documents – used to prove your identity and authorization to work in the US.

   **UT ID Card and EID Upgrade**

   These will be created/processed at orientation. Please bring proof of identity (government issued ID that includes your photo).

2. **Office and Lab Key Request**

   The MBS student workers will create key requests prior to your first day, which you’ll need to pick up from the MBS front desk (NHB 2.606). You’ll need to take the request along with your UT ID to Lock and Key Services (SER 101) before 4pm to acquire a key for your office and lab.

3. **Requesting Building Access**

   After you’ve received your ID card, you can request locknetics card access (building access) via emailing your building manager (see pg. 15). Building
request will need to include your EID, 16-digit ID card number, and the location you need access to, including building code and room number if applicable.

FIRST WEEK

The following items must be completed on your first week on campus.

1. **Mandatory Employment Forms** *(upgraded EID login required)*
   - **My Paycheck Profile**
     Please setup direct billing. This is needed for both your monthly paycheck and to issue your relocation lump sum.
   - **Directory/Biographical Information**
   - **Ethics Statement/Standards of Conduct and Political Activities**
   - **Worker’s Compensation Network Acknowledgement Form**
   - **Acceptable Use Policy**
     Manager will be the Department Chair (Dan Leahy, EID dl32463)
   - **Selective Service Eligibility and Verification**
     Required for both men and women
   - **Online Compliance Modules**
   - **Conflict of Interest Training**
   - **Financial Information Disclosure (FID)**
   - **Claim your W-4 Online form**
   - **Required Responsibilities for Researchers at The University of Texas at Austin**

2. **Complete the New Employee Benefits Enrollment**
   [Click here](#) for more information on employee benefits.
   - **Insurance Overview**
     Insurance plan enrollment must be completed within 31 days from your employment start date.
   - **Retirement Overview**
     Retirement plan enrollment must be completed within 90 days from your employment start date. UT retirement plan is through the Teacher Retirement System (TRS).
• **UT Benefits**
  To add dependents, you must upload Evidence of Eligibility (EOE), which requires proof of relationship documents for each dependent. This must be made within your 31-day enrollment period.

3. **Relocation Lump Sum**
   Per your offer letter, your relocation allowance will be issued as a lump sum, to be paid on the next payroll period following your first day. You’ll need to complete the mandatory employment forms and I-9 before the payment can be processed.

**IMPORTANT DATES**

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<td>New Faculty Symposium</td>
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<td>08/22: New Faculty Symposium 8:00am - 4:00pm in SAC Ballroom</td>
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<td>President’s Reception 4:00pm-6:00pm in President’s Office</td>
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<td>08/23: Optional Teaching and Learning sessions that include Canvas</td>
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<td>LMS training, syllabus creation, and active learning techniques.</td>
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<td>ICMB Retreat</td>
<td>September 15-17, 2017</td>
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<td>MBS Retreat</td>
<td>February 25, 2018</td>
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For more information, please contact [Tom Atchity](mailto:tom.atchity@utexas.edu).

For more information, please contact [Rebekka Sherman-Loeffler](mailto:rebekka.sherman-loeffler@utexas.edu).

**HELPFUL LINKS**

**Faculty Affairs**

• [CNS New Faculty Handbook](mailto:facultyaffairs@cns.utexas.edu)

• [CNS Faculty Affairs](mailto:facultyaffairs@cns.utexas.edu)
  Faculty police, forms, reviews, leave, human resources, and other information.

• [Facility Service Center](mailto:facilitieservicecenter@cns.utexas.edu)

• [UT Austin Child Development Center](mailto:childdevelopmentcenter@cns.utexas.edu)
  UT Austin childcare services.
CNS-IT Support

- Submit a help request
- CNS Help Desk phone: 512-232-1077 | email: help@cns.utexas.edu

Health and Safety

- **UT Austin Police Department**
  Phone: 512-471-4441 (or 1-4441), or 911, from a campus phone.
- **Emergency Text Alerts**
  Sign up for text alerts to receive prompt notice of emergencies, other safety issues, and weather closings.
- **Behavior Concerns Advice Line (BCAL)**
  Phone: 512-232-5050. BCAL is a service that provides faculty, students, and staff an opportunity to discuss their concerns about another individual's behavior.
- **Employee Assistance Program (EAP)**
  Phone: 512-471-3366
MOLECULAR BIOSCIENCES

New Faculty Setup Checklist

AFTER OFFER LETTER IS SIGNED

☐ Official Transcript Authorization form
☐ Update your EID password
☐ Complete the Criminal Background Check

ONE MONTH OUT

☐ Get your UT Austin email address
☐ Register for the New Faculty Symposium
☐ Apply for a UT Austin parking permit (if applicable)
☐ Order your office computer and printer
☐ Order lab equipment/begin the process of moving your lab
☐ Job postings for your lab

FIRST DAY

☐ Attend New Employee Welcome and Orientation (UT ID card, secure EID)
☐ Pickup your office and lab keys

FIRST WEEK

☐ Complete the Mandatory Employment Forms
☐ New Employee Benefits Enrollment
☐ Relocation lump sum
MOLECULAR BIOSCIENCES

Office Procedures

More resources can be found on the MBS website.

ACCOUNTING

Office of Sponsored Projects
Sponsored research accounts are setup through the Office of Sponsored Projects (OSP). For any questions, please contact Linda Beltran or Daniel Cloud.

University Accounts
University accounts (startup, discretionary funds, etc.) are setup through other university offices, such as the CNS Dean’s Office or the Office of Accounting. For any questions on the status of these accounts, or to check account numbers and balances (start-up, CPRIT, NIH, etc.) once active, please contact Linda Fallon.

MAIL

All MBS affiliated faculty, lab personnel, and staff collect their mail in one centralized mail room, which is located within the MBS Office: NHB 2.616. Mail is checked and distributed daily throughout the long semester and weekly over the summer. If you have a question about shipping or receiving, or need help scheduling pickups for couriers such as UPS or Fedex, please contact the MBS student workers.

PAYMENTS

Invoices/Bills
For every invoice or bill that needs to be paid, the MBS Office needs to know the date you received the invoice, the date you received the item(s), and the account you’d
like to charge. Once you’ve written this information on the bill, you can either drop it off in the pickup bin outside your lab or scan and email it directly to MBS Payments.

**Entertainment Reimbursements**

Entertainment expenses and events require prior approval to be reimbursed via a completed *Official Occasion Expense Form (OOEF)*, which needs to be filled out by the individual filing for reimbursement and/or hosting the event. You will need to turn in both a completed OOEF and receipts to the MBS office to be reimbursed. More information can be found [here](#).

**Travel Reimbursements**

You must have an approved *Request for Travel Authorization* (RTA) on file before you can be reimbursed for your travel expenses. To submit an electronic travel reimbursement, login to the *Request Home* and select "Travel Reimbursement Request" under the Expense Requests column. Once you’ve completed the request, submit your reimbursement to the following group: *Molecular Biosciences Payments (00201)*. You will receive an automated email once your reimbursement has been completed. More information can be found [here](#).

**PURCHASING**

**Purchasing Lab Equipment and Supplies**

You have three options for placing orders. For questions or deadlines, please contact Stacey Kimmelman or Rose Orwell.

1. **UT Market** – easiest way to place orders; restricted to a subset of vendors.
2. **Point Plus** – for non-UT Market orders. Requires a *MBS Purchase Requisition Form*, which can be sent to the main MBS purchasing email.
3. **Procard** -- Recommended for purchases under $100.

**$15,000+ Procedure**

Purchases over $15k require vendors under state contracts to provide a quote. For vendors under non-state contracts, you must provide multiple vendor bids. General rules are as follows:

- If the item can be purchased through multiple vendors, you must provide the main quote as well as 3 additional quotes.
• If the item is under contract through TXMAS, E & I, or DIR, you must provide the main quote as well as 3 additional quotes.
• If the item is purchased through UT Market with either Fisher Scientific or VWR, you must provide one main quote.
• If the item is under UT Alliance contract it only requires one quote.
• If the vendor is the sole manufacture of the item, you must provide both an Exclusive Acquisition Justification Form and cost justification.

$50,000+ Procedure
The Purchasing Office will do formal bidding after you’ve provided initial documentation.

Lab Relocation
Since the cost of lab relocations almost always exceed the amount to be covered by a typical PO, you must provide an Exclusive Acquisition Justification form and a cost justification form before the move can take place. To do so, please contact your departmental buyer (Stacey Kimmelman or Rose Orwell) for individual assistance.

SEMINARS
The MBS Seminar Series occurs every Wednesday at 4:00 pm in NHB 1.720 during the long semester. For questions, please contact Rebekka Sherman-Loeffler.

Nominate a Speaker
To nominate a speaker, click here. Guidelines for nominations are as follows:
1. The speaker should have a tenure track or equivalent position
2. The speaker should be traveling from within the USA
3. Individual faculty members cannot host more than two seminar speakers per long semester

TRAVEL

Prior Approval
Faculty must submit a Request for Travel Authorization (RTA) prior to making any other travel arrangements. To obtain a RTA, login to UT Direct’s Request Home and complete an online "Travel Authorization Request" form under the Expense Request column. Once you’ve completed the request, submit your RTA to the following
group: Molecular Biosciences-Travel (00171). You will receive an email with your RTA number once your request has been processed and approved.

Travel Arrangements
You have three travel options once your RTA has been approved:

1. **Concur Online Reservations** – 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).

2. **Anthony Travel** – UT's official travel agency *(airfare only)*. You can contact them via phone (800-684-2044) or email (UTTravel@AnthonyTravel.com). Since they direct-bill flights to the department, they will need your RTA number before confirming your arrangements.

3. **Making Your Own Arrangements** – you may use other reservation tools if you can get a better price. However, you will still have to follow all university rules (ex: economy class for flight, etc.). You will also have to file for a reimbursement after your trip.

For more information on submitting a RTA, booking your flight and hotel, etc., [click here](#).
MOLECULAR BIOSCIENCES

Office Contacts

GENERAL INQUIRIES

Office Phone (General Inquiries): 512-471-5105 | Fax: 512-471-1218 | NHB 2.606

Mailing Address
The University of Texas at Austin
Department of Molecular Biosciences
100 E 24th St, NHB 2.606, STOP A5000
Austin, TX 78712

Internal Campus Mail Code
A5000

OFFICE STAFF

Julie Bowers – Assistant Director for Administration
➢ julierbowers@utexas.edu | (512) 232-3693 | NHB 2.646

Corolyn Holub – Assistant to the Department Chair
➢ crholub@austin.utexas.edu | (512) 475-6118 | NHB 2.644

Linda Beltran – Senior Grants and Contracts Specialist
➢ lbeltran@austin.utexas.edu | (512) 232-3643 | NHB 2.634

Daniel Cloud – Grants and Contracts Specialist
➢ Daniel.cloud@austin.utexas.edu | (512) 232-2720 | NHB 2.632

Linda Fallon – Financial Analyst
➢ linda.fallon@austin.utexas.edu | (512) 232-2714 | NHB 2.648

Michele Davis – Accountant I
➢ mbspayments@austin.utexas.edu | (512) 232-5703 | NHB 2.600B
Debbie Van Loan – Senior Human Resources Coordinator
➢ debbie@austin.utexas.edu | (512) 471-7156 | NHB 2.626

Karen Pate – Human Resources Coordinator
➢ karen.pate@austin.utexas.edu | (512) 232-6929 | NHB 2.630

Stacey Kimmelman – Department Buyer
➢ smyles@austin.utexas.edu | (512) 471-5063 | NHB 2.600B

Rose Orwell – Department Buyer
➢ rose.orwell@austin.utexas.edu | (512) 232-7020 | NHB 2.600B

Rebekka Sherman-Loffler – Seminar and Events Coordinator
➢ shermanloeffler@austin.utexas.edu | (512) 471-4712 | NHB 2.600B

MBS Student Workers – Room Reservations, Mail, General Inquiries
➢ mbsfrontdesk@gmail.com | (512) 471-5105 | NHB 2.606

CNS BUILDING MANAGERS

Ann Harasimowitz, Director of Facilities
Email: ann.harasimowitz@austin.utexas.edu
Phone: (512) 232-1064 | Office: WCH 3.104 and NHB 5.402A

Neural Molecular Sciences (NMS) and Patterson Labs Bldg. (PAT):
• Ed Kohler
  Email: ekohler@austin.utexas.edu
  Phone: (512) 475-7903 | alt: (512) 232-2178
  Office: NMS 1.308 | PAT 140

North Hackerman Bldg. (NHB):
• Cory Konieczny
  Email: cory.konieczny@austin.utexas.edu
  Phone: (512) 769-0448
  Office: NHB 1.404

Molecular Biology Bldg. (MBB):
• Walter Cunningham
  Email: butch.cunningham@austin.utexas.edu
  Phone: (512) 232-4315
  Office: MBB 2.404

T.S. Painter Hall (PAI) and Biological Laboratories (BIO):
• Jordon Nevins
  Email: jordon.nevins@austin.utexas.edu
Phone: (512) 471-9248 | alt: (512) 589-2312
Office: BIO 310

- **John Estes**
  Email: john.estes@austin.utexas.edu
  Phone: (512) 471-9248
  Office: BIO 310

Robert A. Welch Hall (WEL):
- **Steven Moore**
  Email: smoore@cm.utexas.edu
  Phone: (512) 471-1271
  Office: WEL 5.428
Moving to Austin

VEHICLE INFORMATION

You have 30 days from the time you move to Texas to register your vehicle. Information on how to register can be found online via Texas DMV. A summary of registration steps is below.

Vehicle Inspection
To locate an inspection station in Travis County, click here. Inspection fees will vary. Requirements include:

- Proof of car insurance coverage in Texas

Register Your Vehicle
An inspection must be completed before you register your vehicle. For first-time Texans, you must register in person at your local Texas Tax Office. Requirements include:

- Complete an Application for Texas Certification of Title (Form 130-U)
- Provide proof of ID, car insurance, vehicle inspection (the Vehicle Inspection Report from the inspection station), and ownership (registration or title from your previous state)
- Pay the $52.75 vehicle registration fee (additional fees may apply)
- Remember to apply for a license plate when you register your vehicle!

Get a Texas Driver's License
As a new resident, you are required to obtain your Texas driver license from the Texas Department of Public Safety within 90 days of moving. You must apply in person at any driver's license office. Requirements include:

- Complete an Application for a Texas Driver License (Form DL-14A)
• Provide verification documents (passport, birth certificate, or citizenship certification), an SSN card, two Texas residency documents (list here), and proof of Texas vehicle registration and financial responsibility

DAYCARE

The MBS Office will apply to the UT Child Development Center on your behalf if requested, usually during negotiations of your draft offer letter. For the application, the office will need to know the name and birthdate of every child who’s applying for a slot. You will receive an email from the Development Center if you’ve been accepted; otherwise, you will be put on a waitlist until the Center has an opening.

SCHOOLS

Suggested list of public elementary schools from current MBS faculty, organized by ISD.

Austin ISD:

• Lee Elementary (just north of campus)
  http://www.lee-elementary.org/
  Address: 3308 Hampton Rd, Austin, TX 78705
  Phone: (512) 414-2098

• Kiker Elementary
  http://www.kikerelementary.org/
  Address: 5913 La Crosse Ave, Austin, TX 78739
  Phone: (512) 414-2584

• Clayton Elementary
  http://claytoncardinals.org/
  Address: 7525 La Crosse Ave, Austin, TX 78739
  Phone: (512) 841-9200

• Casis Elementary School (Terrytown)
  http://casiselementary.com/
  Address: 2710 Exposition Blvd, Austin, TX 78703
  Phone: (512) 414-2062

• Brentwood Elementary School (Crestview)
  https://www.austinisd.org/schools/brentwood
  Address: 6700 Arroyo Seco, Austin, TX 78757
  Phone: (512) 414-2039
Eanes ISD:
- Eanes Elementary
  [http://ee.eanesisd.net/](http://ee.eanesisd.net/)
  Address: 4101 Bee Cave Rd, Austin, TX 78746
  Phone: (512) 732-9100

- Forest Trail Elementary
  [http://fte.eanesisd.net/](http://fte.eanesisd.net/)
  Address: 1203 Loop 360, Austin, TX 78746
  Phone: (512) 732-9160

- Valley View Elementary
  [http://vve.eanesisd.net/](http://vve.eanesisd.net/)
  Address: 1201 Loop 360, Austin, TX 78746
  Phone: (512) 732-9140

Round Rock ISD:
- Spicewood Elementary
  [https://spicewood.roundrockisd.org/](https://spicewood.roundrockisd.org/)
  Address: 11601 Olson Dr, Austin, TX 78750
  Phone: (512) 428-3600

- Laurel Mountain Elementary
  [https://laurelmountain.roundrockisd.org/](https://laurelmountain.roundrockisd.org/)
  Address: 10111 D-K Ranch Rd, Austin, TX 78759
  Phone: (512) 464-4300

Leander ISD:
- Westside Elementary
  Address: 300 Ryan Jordan Ln, Cedar Park, TX 78613
  Phone: (512) 570-7000