JIMAR ADMINISTRATION STAFF ASSIGNMENTS BY AREA:

PERSONNEL / PAYROLL
Accident Reporting: Nicole/Michelle
Alternative Work Schedules (AWS): Nicole
Annual Performance Evaluations: Nicole
ATS Balances: Michelle
ATS/Deployment Compensation: Michelle
Cash Awards (Performance): Nicole
Disciplinary Actions: Kevin
Graduate Assistants: Michelle
Leave Balances: Michelle
Payroll: Michelle
Performance Awards: Nicole
Performance Evaluations: Nicole
Performance Issues/Problems: Kevin
Position Descriptions: Nicole
Recruitment: Nicole
Reclassifications: Nicole
Selections: Nicole
Sick Leave Balances: Michelle
Student Employment: Michelle
Telework: Nicole
Temporary Hires: Nicole
Timesheets: Michelle
Tuition Reimbursement: Nicole
UH Graduate Assistants: Michelle
Vacation Balances: Michelle
Workers Compensation: Nicole/Michelle

Personnel Policy General Questions/Guidance: Nicole
Personnel Policy, Non-Standard Issues: Kevin

PROPOSALS/BUDGETS/SUBCONTRACTS
Account Balances: Marcia/Marie
Account Code Setup (Advance/New/Change): Marcia
Advance Requests: Blanche
Budget Status Reports: Marie
Payroll Projections (for BSRs): Marie
Post-Award Actions/Requests/Reporting: Blanche
Projections (Expenditures/Payroll): Marcia
Proposals/Proposal Preparation: Blanche/Marcia
Sub-Contracts/Services Contracts: Blanche/Marcia
Sub-Contract/Services Contract Payments: Marcia
PURCHASING / REIMBURSEMENTS

Purchasing/Reimbursements/Payment General Questions/Guidance:
- PIFSC Projects: CRED/EOD: Candice; All Others: Lusi; Backup: Shannon
- Non-PIFSC Projects: Betsey; Backup: Shannon

Accounts Payable: Marie
Check Distribution: Marie
PO Distribution to Vendors: Marie
Procurement Cards: Kevin
Vendor Payment Status: Marie

Cash Reimbursement Policy Interpretation/Non-Standard Issues: Kevin
Direct Payment (AFP) Policy Interpretation/Non-Standard Issues: Kevin
Procurement Policy Interpretation/Non-Standard Issues: Kevin

TRAVEL

Travel Advances (Approval): Blanche

Employee Travel and General Travel Questions/Guidance:
- PIFSC Projects: CRED/EOD: Candice; All Others: Lusi; Backup: Shannon
- Non-PIFSC Projects: Betsey; Backup: Shannon

Visiting Scientist Arrangements/Travel
- PIFSC Visiting Scientists (UH or RCUH employee): Lusi, Candice
- PIFSC Visiting Scientists (Non-UH/RCUH Employee): Dodie
- Non-PIFSC Visiting Scientists: Betsey

Check Distribution: Marie

Travel Policy Interpretation/Non-Standard Issues: Blanche
Non-Employee Reimbursement Policy Interpretation/Non-Standard Issues: Blanche
Visiting Scientist Policy Interpretation/Non-Standard Issues: Blanche

OTHER

Administrative Unit Operations: Kevin
Animal Care and Use Committee (IACUC): Dodie
Equipment Inventory: Marie
Federal Express Shipments: Dodie
Funding Agency Relations: Kevin
Human Subjects (IRB/CHS): Dodie
Insurance Matters: Blanche
Program-Level Policy Development: Kevin
Vessel Charters: Blanche