

## **CIMAR ADMINISTRATION STAFF ASSIGNMENTS BY AREA:**

### **PERSONNEL / PAYROLL**

Accident Reporting: Nicole/Michelle  
Alternative Work Schedules (AWS): Nicole/Michelle  
ATS Balances: Michelle  
ATS/Deployment Compensation: Michelle  
Performance (Cash) Awards: 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/Michelle  
Recruitment: Nicole/Michelle  
Reclassifications: Nicole  
Selections: Nicole/Michelle  
Sick Leave Balances: Michelle  
Student Employment: Michelle  
Telework: Nicole/Michelle  
Temporary Hires: Nicole/Michelle  
Timesheets: Michelle  
Tuition Reimbursement: Michelle  
UH Graduate Assistants: Michelle  
UH Volunteers: 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: Marie  
Account Code Setup (Advance/New/Change): Marcia  
Advance Requests: Marcia  
Budget Status Reports: Marie  
Payroll Projections (for BSRs): Marie  
Post-Award Actions/Requests/Reporting: Marcia  
Projections (Expenditures/Payroll): Marie  
Proposals/Proposal Preparation: Marcia/Marie  
Sub-Contracts/Services Contracts: Marcia  
Sub-Contract/Services Contract Payments: Marcia

## **PURCHASING / REIMBURSEMENTS**

Purchasing/Reimbursements/Payment General Questions/Guidance:  
    PIFSC Projects: ESD: Shannon; All Others: Shannon (Temporary)  
    Non-PIFSC Projects: Betsey; Backup: Marie  
Accounts Payable: Betsey  
Check Distribution: Betsey  
PO Distribution to Vendors: Betsey  
Procurement Cards: Kevin  
Vendor Payment Status: Betsey

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): Kevin

Employee Travel and General Travel Questions/Guidance:  
    PIFSC Projects: ESD: Shannon; All Others: Shannon (Temporary)  
    Non-PIFSC Projects: Betsey; Backup: Kevin

Visiting Scientist Arrangements/Travel  
    PIFSC Visiting Scientists: ESD: Shannon; All Others: Shannon (Temporary)  
    Non-PIFSC Visiting Scientists: Betsey

Check Distribution: Betsey

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

## **OTHER**

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