

JIMAR 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: Ashley

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: Ashley

Non-PIFSC Projects: Betsey; Backup: Kevin

Visiting Scientist Arrangements/Travel

PIFSC Visiting Scientists: ESD: Shannon; All Others: Ashley

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): Ashley/Shannon

Equipment Inventory: Marie

Federal Express Shipments: Betsey; Backup: Marie

Funding Agency Relations: Kevin

Human Subjects (IRB/CHS): Ashley/Shannon

Insurance Matters: Kevin

Program-Level Policy Development: Kevin

Vessel Charters: Marcia