Biochemistry & Molecular Biology Office Information

Durham Research Center and Durham Research Center II

Need to knows!
DRC1 & 2

• To get access to DRC1 & 2, which are secure buildings, see Amy or Jeanette.

• Keys: Get card from Amy and take it down to security with deposit.

• DRC dock doors are card swipe access only. A limited number of people have access. See Biochemistry office.

• Tape on doors, windows, or wall are not allowed.
On hot and humid days Facilities changes building settings across campus for “Energy Curtailment.”

Thermostats in offices, hallways, and elevator lobbies will be allowed to get as warm as 76 degrees. Your thermostats will either be locked out during this time.

The “reheat” will be turned off so energy is only being used to cool, not heat. With the reheat off, it is possible that the spaces listed above will actually be cold. Research spaces (labs and tissue culture/flex/equipment rooms) will be allowed to get as warm as 72 degrees. Reheat will remain on in these spaces so that lab spaces do not get too cold and affect any animals in that space.

To help with the effects of heat and humidity, making curtailment easier and the effects on you less noticeable, please:

• close shades, blinds and curtains whenever possible to reduce solar heat gain;
• lower lighting levels where possible, turn off lights in unoccupied areas and when leaving a room;
• turn off and unplug all electrical equipment not in use (computers, coffee makers, printers, chargers, etc.), especially in offices;
• shut fume hood sashes when not in use; and
• open doors manually instead of using the ADA buttons.
Coldroom

• No cardboard in the coldroom
• The area is assign to PI.
• No items on the floor
• The metal table in the coldroom is needed for experiments and not storage. If the equipment is not running, it should be remove the this area.
• Wipe your items down to stop mold.
• Use only your equipment.
Surplus

• To not store anything in the hallways.
• Surplus equipment needs to have paperwork filled out.
• In shared rooms, do not store items on the floor and clean up after yourself. Example would be freezer rooms with the empty racks and vial that fall on the floor.
Employee Self Service

• Vacation or sick for faculty and staff should be filled out by Firefly. Graduate Students and Postdocs should fill out hard copy leave forms and have their supervisor sign them. Graduate student should give form to Karen and Postdocs to Amy. The form our available in copier room.

• Benefits
• View Payroll
• Employment Information
• Personal Information
• Travel
eServ (Employee Services)

- UNMC Alert – Alert Notification/signup
- Campus Resources – Thank U
- Bookstore – Lab coats (office use)
- Parking – signup/appeals (A parking sticker is required to park anywhere. No parking in loading dock area even on weekend and nights.)
- ITS – work orders (office use) & software
- Education – Training
- Link – Campus victory
CAMPUS PARKING LOT – EMERGENCY BLUE LIGHT PHONES & BIKE RACKS
Address

• Biochemistry zip code is 5870
• Biochemistry mailbox in in DRC1 7005D labeled by PI’s name. If you are 1st Year Graduate Student there is a mailbox labeled “Graduate Student”.
• Mail is picked up and dropped off twice a day, usually around 9:00 a.m. and 1:30p.m.
• Building mailroom is in DRC2.
• Dry ice is considered to be hazardous. If mailing with dry ice please take the box the mailroom unseal. The “shipper” needs to be trained.
• All for mail need to be preapprove by the UNMC. See Karen for the form.
Address

US mail address:
Jeanette Gardner
Department of Biochemistry/Mol. Biology
University of Nebraska Medical Center, DRC1 7005
985870 Nebraska Medical Center
Omaha, NE 68198-5870

Shipping, FedEx, UPS address:
Jeanette Gardner, DRC1 7005
Department of Biochemistry and Molecular Biology
University of Nebraska Medical Center
601 S. Saddle Creek Road
Omaha, NE 68106
Telephone

- To make an outside call, use *9 and then the numbers. Local outside calls require 402 and then the number. Do not “1” on local outside calls a long distance charges will be incurred.
- Make no long distance personal calls from work phone. Please use your own phone.
- To call on campus use 9 and the last 4 digits. (Ex: Jeanette 9-4418). Also the use of “2” is used on campus.
- Audix in on most telephones. Please remember the password.
- To program the telephone, it will start with “*”.
- To cancel program #2 and #3 and most common.
A color copier (which is also a fax machine and scanner) and a black and white printer are available for your use. The color copier uses a security code to print—please see your lab or main office for the code. Training on how to use the copier is also available by the office.

Always push “log off” after you are done copying.

To print from your computer to the copier, contact Rich Loukota.

Pick up printouts from the copier room as soon as possible. The printers are for work-related items and not for personal items like clubs, taxes or personal trips.

Personal copies from the copier should be put on the department number, not your lab copier number. See the Biochemistry Office before making any personal copies. Note the number of copies on the notebook by the copier.

Fill the paper up in the copier and printer when low. The paper is located in the first lower double doors.

Handouts should be 2-sided, black/white, and 2 slides per page.

Fax machine: Use a cover sheet for all faxes being sent out.
Computers

- Computers in the labs are University property. If you have a problem with your computer, call the ITS Help Desk at 7700.

- If you bring in your own computer/laptop, the ITS technicians cannot work on them or install any software on them. Software purchased for a lab can only be downloaded on university computers.

- Only encrypted USB’s are allowed to be used in the lab in order to ensure confidentiality. All university computer equipment in encrypted.

- Purchases for any kind of computer supplies or software must be approved by our ITS technician assigned to Biochemistry.
Appropriate Email Use

- Email is intended for University purposes primarily, with limited personal use allowed.
- Email privacy cannot be guaranteed.
- Use common sense and appropriate email etiquette.
- Delete unnecessary email messages regularly.
- UNMC will comply with any administrative or judicial order for disclosure of electronic files.
- Accounts may be accessed by ITS if an act of misuse has occurred and potential damage to information systems is possible.
- UNMC may restrict access to email or other computing resources due to misuse.
- If you witness a security incident (pornography on UNMC equipment, unauthorized access, theft, or anything else of a suspicious nature), report it to the ITS Helpdesk at 559-7700 or Campus Security at 559-5111.
- Remember, @unmc.edu appears on all outgoing messages from Outlook. Be careful how you represent UNMC using your email account.
Purchasing

• Orders are completed by the assigned purchasing coordinator in your lab. If you need products, let your coordinator know. In turn, the coordinator will order supplies through the UNMC Eshop program.

• All orders must include grant name or number, catalog number, unit of package, description, and quantity. If you have a quote, give a copy to the coordinator. An order can and will be returned to the lab through Eshop if all the information is not completed. If an item is not available on Eshop, the coordinator will contact Coleen and decide how it will be handled. All effort should be made to place orders through the Eshop program.

• Orders turned in by 11:00 and 3:00 will be processed the same day.

• Ordering From Fisher: If the catalog number start with “NC” or “50” you will be paying shipping charges for these items. Fisher will order from the vender direct and add the shipping charge.
Purchasing

- Cash or personal credit cards can be used to purchase lab supplies on your own that do not exceed $15 in total. Turn in itemized original receipts to Coleen and you will be reimbursed. Coleen will fill out the paperwork needed for the reimbursement. After she does this, you will receive an email from SAP WorkFlow showing the requested reimbursement. You must click on the “approve” button on the screen. This shows that you agree with the request and it is forwarded to Accounts Payable for payment. Payment generally takes 2-3 weeks and will be deposited into your bank account that is used for depositing your paycheck.

- Business decisions should always be based on what is in the best interest of the University. No individual should gain personal benefit from any decisions. According to UNMC policy, people cannot accept items such as coffee mugs, t-shirts, USBs, backpacks, coolers, food coupons, etc. Items for lab use are acceptable to take, i.e., samples, tubes, tips, etc.

- You may accept items that are given at trade shows held in the building. Another exception to this policy is that foods and beverages that are brought into the lab by a vendor representative for immediate consumption can be accepted.
Purchasing

- **DRC Delivery**:
  - **General Supplies items** – 3 business days
  - **Ground** - delivered to Shipping and Receiving with delivery to the lab the next day.
  - **Air or Cold** – delivered to Shipping and Receiving with delivery to the lab the same day after 12:30 p.m.

- In the morning, do not call the office or Shipping/Receiving dock asking where your order is. Most deliveries are made in the afternoon. If an item has not been received after an extended period of time, call the vendor and see if it has been shipped. If it has, it is then acceptable to call Shipping/Receiving to see if they have record of it coming in and if they do, who signed for it.

- Printing, graphic design, photography, bookstore and other related services (poster, thesis) must be done with the on-campus department that provides the service. Reimbursement will be denied if these services are purchased off campus.

- First, check with your PI to see if they are willing to pay for the item out of their budget. If they are, then see Sue or Jeanette prior to going to these one of these campus departments to obtain a cost center to give to the department to pay for the item.
Travel Authorization

• Before making **any** arrangements, you must obtain authorization.

• How to do this....
  
  Complete a Travel Authorization Form.
  Have your PI signed it.
  Take it to Coleen in the main office.
  She will fill out the necessary forms.
  Once approved, arrangements can be made.

Note: Special permission for International travel must be obtained from the Department Chair, Dean’s office and the Vice Chancellor of Finance prior to making any arrangements. Sue will purchase special insurance for any accidents/illnesses that may occur in another country. International travel includes Alaska and Hawaii.
Travel Arrangement

- **Registration** – Coleen will make your meeting registration. Registration cannot include any “special events” the meeting may be sponsoring. It is preferred hotel lodging be handled separately from the registration.

- **Airline Reservations** – Coleen will work with you on times of travel and she will make the reservations that UNMC will pay directly. Travel & Transport must be used for reservations. Consideration will be made to travel at certain times but the cost of the ticket will all be considered.

- **Lodging** – reservations are to be made by you. Hotel costs must be paid for by you and you will be reimbursed by UNMC after the trip. You will need to secure your reservation with your credit card. Lodging costs must not exceed the daily GSA amount as noted on your approved travel authorization.

- When the traveler has a significant other traveling along with them, they must show proof from the hotel that the room rate is the same for one person as it is for two people. Any difference in prices will be the responsibility of the traveler.
Trip Costs

**Meals** – You will need to pay for your own meal costs.
- An **ITEMIZED ORIGINAL RECEIPT** must be submitted for any meals over $5 while traveling.
- You can only be reimbursed for your own meals. Do not pay for other travelers’ meals as you will not be reimbursed.
- Alcohol costs/entertainment costs are not reimbursed by UNMC.
- UNMC will only reimburse for up to a 20% tip.
- Meal costs must not exceed the daily GSA amount as noted on your approved travel authorization.
- If meals are provided at the conference, you are expected to eat your meals at the conference. You will not be reimbursed for meals that are provided by the conference. So if you have breakfast and lunch at the conference, only 50% of your GSA can be spent on dinner.

**Rental Cars** - Rental car use is generally not permitted if there is taxi or other public transportation to get to and from a meeting.
- Approval from the office must be obtained prior to reserving a vehicle.
- Only UNMC approved car rental companies can be used.
- You must decline all insurance coverage if driving in the continental United States.
Other Costs

- Taxi or bus costs back and forth to the airport or conference will be paid by you and reimbursed by UNMC. Transportation costs for any other reason will be your responsibility. You will also need receipts for these services.

- Internet connections are only reimbursed if they relate to UNMC business.

- Limited telephone costs are reimbursed.

- Parking at the airport can be reimbursed. Off-site parking is preferred.

- See attached rules on all travel reimbursements.

*Always have receipts reflect only your expenses. Do not put other employee’s (or traveling companions) expenses on your receipts.*
End of Trip

• Turn in all receipts at one time to Coleen within a week of the trip. Sue will prepare the necessary forms.

• Receipts should be placed in chronological order on an 8 ½ x 11 piece of white paper. Do not place tape over the text or numbers.

• You will receive a completed form by email. You will need to click on the approve button which will send it directly to Accounts Payable.

• If you have questions regarding the form, talk with Coleen before approving the form.

• Reimbursement takes 2 to 3 weeks and payment will be automatically deposited in your checking account.
TRAVEL TIPS & INSTRUCTIONS

1. Please be sure to save ALL your receipts from your trip.  
   For your convenience, an envelope is provided in your folder to store 
   your trip receipts.
2. All purchase, including hotel must reflect use of your own credit card. 
   Use of spouse's credit card will not be honored for reimbursement.
3. Receipts are honored for purchases made one hour prior to departing, 
   during the trip and one hour after scheduled flight arrival back to home 
   location.
4. Only original itemized receipts can be submitted for reimbursement. Be 
   sure to get an itemized receipt for all purchases.
5. All receipts must be original, copies are not accepted by accounts 
   payable for reimbursement.
6. Do not alter your receipts in anyway, we will adjust as needed to meet 
   reimbursement guidelines.
7. Hotel receipts must be itemized with total paid and show zero balance 
   due with credit card used.
8. If you use room service you must obtain an itemized receipt for each 
   charge. No room service charge will be reimbursed without it.
9. Meals are excluded for reimbursement IF the conference offers meals 
   as part of the registration. If you choose to eat outside the conference 
   for that specific meal, you will not receive reimbursement for those 
   meals on those days.  
   ***Alcohol cannot be reimbursed and will be removed from any receipt 
   presented.***
10. Maximum tipping reimbursement is up to 20% per receipt, actual tip. 
    Additional tipping above this amount is not reimbursable.
11. Return folder with receipts back to Coleen upon return. All receipts 
    must be submitted within 30 days of travel or they will not be honored by 
    accounts payable for reimbursement.
12. **Please allow up to 30 days for accounts payable to process 
    reimbursement**

~ HAVE A FUN AND SAFE TRIP ~
TRAVEL REIMBURSEMENT GUIDELINES

Meals – You will need to pay for your own meal costs.

You can only be reimbursed for your own meals. Do not pay for other travelers’ meals as you will not be reimbursed.

An itemized original receipt must be submitted for any meals over $5 while traveling.

Alcohol costs/entertainment costs are not reimbursed by UNMC.

UNMC will only be reimbursed for up to a 20% tip. Make sure the tip is based on the cost of the meal, not on the meal and taxes.

Meal costs must not exceed the daily GSA amount which has been calculated and stated on your travel authorization form.

If meals are provided at the conference, you are expected to eat your meals at the conference. You will not be reimbursed for meals that are provided by the conference.

Meals will not be reimbursed if taken at the airport before you leave for your trip from Omaha or after your return to Omaha.

Taxi or bus costs back and forth to the airport or conference will be paid by you and reimbursed by UNMC. Taxis taken for unrelated trips other than the conference will not be reimbursed. Receipts are needed for this cost as well.

Internet connections are only reimbursed if they relate to UNMC business and approved by your supervisor.

Parking at the airport can be reimbursed – keep your receipt. An effort to park in long term parking should be made.

Turn in all receipts at one time to Sue within a week of the trip. Sue will prepare the necessary forms. Accounts Payable puts time limits on turning in expense reports so if we do not get them turned in in a timely manner, you will not be reimbursed.

Expenses are to be taped to 8 1/2 x 11 paper with receipts organized by date of travel. Do not highlight any items as they do not scan well.

You will receive a completed your expense form by email. You will need to click on the approve button which will send it directly to Accounts Payable.

If you have questions regarding the form, talk with Sue before approving the form.

Reimbursement takes 2 to 3 weeks and payment will be automatically deposited in your checking account.

The most important point is that you will not be reimbursed if you do not have a receipt or for meals receipts that are not detailed.
Questions?