WELCOME to Health Promotion, Education, and Behavior
Welcome

• Your office address for package deliveries:
  University of South Carolina
  Health Promotion, Education, and Behavior
  915 Greene
  Discovery I, Room 565
  Columbia, SC 29208
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Welcome

**Street address for HPEB:**

University of South Carolina  
Health Promotion, Education, and Behavior  
915 Greene  
Discovery I, Room 529  
Columbia, SC 29208
Topics of Interest

- Travel
- Travel Reimbursement
- Purchasing / Supplies
- Copier
- Mail (campus mail and outside USC)
- Mailboxes
- USCeRA
- Cash Advance
Topics of Interest, cont’d.

- E-Verify
- General Office Information
- Staff Members
  - Pam Metz, Administrative Assistant
  - Renee Kyzer, Administrative Coordinator
  - Ann Cassady, Business Manager
  - Ken Watkins, Graduate Director
  - Casey Goldston, Student Coordinator
  - Tam Parker, Part-time Admin Asst
USC Travel Policy

- The USC travel applies to all travel for the purpose of conducting business of the University.
- Traveler should exercise same care in incurring expenses and accomplishing an assignment as you would if traveling for personal purpose.
- When policy and procedures are followed, State law provides faculty/staff, while traveling for the University, reimbursement for expenses incurred.
Travel Authorization (TA)

- Must have a TA on file at least 2 weeks before traveling
  - Note: TAs are required, for departmental records, even if no reimbursement is expected
- Complete the departmental travel authorization request form (this form is the HPEB web site)
  - Travel information needed:
    - Dates of travel
    - VIP number (found on VIP)
    - Purpose of travel – details for the travel
    - Destinations
    - Budget for expenses
Travel Authorization (TA), cont’d.

- Estimate of expense you will incur for the trip:
  - Mileage, only if driving your personal vehicle
  - Hotel
  - Meals (see chart for per diem allowance)
  - Registration for conference
  - Parking / locate transportation
  - Account number – account to receive charge

- Sign the original TA

- Put in Ann Cassady’s mailbox or email directly to Ann
Reserving State Vehicle

- In order to reserve a State vehicle, you must register with the State Fleet, which requires a driver’s record from the DMV.

- Once State Fleet has your driving record, you can reserve a State vehicle, using the online system
  - Web site: http:www.sc.edu/vmps.sfm_rq.htm
  - Pick up vehicle at 1022 Senate Street

- Will receive a University gas card with the State vehicle

- Will need to have your driver’s license with you when you pickup the vehicle
Mileage

- Should a State vehicle **not be** available at the time you need to travel, you may use your personal vehicle, however you will need a statement from State Fleet indicating “no state vehicle available for the requested time”.
  - Ensure mileage is included on your TA
  - Reimbursement for mileage is currently **56¢ per mile**, only if you have the statement indicating no State vehicle was available
Mileage, cont’d.

• If a State vehicle is available at the time you need to travel, but you elect to use your personal vehicle:
  • Ensure mileage is included on your TA
  • Reimbursement for mileage is currently 52¢ per mile

Note: The mileage reimbursement information is included on the TA form
Meals (per diem)

- Meals will be reimbursed based on time of departure and time of return up to a maximum allowance of $32 per day for out-of-state and $25 for in-state (see breakdown of per diem on next slides)
Meals (out-of-state)

- **Breakfast**
  - Time of Departure your home: Before 6:30am
  - Time of Return to your home: After 11:00am
  - $7.00

- **Lunch**
  - Time of Departure your home: Before 11:00am
  - Time of Return to your home: After 1:30pm
  - $9.00

- **Dinner**
  - Time of Departure your home: Before 5:15pm
  - Time of Return to your home: After 8:30pm
  - $16.00

- **Total allowance per day = $32**
Meals (in-state)

- **Breakfast**
  - Time of Departure your home: Before 6:30am
  - Time of Return to your home: After 11:00am
  - $6.00

- **Lunch**
  - Time of Departure your home: Before 11:00am
  - Time of Return to your home: After 1:30pm
  - $7.00

- **Dinner**
  - Time of Departure your home: Before 5:15pm
  - Time of Return to your home: After 8:30pm
  - $12.00

- **Total allowance per day = $25**
Travel Reimbursement (TRV)

- Complete the departmental TRV form showing all expenses to be reimbursed, (this form is on the department’s web page)
- Must have original receipts (except for mileage and meals, which is only per-diem)
- The account PI must approve all expenses incurred – sign the departmental TRV form
Once PI has approved, the form, with original receipts, should be given to Ann.

Ann will prepare the official TRV form, return to individual for their signature.

Once signed, return to Ann for forwarding to the Travel Department for processing.
Purchasing

- Complete the departmental form for all supplies. You can find this form on the HPEB web site
  - All general offices supplies – State contract now with Staples Advantage
  - University has contracts with vendors for printer cartridges (Staples for HP and Academic Supplier for Cannon)
    - The order form must have the cartridge type to ensure the correct cartridge is ordered for your printer
    - Use this form for special orders
Membership Renewals

- Membership renewals require prior approval from the department chair and dean
  - Provide Ann Cassady a copy of the completed membership renewal form
  - Ann Cassady will prepare the approval memo
  - Once the approval memo is received, the renewal will be processed using the USC Purchasing card
Copier

- Copier for department is located in room 529
- Obtain a copier code from Pam
- Report any copier problems to either Pam or Tam
- Copier training is available, check with Pam, Tam or Ann
Outgoing Mail

- All outgoing mail must have a code slip to indicate that the postage should be charged to the appropriate account.
- Please give any outgoing mail to either Tam, Pam or Ann. They will handle to ensure the correct code slip is placed with the mailing.
- Personal mail can be sent from the office if the correct postage is on the envelope(s).
Outgoing Mail, cont’d.

- All campus mail should be placed in an interoffice envelope
- All outgoing and campus mail is placed in the appropriate mail trays in room 529
Federal Express Mail

- Complete the Federal Express mail form (form located in work room of HPEB)
  - This mailing form has the departmental account number (pre-printed)
- Call FedEx to let them know you have a package
- Leave package in room 565
- Indicate on the mailing slip the account to charge for the package (grant or departmental)
- Put the top copy of the FedEx shipment form in Ann’s mailbox.
Mailboxes

- Check your mailbox in room 529 on a daily basis.
- All faculty/staff/GAs/TAs have an assigned mailbox in room 529. These mailboxes are maintained by Tam Parker.
USCeRA

- Register on the USCeRA system
- All grant / contract proposals must be uploaded on USCeRA
- When answering questions on USCeRA the required forms will appear on front page, i.e.,
  - Sole Source
  - Collaboration
- Must upload all backup information related to the proposal, i.e., budget, budget justification, support documentation, etc.
- When submitted, the proposal will automatically channel for all approvals
Cash Advance Training

- University requires, before acting as custodian of a cash advance (incentives for grant participants), you must complete the cash advance training.
  - Custodian of a cash advance MUST be a full-time employee (no student hires are authorized to be named as custodian)
- Contact Ann Cassady to schedule a cash advance training
Reporting of Sick Leave

- Faculty accrues sick leave; no annual leave
- All classified personnel accrue both annual and sick leave.
- All annual / sick leave is reported to Ann Cassady on a bi-monthly basis (by the 15th and last day of the month).
- Indicate the number of hours or days taken as annual / sick leave, if applicable.
- Ann reports sick leave to HR.
E-Verify (Electronic Verification of Employment Eligibility)

- E-Verify is an internet-based system operated by the U.S. Department of Homeland Security in partnership with the Social Security Commission.
- All newly hired employees (to include student hires) must be processed through the E-Verify system.
- This verification MUST be completed no later than the third day of hire.
USC Parking

- Parking – contact USC Parking for appropriate parking sticker
- Location of “free” lot is down by the Colonial Life Center – Z sticker
- Parking can tell you if there are any available space in reserved lots – cost varies depending on the lot/garage
- Meters are approximately 75¢ per hour
Office Keys

- Must see Pam for office keys
- Notify Pam immediately if any key is misplaced or lost
- When you leave the University, your HPEB office keys must be returned to Pam
Staff Duties – Who to Contact

● Pam Metz, Department Chair Admin Assistant
  ● Organizing events
  ● Keys
  ● Reserve AV equipment (backup Ann)
  ● Reserve a HPEB conference room (backup Ann)
  ● Copier problems / issues (backup Tam)
  ● Facilities issues to include IT, phone and building maintenance
Staff Duties – Who to Contact

- Ann Cassady,
  - Departmental Financial information
  - Departmental forms (operational)
  - Grant activity
  - Travel
  - Human Resources
  - Purchases / ordering supplies
Staff Duties – Who to Contact

Renee Kyzer, Admin Coordinator

• Spaces
• Student Database
• Grant Activity
• Promotional publications for faculty and students
Staff Duties – Who to Contact

- Tam Parker, Part-time Admin Asst
  - Copying (to include scan documents from copier)
  - Mailing slips
  - FedEx packaging
  - Scanning (backup Pam or Ann)
  - Mailboxes for faculty/staff/students
  - Special projects
Staff Duties – Who to Contact

- Casey Goldston, Student Coordinator
  - Teaching HPEB 335
  - Admission-related questions
  - Departmental student related forms
  - International student questions
  - Student files
  - Assists with assigning Teaching assistantships
  - Assists with assigning Graduate assistantships
  - Scheduling of classes
Staff Duties – Who to Contact

- Ken Watkins, Graduate Director
  - Doctoral qualifying exam
  - Masters comprehensive exam (non-MPH)
  - MSW/MPH program
  - Student files
  - Assigning Teaching assistantships
  - Assigning Graduate assistantships
Note: The complete list of “Who to Contact” is included on HPEB’s web page
Go Cocks!