

## EPSS STAFF TRANSITION

July 2016

### CONTRERAS RESPONSIBILITIES

| DUTY                        | ASSIGNED TO      | NOTES  |
|-----------------------------|------------------|--|
| BAR charges                 | Mike R           | key deposits, supplies                                   |
| Catering orders             | Rick F           |  |
| Departmental check deposits | Rick F           |  |
| Entertainment orders        | Mike R           | Eclipse alumni trip, et al                               |
| FedEx/UPS bills             | Rick F           |  |
| General orders              | Mike R / Rick F  | Send requests to Mike and cc Elyse; work split with Rick |
| Pcard orders                | Mike R           | Rick F as backup   |
| Phone bills                 | Rick F           |  |
| Praxair/Airgas orders       | Rick F           |  |
| Relocation (new faculty)    | Elyse C / Mike R |  |
| Sub-contract invoices       | Rick F           |  |

### RILEY RESPONSIBILITIES

| DUTY                        | ASSIGNED TO              | NOTES   |
|-----------------------------|--------------------------|---|
| Building manager            | Will G                   | Carlene B, Steve S as backup  |
| Classroom equipment needs   | Steve S / Mike R         | data projector, etc.; Elyse C and Carlene B as backup   |
| Copy machines               | Mike R                   | ID codes, monthly readings  |
| Course evaluations          | Yasmin T                 |   |
| Event support               | Will G                   | move tables, etc.   |
| FSR follow-up negotiations  | Will G                   | repairs, new lab setups, etc.   |
| FSR request processing      | Rick F                   |   |
| Inventory - space/equipment | Carlene B / Jim N        |   |
| Key checkout/deposits       | Steve S                  | Will G, Carlene B, Mike R as backup   |
| Lab inspections             | Will G                   |   |
| Lock changes - combination  | Steve S                  | includes individual combination requests  |
| Mail sorting/delivery       | Rick F / student workers |   |
| Parking, courtesy           | Rick F                   | Elyse C and Carlene B as backup   |
| Parking permits             | Jim N                    |   |
| Sales&Service, invoices     | Carlene B                | billing outside entities; recording income received   |
| Sales&Service, recharges    | Carlene B                | billing other departments; Elyse C as backup  |
| Telephone requests          | Rick F / Will G          | Information Technology Services (ITS)   |
| Textbook orders             | Faculty order online     | Mike R to provide support   |
| Trouble calls (Facilities)  | Everyone (x59236)        | <a href="http://www.troublecall.ucla.edu/tcall_plsql/pkg_tc.newTicket">http://www.troublecall.ucla.edu/tcall_plsql/pkg_tc.newTicket</a> |
| Vehicles                    | Will G / Carlene B       | reservations, inspections, servicing/repairs, claims  |