

RESEARCH ENTERPRISE SERVICES (RES) – Services at a Glance

KEY CONTACTS – RES Unit Heads

John Kaso, Director, 664-4892, jkaso@berkeley.edu
Kim L. Williams, Deputy Director, 666-3325, kimwilliams@berkeley.edu
Anita Bailey, HR Manager, 666-3310, anita_bailey@berkeley.edu
Jadine Palapaz, Reimbursements Supervisor, 643-4967, jpalapaz@berkeley.edu
Mike Bentley, Receiving Lead, 666-3654, mbentley@berkeley.edu
Liway Martinez, Procurement Team Lead, 643-6067, liwaym@berkeley.edu
Nick Endsley, Grants Manager, 642-6884, nendsley@berkeley.edu
Latara Harris, Compliance Mgr., 643-0384, latara_harris@berkeley.edu
Charlene Nicholas, Finance Manager 643-0299, cbh@berkeley.edu

PEOPLE FINDER: Use the [People Finder](#) to search for your group's Financial Analyst, Grants Analyst or Purchasing Contact and for all RES staff.

RES Invites Your Feedback

Please let us know how we're doing! We welcome comments of any kind, including suggestions for improving our operations. Your submission is confidential and will be forwarded to Vice Chancellor for Research Graham Fleming. You can find a link to the [RES Feedback](#) page at the bottom of all RES web pages at res.berkeley.edu.

HUMAN RESOURCES/PAYROLL - The RES Human Resources team provides services on the full range of human resources matters. Each Faculty/Unit will be assigned an HR Generalist who will be their single point of contact in the following areas:

- Processing of personnel actions (new appointments, reappointments, merits, promotions, reviews, separations) for staff and non-senate academics
- Recruitment and hiring coordination
- Visa processing and counseling
- Performance and merit review coordination
- Advice on best practices regarding policies, union contracts, campus personnel procedures, and compliance procedures
- Assistance with benefits counseling and worker's comp
- Payroll processing, pay adjustments, leave of absences, vacation, and sick leave accrual
- Summer salary and research exchange processing

The HR Unit's general email address for all academic personnel actions is res-academicpersonnel@lists.berkeley.edu. For all staff personnel actions, the email address is res-staff.employment@lists.berkeley.edu.

The Payroll Unit's general email address is respayroll@berkeley.edu.

RECEIVING – RES Receiving is located in 156 Stanley Hall. Hours of operation are from 8:00am to 12:00pm and 1:00pm to 5:00pm, Monday through Friday. If you have questions about Receiving, please call 666-3654. The general email address is resreceiving@berkeley.edu.

****Excess and Salvage** items can be delivered to RES Receiving at any time. If the item is marked with a property tag you must abide by the following guidelines prior to dropping off the item. If it has a UCB property tag, please contact [Kris Thompson](#) (666-3382) with the tag number and your reason for wanting to salvage it. If it has other tags, such as HHMI or LBNL, please contact that agency's property management to get confirmation of disposal and have them send confirmation to kristine@berkeley.edu. If the item contains any form of refrigerant, a chartstring will be required to cover the \$55 freon removal fee.

STOCKROOM - The Stanley Stockroom is open from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday. A VWR Rep will be on-site from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday-Friday. Orders placed by RES-affiliated researchers on vwr.com by 1:30 p.m. are in most cases delivered on the same day. Contact a VWR Rep or VWR at (415) 468-7150 regarding same-day delivery availability. Orders placed after 1:30 pm will be delivered the next business day. Physical access is available to anyone during normal business hours, however 24 hour access is available to Stanley Hall lab personnel only. For purchasing access, a request to open an account to use the store room is required.

REIMBURSEMENTS (Entertainment, General & Travel) - The Reimbursement unit can assist you with all your reimbursement, payment requests and inquiries for business-related Travel, Entertainment, and General reimbursement requests. Processing time for reimbursements and payments is 2-4 business days. Checks are distributed by Disbursements approximately 7-10 business days after processing. You can submit requests to resreimburse@berkeley.edu or via campus mail to RES Reimbursement Dept., 2150 Shattuck Ave, MC 1295. Please contact RES Reimbursement at resreimburse@berkeley.edu with any questions.

COMPLIANCE - The Compliance Unit (CU) is a resource for investigators and study staff and will answer questions about the compliance needs of proposed and active research projects. It is also a source of information on federal, state and university study compliance regulations and policy. The CU will act as point-of-contact for compliance audits from review boards or other compliance agencies and will work closely with Investigators and study staff to prepare for such occurrences. Currently the CU provides services for human subject research, but will offer a full-range of support to the larger RES community in the future. The Compliance Unit's general email address is rescompliance@berkeley.edu.

GRANTS - The Grants Unit is responsible for providing pre-award and post-award support to all RES investigators. Each Principal Investigator will be assigned a research administrator (RA) who will be their single point of contact for pre/post award support. Pre-award services include comprehensive support for proposal development and submission, as well as specialized services for large-scale proposals. Post-award services include coordination of report submissions; effort reporting, requests for grant amendments, fiscal oversight and management including monthly reporting and projections; and closeout processing.

The Grants Unit's general e-mail is resgrants@berkeley.edu.

PURCHASING – The RES purchasing staff is poised to professionally serve all of your supply, service, invoice payment, and equipment ordering needs. Orders are conveniently submitted through the UC Berkeley BearBuy system. Purchasing agents utilize University-wide master agreements whenever possible, to ensure the best possible product quality and price, and will gladly research alternative vendors upon request. All purchase requests are placed within 24-48 hours of the request, although there are some purchases which require additional processing time usually not exceeding one (1) week [i.e. foreign vendors, controlled substances/hazardous materials, high-value requisitions]. The general email address is respurchasing@berkeley.edu.

How can I access BearBuy?

You must have a CalNet ID and active email address in the UC Berkeley directory in order to access BearBuy.

How do I login to BearBuy? Go to blu.berkeley.edu and enter your CalNet ID and Passphrase, then on the blu portal home page, click either the “Buying” or “Finance” tab and select “BearBuy (Full Suite 2012).”

Which transactions are NOT being completed through BearBuy?

- Business Card Orders – For business card orders, please complete the Business Card Order Form and submit to respurchasing@berkeley.edu. You can also order them online: <http://campusliveservices.ucsf.edu/ucprint/>.
- IOCs (Interdepartmental Orders) – For purchases that require IOCs, please complete the RES Order Request Form and submit to respurchasing@berkeley.edu. These include Parking and Transportation purchases, ethanol purchases, payments to other UC campuses, and payment for finger-printing through UCPD.
- Memberships – Blucard is preferred.
- Registrations (Events) – Blucard is preferred.

How do I process Blucard in BearBuy?

Please use the Non-Catalog Form for Blucard orders. Then select “BluCard Tracking” as the Supplier and fill in the Suggested Supplier Name, Supplier Contact Name, and Supplier Contact Email/Phone below it. Choose from the four options in the drop down arrow from “If using a bluCard, please indicate the following:” Fill out the rest of the form accordingly.

PROCUREMENT CARDS (Blucards) – Cardholders are responsible for assembling documentation for card purchases and making sure all itemized details, certifications of receipt, and authorizations are present, and reconciling transactions in BFS. RES is responsible for verifying the cardholder documents by reviewing purchases made, signing the Verification Statement certifying the transaction is in compliance, and reviewing reconciliation. Documents must be verified within the 15-day staging period. Mail Blucard docs to: RES Purchasing, 2150 Shattuck Ave, Ste 1045, MC 1295.

Email Blucard docs to: Ryan Maddox (ryanmaddox@berkeley.edu), Ruben Munoz (rmunozavila@berkeley.edu), and Liway Martinez (liwaym@berkeley.edu) Blucard list serve: resblucard@lists.berkeley.edu

FINANCE - The Finance Unit provides support for unit financial/business functions, department financial services and core research recharge facilities. Each unit is assigned a finance analyst who will develop budgets, evaluate current and past revenue/expenditure patterns, provide complex financial forecasts, develop recharge proposals, conduct ad hoc analyses, recommend long-range strategies, prepare reports, identify and resolve non-routine accounting issues, and manage fiscal year close-out.

The Finance Unit’s general email is resfinance@berkeley.edu.

Deposits – Do not send cash. For cash deposits contact your Finance Analyst to coordinate.

Gift processing – Your Financial Analyst will assist you with the preparation of required documents and will process the deposit.

Required Gift Processing Documents

- Gift Check / Mailing envelope
- Donor letter and any other documents included with the gift check
- Completed and signed Form 700U - Statement of Economic Interests for Principal Investigators (<http://researchcoi.berkeley.edu/700U.pdf>)
- Completed and signed Compliance Information Form for Research Gifts (<http://www.spo.berkeley.edu/Forms/gift/gift.pdf>)

Petty cash - How to request a petty cash account:

- Requester will complete and sign a “Request to Establish Petty Cash Fund” or “Increase to Existing Petty Cash Request Form”
- Submit the form along with any required documentation (i.e. CPHS approval, if applicable) to Jadine Palapaz, RES Reimbursement Supervisor, 3210G Tolman Hall, MC 3192.
- The amount will be reviewed for need and will be granted or denied by the RES Deputy Director and/or RES Director.

Per UC campus policy, *background checks* are required for cash handlers, including petty cash custodians. This expense is \$82.00 and is paid for by the requesting unit or group. Human Resources will contact UCPD to set up an appointment for the background check. Once the petty cash fund request has been approved, the custodian will be given a Petty Cash Fund Agreement to review and sign. A check will then be issued to the custodian. Processing time is 4-6 weeks.