



Dear Colleagues:

Congratulations on your appointment as an administrator for the University of Nevada, Las Vegas (UNLV). The University is a young, complex, and dynamic institution. Opening its first building in 1957 as the Southern Regional Division of the University of Nevada, Reno, it wasn't until 1969 that we became an autonomous entity known as University of Nevada, Las Vegas. While a mere adolescent in the world of higher education, UNLV is still bound by the laws, rules, regulations, guidelines and ethical business practices of all institutions.

The mission of the UNLV Finance and Business Division is to provide the financial services essential for UNLV to achieve its teaching, research, and service goals. We are committed to safeguarding and leveraging the university's resources and assets, and strive to provide accurate information so the campus community can best manage their resources. To that end, this guide is designed to give you a basic understanding of the business operations of the University and to provide useful contact information should questions arise during your day-to-day activities.

As managers of University resources, we have a special responsibility to assure the resources with which we are entrusted, are used in proper ways: looking out for conflicts of interest; assuring that University resources are not used for private or personal purposes; doing all we can to protect equipment and other institutional assets against loss, theft, or damage; and putting the University's overall interests above those of a particular program, office or individual. We also owe our colleagues the support and encouragement that will help them develop to their full potential. If we do these things, we will help the University achieve excellence in all endeavors.

In addition to key fiscal policies and practices which govern financial accounting at the University, this guide includes sections on Human Resources, Facilities, Information Technology and other areas of interest to those who manage financial, human, physical and virtual assets. Key financial contacts and web site references are included in the last section to assist you in locating more specific information on subjects covered.

As campus administrators entrusted with University assets, you are invited to familiarize yourself with our financial practices. The Office of Human Resources offers a variety of campus-wide training programs which provide detailed information on the concepts outlined in this guide. The Division of Finance & Business communicates changes to policy and procedure through email notification, bulletins, and by regular updates to web sites.

Welcome to the Business Operations "Quick Guide." Once you have navigated this information, you'll be ready for the larger works upon which it is drawn. We'd be pleased to receive your comments and feedback about this guide. I look forward to hearing from you.

With Warm Regards,

Gerry Bomotti  
Senior Vice President for Finance and Business  
University of Nevada, Las Vegas

## **BUSINESS OPERATIONS GUIDE**

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## I. INTRODUCTION

### A. What is a Resource Manager?

In order for the University of Nevada, Las Vegas (UNLV), to achieve its mission of excellence in balanced teaching, research and public service, all resources, including University assets must be carefully allocated and protected. All faculty and staff with budget or supervisory responsibilities are UNLV resource managers. Resource managers are critically important to the overall success of UNLV and have far reaching responsibilities.

### B. Principles Applicable to All Resources

Resource managers are held accountable for protecting resources under their control. Resources may be in the form of cash, equipment, inventories, use of facilities or the efforts of staff. Resource managers are responsible for the ongoing evaluation/audit of controls, practices, and effectiveness of program operations. One traditional and universally practiced method of protecting physical resources is to segregate employee duties so that, at various levels of the organization, no one individual has access to both the resources and the resource records.

The resource(s) and records must be periodically reconciled under the direction of a supervisory employee. A properly designed system establishes individual accountability while protecting both the individual and the University's resources.

As an administrator charged with responsibility for University assets, you are encouraged to review and become familiar with The Internal Controls and Role & Responsibility of University Financial Administrators on the web at <http://controller.unlv.edu/> which delineates the University's expectations. You should also familiarize yourself with the code of ethics for financial administrators and <http://audit.unlv.edu/InternalControls.htm> for internal controls.

- 1. Signature Authorization:** The designation of individuals authorized to sign various payroll, purchasing and other documents for each University account is a method the University employs to prevent unauthorized actions. Managers must exercise care that any delegation of authority to expend University funds be commensurate with the programmatic authority granted to such individuals. Such delegation does not relieve the manager of the responsibility for any action taken. More detailed information on signature authority is covered under the Controller's Office section of this guide.



2. **Personal Use of University Resources:** The use of UNLV resources for private or personal purposes is generally prohibited. Prohibited activities include converting supplies to personal use and unauthorized personal use of equipment, including telephones, copy machines, fax machines and computers to conduct personal business on University time and in University facilities.
- a. Computer Use Policy: Faculty and staff members have an obligation to use computers at UNLV in accordance with the law and in a manner appropriate for representatives of the University. Failure to comply with the regulations may result in disciplinary action under the NSHE Code, or civil or criminal action under the Nevada Revised Statutes, or federal law. For a complete version of the UNLV Computer Use Policy, please see: <http://oit.unlv.edu/about-oit/faculty-computer-use-policy> .
- b. Campus Copy and Fax Machines: Copy and fax machines should not be used for personal copies. Coin-operated copy machines are available in the Library and Student Union, as well as other locations around campus.
- c. Equipment: All University/federal/sponsor-owned equipment is intended to be used for University-connected projects only. It may be permissible to check out equipment for appropriate use at home after completing an “Equipment Loan Agreement“ form which can be located at: <https://archibus.unlv.edu/archibus/login.axvw>.
- d. University Logos: UNLV marks are available for use by departments in the development of their websites and other printed materials. These images may not be reproduced in any printed publications except where noted otherwise. For more information about downloadable images, please visit: <http://go.unlv.edu/web/logos> .
3. **Conflicts of Interest:** All employees of the Nevada System of Higher Education are subject to the code of ethical standards of the State of Nevada promulgated to govern the conduct of public officers and employees. Regents are also subject to certain additional conflict of interest provisions. In general terms, a conflict of interest exists when any employee in a position to make or influence a decision on behalf of UNLV, stands to benefit from that decision. The benefit extends to individuals within the employee’s household, persons to whom the individual is related by blood, adoption or marriage within the third degree of consanguinity, or persons with whom the employee has substantial and continuing outside business relationships. A UNLV employee receiving pay or other tangible benefits from an outside source, for duties that are (in

any way) related to his/her University position is engaged in a conflict of interest.

Additionally, the use of University time or resources for non-official business could be construed as theft. Employees must disclose all conflicts of interest in advance in a written statement to their supervisor, which can be found at: <http://www.unlv.edu/research/coi> . Supervisors and/or department heads are responsible for continuously managing any conflict of interest and reporting to the Provost and/or to the appropriate Vice President concerning the management of such conflict. The UNLV Conflict of Interest Policy and Conflict of Interest Rules and Procedures are at <http://www.unlv.edu/research/coi> . For a complete text of the Code of Ethical Standards, please refer to: <http://www.leg.state.nv.us/NRS/NRS-281A.html#NRS281ASec400>.

4. **Governmental Immunity & Limits on Personal Liability:** The Nevada System of Higher Education is considered a part of the governmental structure of the State of Nevada. As a result, NSHE is generally immune from liability subject to several exceptions: including tort liability; contract breach liability and employment liability; and federal claims liability. These exceptions are discussed in more detail below:
  - i. Tort Liability: If a person or property of another is injured as a result of the action of an employee of NSHE acting within the scope of employment, the employee may be represented by the NSHE Office of General Counsel and may be indemnified for such acts.
  - b. Contract Breach Liability: The NSHE can be liable for actual breach damages as set forth in the underlying agreement. There is no “cap” on damages other than those provided in the agreement.
  - c. Employment Liability: The NSHE can be considered liable for past and future pay, compensatory damages, emotional distress and civil rights damages.
5. **Requests for Records/Information:** All requests for information must be referred to the Office of Media Relations (895-3102). If compliance with the request will result in a burden on time and/or other resources, or a disruption of priorities, you should contact your management regarding an appropriate solution and/or timeline. If there is a legitimate business reason requiring additional time to honor the request, the decision maker should contact the requester to explain the rationale.

UNLV is responsible for responding to requests for information from the Board of Regents. These requests are governed under Title 4, Chapter 1 of the Board of Regents Handbook. Requests from the Regents must

route through the Chancellor, the Assistant Chancellor, the President, Vice Presidents, and Chief Administrative Officer or Director of Internal Audit. Requests must be copied specifically to the Chancellor or President as applicable.

Typically, matters which deal with a campus should be shared with the cognizant institutional President. Matters relating to faculty concerns, teaching, research and/or academic issues should be shared with the institutional President, Faculty Senate Chair and relevant committees. Matters dealing with student government and/or student activities should be shared with the institutional President, Student Government President and Student Affairs Committee.

**6. Retention of Records (Record Management):** The purpose of the campus records management program is to:

- Promote practices ensuring efficiency in the creation and maintenance of campus records;
- Facilitate the appropriate, cost-effective use of evolving technologies in records creation and preservation;
- Ensure observance of legal requirements through application of approved records retention and disposition schedules and instruction of staff with responsibilities for records creation, maintenance or description;
- Promote adoption of uniform standards in records handling;
- Provide advice on effective methodologies to meet records creation and/or maintenance needs; and
- Preserve the permanently valuable portion of the University's records.

For further information regarding the Record Retention Policy and associated retention schedule, please see:

<http://www.unlv.edu/sites/default/files/24/records-retention.pdf>.

## **II. BUDGET OFFICE**

The UNLV Budget Office, reporting to the Senior Vice President for Finance & Business, is responsible for collecting information in order to establish budgets and monitor account activity throughout the year. This office handles state appropriations and self-supporting budgets. The Budget Office also functions as the liaison to the NSHE System Office for budget submissions to the Board of Regents, including quarterly reports submitted to the Board Business and Finance Committee for review and approval.

All project budgets for sponsored programs (grants and contracts) are handled by the Office of Sponsored Projects reporting to the Vice President for Research and Graduate Studies.

A brief discussion of departmental accounts may be helpful to you as you contemplate budget issues.

**A. Understanding Departmental Accounts**

Department accounts are part of a uniform system to record revenues, expenses and cash balances for reporting to the NSHE Board of Regents, the State of Nevada Legislative Counsel Bureau, and other constituencies. Familiarity with the account structure will assist you in managing your funds, processing transactions and using the financial data warehouse.

- i. **Department Account:** The account consists of three segments, Fund-agency-organization (xxxx-xxx-xxxx) as follows:
  - Fund – the first four positions identify a fund. Major fund categories include:

2100	State Appropriation
2200	Unrestricted Self-Supporting Activities
2202	Athletics Self-Supporting
2205	Thomas & Mack Self-Supporting
2220	Unbudgeted Unrestricted Self-Supporting
2221	Budgeted Unrestricted Self-Supporting
2300	Unbudgeted Restricted Gifts
2305	Budgeted Restricted Gifts
2310	Unbudgeted Endowment Income
2311	Budgeted Endowment Income
2330 – 2399	Grants & Contracts
2457	Auxiliary Enterprises
2500	Loan Accounts
2776	Agency Funds
2800	Plant Accounts
  - Agency – the middle three characters provide for a grouping of organization accounts (e.g. Provost, College of Sciences, Student Life)
  - Organization – the final four positions uniquely identify an individual department unit.

For most self-supporting accounts, an appropriation unit is the combination of an agency and organization. The appropriation unit is used to look up a summary of the account's activity using Advantage table APP2. This screen provides a snapshot of the appropriation's status, summarizing beginning balance, revenue, encumbrances, and expense to one screen by fiscal year. In addition, other account attributes are

maintained within the chart of accounts to facilitate roll-up reporting based on organization hierarchy.

- 2. Revenue and Expense Codes:** Revenue and expenses are recorded to the financial system using 4 character codes. For revenue transactions, the first 2 characters are called the revenue source code defining the primary category such as student fees (revenue source code 68) or sales & service of educational activities (revenue source code 78). The final 2 characters, called the sub-revenue source code, help to further describe the type of revenue that is included on the transaction. For example 68 01 is undergraduate registration fee revenue and 68 02 is graduate registration fee revenue. Expenses work the same way, the terminology for the expenditure codes is object code and sub-object code. For example, object 16 fringe benefits has various sub objects: 02 workers compensation, 03 health insurance, 04 unemployment insurance, etc.

All transactions must be charged to the account which benefits from the revenue/expense using the appropriate coding that most accurately describes the nature of the revenue/expense. It is very important to properly code revenues and expenses to comply with accounting principles, government cost accounting standards and reporting requirements.

Revenue should post to the correct revenue code for the activity and the account. Contact the Budget Office if the correct revenue code is not active for the account. Only a refund of a prior payment made from an account should post as a credit to expense back to the account.

Commonly used object categories include:

- 11xx – 16xx Salaries, wages, and fringe benefits
- 21xx – 24xx Travel
- 25xx Hosting
- 30xx – 39xx General Operations
- 40xx – 49xx Grants & Contracts
- 50xx – 52xx Financial Aid
- 60xx – 69xx Equipment

Recharge income occurs if your department sells goods or services to another UNLV department. The payment should post to Object Code 39-Recharge as a Cost Recovery. This is part of the income of an account and should be budgeted along with revenue activity on the annual budget.

Contact the Budget Office at 895-4299 if you require an expense object not yet established for your account, and we will discuss the options.

*Please Note: Expenses which are coded incorrectly may delay processing or require reclassification at a later date.*

- i. **Reconciliation and Reporting:** Account managers have a responsibility to reconcile all account activity in the accounts that they manage. Account activity may be reviewed via the Financial Data Warehouse which is accessible electronically on the web at <http://www.scs.nevada.edu/default/index.cfm> under “SCS Quicklinks.” The warehouse is updated daily for encumbrance and revenue/expense activity. Essentially, transactions that post to the financial system today may be viewed tomorrow (after the overnight batch cycle) in the Financial Data Warehouse. Certain transactions, not directly tied to a source document prepared by the account manager, including indirect cost recovery, administrative overhead, assessments and service center billings are not processed daily.

*Please Note: For training information on the warehouse, please check the Human Resources web site at <http://hr.unlv.edu/development/> for upcoming sessions and registration information.*

*To obtain security access to the Financial Data Warehouse, please go to <http://newuser.unlv.edu> to submit an online request.*

4. **Account Deficits:** Cash deficits are not permissible and are reported to the Board of Regents on a quarterly basis accompanied by a departmental explanation of the reasons for the deficit and the plan of action to correct the overdraft. Account managers who fail to take timely action to correct account overdrafts may be asked to appear at the Board of Regents’ meeting to respond to questions concerning the deficit. Deficits may be resolved by transferring funds from another account or reassigning expenses to an alternate account. The IDR form is used for this purpose (See “IDR” in this guide). Gift Revenue must be drawn from the UNLV Foundation using the forms provided. Requests must be submitted by specific deadlines to have the funds transferred on the scheduled dates, with a 30 day waiting period for transfer amounts of \$25,000 or more; transfers less than \$25,000 have a minimum 15 day waiting period per the schedule published by the UNLV Foundation. The funds should be in the account before the expenditures are committed so planning ahead is important.

## **B. State Appropriated Budgets**

It is important to spend state appropriated funds within the fiscal year. Although carrying forward funds is allowable under NSHE’s new funding formula implemented in July 2013, the procedures are somewhat vague and UNLV has opted to maintain our normal closing procedures for the time being. State

appropriated expense budgets need to be used for goods received or services performed during the fiscal year which runs from July 1 to June 30. If the expenditure is clearly a “state” activity, it is advisable to expend state funds prior to recording expenses in self-supporting funds. *Please Note: Certain expenses such as hosting, out of state travel, bottled water, prizes and awards, and new employee hiring stipends (FIE) are not allowed on state accounts.*

### **C. Self-Supporting Accounts**

Self-supporting accounts with planned expenditures of \$25,000 or more and/or accounts that will cover employee payroll should be budgeted. The Budget Office offers workshops each spring semester to assist departments in preparing individual departmental budgets for the upcoming fiscal year and to update account managers about changes to fringe benefit rates, administrative overhead assessment, etc. Any self-supporting cash balances at the end of the fiscal year will roll forward to the next fiscal year. Purchase orders that are still open at the end of the fiscal year will also roll forward to the next fiscal year, committing the operating allocation for the new year. As a result, account managers should review purchase orders on a regular basis to ascertain whether an order should be closed. Completed budgets must be submitted electronically to the Budget Office by the deadline set each year. Budgets are submitted to NSHE where they are consolidated and presented in book form to the Board of Regents for approval.

### **D. Budget Adjustments & Revisions**

- 1. Adjustments:** If, after the annual budget has been approved, it becomes necessary to make changes within the budget lines, you must contact the Budget Office. It may be possible to accomplish any changes with a simple email request if the adjustment merely involves moving an allocation between expense object codes. If it is necessary to create a new object code during the year, an explanation for the new expense category must be provided. Under normal conditions, the Budget Office can complete budget adjustments within one business day.

*Note: Revenue and expense budgets, while always equal, are not interchangeable and it is not possible to move budget from a revenue source code to an expenditure object code.*

- 2. Budget Revisions:** A budget revision is necessary when total expenditures are projected to exceed the approved budget for the fiscal year. When it becomes apparent that a budget revision is necessary, an updated budget projection for the account through the end of the fiscal year should be prepared. Budget revision forms are available from the Budget Office web site. Under normal conditions, the Budget Office can complete budget revisions within two business days. Posting additional

revenue to an account does not change the set budget. A revision form must be submitted to identify the additional Revenue Budget for the FY and to allocate the associated Expense Budget.

- a. Self-Supporting Budget Revisions: Self-supporting budget revisions are reviewed by the Budget Office, summarized and forwarded to the NSHE System Office on a quarterly basis to be added to the Board of Regents agenda for the Board's review and approval.
- b. State Budget Revisions: State budgets are managed at the Division level so any requests to reallocate state funding permanently should be coordinated through your Division's VP or, in the case of the academic departments through the Provost's Office. State revision requests should be submitted by the Division in Spring (usually an April deadline) to be effective for the following fiscal year which begins on July 1.

#### **E. Position Control System / Hyperion**

Salaries and fringe benefits constitute approximately 75% of the UNLV budget. For this reason, it is important to control the number of positions allocated and to assure that funding is available to cover on-going commitments, as required by the Board of Regents. The Hyperion System is used to track all full and part-time positions by position number (PN). Each Professional and Classified position has a unique position number (PN) and can be filled with a single employee. Pooled positions can be filled with more than one employee. All positions are assigned to a specific funding source and budget. The correct PN and budgeted Account Number must be used on all employment documents. Account managers can access position and account information through the SCS Financial Data Warehouse. For questions concerning position budgets, please call 895-4299.

The Budget Office web site may be accessed at: <http://budget.unlv.edu/>. The state and self-supporting Board approved budgets from FY07 forward can be accessed by clicking on 'Publications' from the UNLV Budget Office web site.

### **III. CONTROLLER'S OFFICE**

The Controller's Office is responsible for facilitating effective funds management for the University. This office is responsible for financial reporting, general accounting, accounts payable and travel, business center south activity, and the Cashiering and Student Accounts Office. A few of these functional areas are discussed below:

#### **A. Accounts Payable (A/P)**



Please contact the Accounts Payable Office for assistance with vendor payments, travel related questions and information about hosting expenses.

1. **Vendor Payments:** Vendor payments are generally facilitated in one of three ways, including payment by invoice, payment voucher or independent service provider (ISO) agreement.
  - a. Invoices: Invoices for payment should be reviewed by the receiving department and routed timely to Accounts Payable for payment. If there is a problem with the good/service, please contact the Purchasing Department and Accounts Payable for assistance. Invoices may be paid by check or electronically by direct deposit with remittance advice. Currently our electronic method is voluntary, but all vendors are encouraged to enroll now as this method will soon become our only method of payment. For more information, please contact any Accounts Payable representative by calling 702-895-1157 or 702-895-1143.
  - b. Payment Vouchers: The use of a payment voucher is only permitted for limited exceptions; most payments are handled by P-Card or Purchase Order. Please contact Accounts Payable for information about the appropriate use of the Payment Voucher.
  - c. Independent Service Providers (ISPs): UNLV classifies workers as either employees or independent contractors, referred to as independent service providers (ISP's). An ISP is engaged by the University to perform specific functions or tasks at his/her own discretion with respect to the means and methods used to accomplish the assignment. The Independent Service Provider Form is used to make payment to an ISP and is available on the website at <http://accountspayable.unlv.edu/forms.html>. Additional information on Independent Service Providers may be reviewed at [http://accountspayable.unlv.edu/Topics/ind\\_cont.htm](http://accountspayable.unlv.edu/Topics/ind_cont.htm). If you require assistance with ISP's, please contact Yvette Walton at 895-1143.
2. **Travel:** Business travel and reimbursement after travel, is highly regulated. We encourage you to review the Travel Handbook at <http://accountspayable.unlv.edu/Trvlman/travel.htm> before you make any arrangements.
  - a. Authorization: Before travel is initiated, the travel authorization section of the Travel Document (TD) must be approved by the appropriate budget authority and supervisor.
  - b. Advances: A travel advance may be requested by forwarding a copy of the Travel Document to the Accounts Payable Office at

least ten (10) working days prior to departure. The travel advance check will be released three (3) business days prior to the scheduled departure date. Travel advances must be settled within fifteen (15) business days after travel has been completed.

- c. **Travel Completion:** Within 15 days of the completion of the trip, the traveler must complete and submit Section III of the Travel Document, and corresponding Travel Itinerary Worksheet (TIW) to the Accounts Payable Office. Supporting receipts and documentation of all travel expenses must also be submitted within that time frame. Travel reimbursement usually takes approximately 14 days.

Electronic funds transfer (EFT) reimbursement for travel is mandatory for all employees. All requests for, travel, host, and expense reimbursements for employees who are receiving their payroll by direct deposit also receive travel EFT payments directly to their bank account through Accounts Payable.

- i. **Rental Vehicles:** If you require a rental vehicle for travel, it must be requested and approved in advance. It is mandatory that the state contracted rental agency be used. The use of taxis, shuttles, or public transportation is encouraged when these options are more economical than renting a vehicle. A rental vehicle may be used, however, when it is to the advantage of UNLV or when a state motor pool vehicle is not available when traveling to Reno. For information on vehicle rentals, you are encouraged to visit the comprehensive website at: [http://accountspayable.unlv.edu/Trvlman/car\\_rental.html](http://accountspayable.unlv.edu/Trvlman/car_rental.html).
- i. **Hosting Expenses:** A “Hosting” expense is a business expense authorized by the President under Board of Regents (BOR) policy. As defined by the BOR, “Host expenditures may be incurred for reasonable expenses for meals, beverages, flowers and small gifts (such as mementos) by or on behalf of employees or guests of the NSHE or one of its institutions in the conduct of necessary business activities. Hosting must provide a benefit to the System or institution through the establishment of good will, promotion of programs, or creation of opportunities for meetings in which the mission of the System or NSHE institution may be advanced.”

The BOR provides strict guidelines regarding host expenses. You may access the Accounts Payable web site for specific details concerning the Host Policy and links to NSHE BOR policy and procedures. Hosting expenditures do not make up a significant portion of the annual expenditures for UNLV but these expenses are considered highly sensitive and require careful attention and management.

Host expenditures may only be charged to designated UNLV host accounts and may not be used to pay or reimburse expenses not otherwise allowed by state or federal regulations. In addition, host expenses are subject to various Internal Revenue Service (IRS) requirements, such as 1099 and W-2 reporting, when applicable.

## **B. Cashiering/Deposit of Funds**

Checks received in payment for the sale of university goods or services must be made payable to NSHE Board of Regents and immediately endorsed "for deposit only." Receipts are to be deposited with the university's cashier daily if aggregate cash exceeds \$250 and within at least five (5) business days regardless of amount. Contact the Cashiering Office at extension 895-3683 for additional information.

## **C. General Accounting**

The General Accounting Office is responsible for UNLV bank accounts, signature authorization for account activity, and financial reporting.

- 1. Bank Accounts:** All university bank accounts are authorized by the Board of Regents. No clubs, departments, or organizations are permitted to open bank accounts under the NSHE or UNLV name or tax identification number.
- 2. Signature Cards:** The signature card process provides for electronic access for requests and submittal of new signature cards for departmental Advantage accounts.

Every departmental account signer must complete, one time only, a "Controller's Office Authorized Signature Card." When that card is on file in the Controller's Office, users can go online to the Controller's Website located at <http://controller.unlv.edu> and access the Authorized for Expenditure Form to add or remove authorized users on a specific Advantage account. This form must include the names of all signers on that particular Advantage account and the name of the authorized Dean/Vice President. The completed form may be submitted electronically by pressing the submit button at the bottom of the web page. The Authorized for Expenditure Forms are submitted to the Controller's Office via email to the address entitled Signature Cards.

The Controller's Office updates Advantage tables to reflect changes or additions and forwards the requested changes to the appropriate Dean/Vice President.

3. **Inter-Departmental Requisition Form (IDR):** The Inter-Departmental Requisition (IDR) form is most frequently used to transfer funds from one departmental account to another or transfer an expense from a department providing a service to a department receiving the service. You may contact the General Accounting Office at 895-3957 for more detailed information on appropriate use of the IDR form.

#### **D. Payroll**

The Payroll Office processes payroll for faculty and professional staff, those employed under a Letter of Appointment (LOA), classified staff, hourly employees and student/casual labor. Faculty, professional staff, LOA's and graduate assistants are paid on the first working day of the month for the prior month's work. Classified staff, student workers and casual labor are paid on the 10th and 25th of each month. It is important to follow the processing schedule to ensure departmental staff members are paid timely. For a processing schedule and cutoff dates for the submission of employment documents, time sheets, overtime and payroll adjustments, please see the payroll website at <http://payroll.unlv.edu/> or contact the Payroll Office at 895-3825.

*Note: Work Study time sheets must be submitted to the Student Financial Services Office. Questions may be directed to 895-0625.*

UNLV processes direct deposit to any U.S. bank. All newly hired employees must enroll in payroll direct deposit through the Nevada System of Higher Education (NSHE) employee self-service website EQUUS unless a special exception has been granted. In a further effort to support a more paperless environment, all employees are now strongly encouraged to sign up for electronic deposit of wages. Those who do not enroll in electronic deposit must physically pick-up their check at the Payroll Office during specified hours which are posted on the Payroll Office website at <http://payroll.unlv.edu/>.

The Board of Regents approved the implementation of mandatory electronic payroll payments at its meeting in September 2013. NSHE has expanded electronic payroll payments to include a payroll debit card for employees that do not enroll in direct deposit effective January 1, 2014. New employees that have not enrolled in direct deposit will be issued a payroll debit card before their second pay date. The debit card will be mailed to the employee's home address on file with Human Resources. Employees may update banking information for direct deposit payments through employee self-service. For further questions about the payroll debit card, please visit the Controller's website at [http://controller.unlv.edu/payroll\\_debit\\_card.html](http://controller.unlv.edu/payroll_debit_card.html) or call the Payroll Office at 702-895-3825.

Employees may sign-up for direct deposit through the employee self service web site (EQUUS) located at <https://mustang.nevada.edu/hrip/unlvlog.htm>. The

system also provides for electronic delivery of direct deposit advices, the ability to update direct deposit information and make address/phone number changes.

The Payroll Office also provides electronic W-2's through the same secure delivery method as pay advices. Further information regarding electronic W-2's can be found at <http://controller.unlv.edu/E-W2.html>.

#### **E. Tax Compliance Issues**

Tax issues are complex and varied. Questions often arise concerning unrelated business income (UBI), fringe benefits, scholarship reporting, nonresident aliens (NRA), sales tax, and other specific areas. An annual UBI questionnaire will be distributed to key revenue generating departments by Campus Audit and other appropriate electronic media to help departments determine any unrelated business income. For retail sales, departments are responsible for sales tax collection (8.1% in Clark County) and remittance to the Nevada Department of Taxation. For more information on tax questions please contact one of the following:

Nonresident Aliens (NRA)/Foreign Entities	Debbie Honrath	895-1243
Unrelated Business Income/Sales Tax	Rhett Vertrees	895-4720
Scholarships	David Ellison	895-0314
Accounts Payable Payments	Yvette Walton	895-3822
Other Tax Issues	Chris Viton	895-5578

**Nonresident Alien Tax (NRAT) Compliance Issues:** Many complicated tax issues arise when making payments to foreign students, scholars, employees, and other international visitors, and foreign companies or entities. Questions about the tax treatment of foreign individuals or entities should be directed to 895-1243. NRA information is available at <http://controller.unlv.edu/NRA/>. For Nonresident Alien matters that are not tax related, please contact the Office of International Students & Scholars (OISS) at [www.unlv.edu/iss/contact](http://www.unlv.edu/iss/contact).

#### **IV. FACILITIES**

In 2010, Facilities Management was recognized as an industry leader through receipt of the prestigious APPA Award for Excellence in Facilities Management. The APPA Award recognizes an unwavering commitment to provide the very best facilities and customer service possible, limited only by available resources. The APPA award follows on the heels of the Cashman Award received by Facilities Management in 2009 from the Nevada Taxpayers Association. The Cashman Award is the highest honor the State of Nevada can bestow and was the result of our ongoing efforts to enhance sustainability, reduce utility costs and efficiently

use taxpayer dollars. Facilities Management also received formal mention by the Northwest Commission on Colleges and Universities during UNLV's 2010 campus reaccreditation, giving the department the highest rating of "Commendable." Facilities Management has received numerous other awards for water smart landscape designs, recycling, and innovative work practices as well as large rebates from NV Energy and the Southern Nevada Water Authority for ongoing conservation efforts.

### **i.Requesting Work**

Many buildings/facilities on campus are represented by an employee with proctor responsibilities. Proctors serve as a consistent communication link for the Facilities Management Department for work tasks and/or building emergency situations which may have a potential impact on employees within the Proctor's area of responsibility. Proctors develop and maintain building contact lists, serve as a central point of contact for Facilities Management and review and update building directories.

However, ANYONE may submit a work request by contacting the "Help Desk" at 895-1472 or using the web request system at <http://facilities.unlv.edu>. The Proctor will serve as a second point of contact when the originating requester is unavailable.

### **B. Help Desk**

The Help Desk serves as the "front door" to Facilities Management. If you experience a building maintenance issue, require non-maintenance services, or need to conduct other business, contact the Help Desk as follows:

- Phone: 895-HELP (4357). Use this method for all emergencies.
- Email a request to: [facilities\\_help\\_desk@unlv.edu](mailto:facilities_help_desk@unlv.edu)
- Visit in-person at the Campus Services Building, Room 132.
- Submit a Web Request: <http://facilities.unlv.edu> (see below)

### **C. iService Desk**

iService Desk, UNLV's interactive web request system, is the preferred method for submitting routine maintenance and repair work. You may also use iService Desk for chargeable Interdepartmental Service Requests requiring an account number.

iService Desk allows you to:

- Submit and query work requests in real time
- Search for specific work requests or work orders to review status

- Receive email notification as requests are processed and completed
- Create instant documentation for record keeping purposes
- Review real-time costs on work orders as well as those sent to the financial system.

You can access iService Desk at <http://facilities.unlv.edu>.

#### **D. Building & Facilities Maintenance**

In addition to general maintenance services, the Facilities Management Department is responsible for custodial services, recycling, energy management, and landscape and grounds maintenance. These multi-level services are coordinated through a sophisticated Computerized Maintenance Management System (CMMS). Facilities Management provides a host of services ranging from those for which there is no charge to chargeable services for non-maintenance service requests. Please review the Facilities Management Responsibilities Policy at <http://facilities.unlv.edu> for additional information.

1. **Non-Chargeable Services:** These services include routine maintenance and repair of building envelope components including electrical systems, heating and ventilation systems, plumbing systems, fixed classroom seating, floor coverings, roofing, lighting, building support equipment, and building structures and exteriors on State-supported facilities. Other services provided at no cost include routine custodial services, mitigation and repair of safety hazards, maintenance painting and patching, utility outage restoration, and first issue keys and access cards.

*Please note: Auxiliary units including Student Affairs facilities and dorms, Athletic facilities such as Thomas & Mack and Sam Boyd Stadium, and Food Services operations including Aramark have independent maintenance staffs and are not serviced by Facilities Management. Please contact those organizations for assistance.*

**Chargeable Services:** Facilities Management charges for services which are considered non-maintenance related. These services include but are not limited to modifications, alterations or renovations not considered integral to the preservation of the existing building envelope, work on industrial or domestic kitchen equipment, work on programmatic (Departmental) equipment, installation of wall hangings, customer-requested lock changes and upgrades, duplicate and lost keys, repair of non-fixed assets, unscheduled painting and patching, and work related to special events. FM must also charge for work done on or within auxiliary facilities as explained in Item #1 above.

#### **E. Energy Management**



Facilities Management manages utilities and environmental controls for all State supported facilities. This unit actively researches and implements conservation and “green” measures, manages campus utility meters, monitors on-going energy consumption and researches newly developed trends in conservation technologies. For more information on Energy Management, please visit their website at <http://energy.unlv.edu/>.

#### **F. Vehicle Services**

The Finance and Business Operations unit of Facilities Management is responsible for vehicle and fleet services at UNLV. Specifically, Vehicle Services maintains and provides service for all State-owned vehicles used by Campus departments, manages vendor contracts for vehicle rentals, maintains and services all electric carts and ensures compliance with all city, state and federal vehicle regulations. Complete record keeping for all maintenance services as well as title and license records for university vehicles are maintained by Vehicle Services. While they do not rent vehicles directly, Vehicle Services does maintain a contract with Enterprise Rent-A-Car at reduced rates. You may visit Vehicle Services at <http://facilities.unlv.edu/administrative/motorpool.html>.

#### **G. Keys and Marlok Cards**

Keys and Marlok cards are issued subject to the provisions of the Campus Key Policy which can be viewed at <http://facilities.unlv.edu>. Faculty and staff may request keys and Marlok cards for State-supported facilities using an electronic Key Request form. Once completed and submitted, the form is routed to authorized personnel from the requesting department for approval or rejection via email. Approved requests are then electronically forwarded to Facilities Management for action. Comprehensive guidance, instructions and the Electronic Key Request forms for requesting keys and Marlok cards may be found at <http://facilities.unlv.edu> (*Please note this process does not cover keys and access cards for auxiliary facilities. Please contact those organizations for assistance*).

Employees who use classroom facilities should refer to the “Classroom and Building Security Responsibilities” document posted on the website for the Executive Vice President and Provost at <http://provost.unlv.edu/policies.html>. This policy governs instructor responsibilities pertaining to classroom access and use.

#### **H. Rebel Recycling**

The award winning Rebel Recycling Program is committed to providing the campus with comprehensive waste reduction, recycling, and resource management in an efficient and timely manner. The mission of Rebel Recycling is



to reduce, reuse and recycle. Rebel Recycling visits offices for pick-up on a routine schedule and can also make off-schedule visits as needed. This is especially helpful when office moves, program changes and special events occur that generate recyclable items beyond normal daily activities. As part of their sustainability efforts, Rebel Recycling strongly advocates the use of refillable water bottles. To promote this effort, a number of Hydration Stations have been installed throughout the campus providing cold, great tasting filtered water at no charge. All you do is supply the bottle. A map and list of Hydration Station locations can be found at <http://facilities.unlv.edu> . For more information, please visit <http://facilities.unlv.edu/recycling> or call 895-3760.

## **V. GENERAL COUNSEL**

The Office of General Counsel is located in Room 320 of the Flora Dungan Humanities (FDH) building. The General Counsel serves on the President's cabinet and is the University's chief legal officer, responsible for planning, organizing and guiding UNLV's legal affairs. Currently, six (6) attorneys in the Office of General Counsel provide advice and counsel to UNLV administration regarding the legal rights and obligations of the University and litigate on its behalf.

Except in emergencies, requests for legal advice must be routed through and approved by the Dean of your college/school, or your division Vice President (email preferred). Contact information: [erika.noltie@unlv.edu](mailto:erika.noltie@unlv.edu) or 895-5185.

## **VI. HUMAN RESOURCES**

Human Resource (HR) staff members are committed to service excellence focused on your needs and building effective partnerships across campus. While HR exercises responsibility on behalf of the University for ensuring compliance with various employment-related federal, state, and NSHE statutes and regulations, our goal is to minimize the extent to which compliance functions or regulatory requirements intrude on the legitimate discretion of appointing authorities to manage the affairs of their units as they see fit, and as provided in Nevada Revised Statutes. Accordingly, HR staff advise but do not direct; serve but do not regulate; and look for ways to say yes in an effort to help achieve operational outcomes.

Human Resources is organized into the following units: Employment; Benefits; Absence Management; Compensation; Salary Administration; Systems Administration; and Employee Relations & Development. The services and responsibilities of these units are described in more detail in the following sections.

The University's Chief HR Officer, Larry Hamilton, is available to consult with University administrators and may be reached at 895-1299 or [larry.hamilton@unlv.edu](mailto:larry.hamilton@unlv.edu).

i. **Employee Type and Status**

The University has three primary categories of employees (Academic Faculty, Administrative Faculty and Classified Staff). Categories of employees are defined by the NSHE Code or the Nevada Administrative Code. These categories are supplemented by Postdoctoral Scholars, Graduate Assistants, Student Employees, and Temporary/Hourly employees. Rules pertaining to employment and compensation may vary depending on the type and status of employment.

- i. **Academic Faculty:** The terms and conditions of employment for academic faculty are established in the Code of the Nevada System of Higher Education and the policies of the Board of Regents, both of which are available on-line at <http://www.nevada.edu/>. Academic faculty typically work 9-month ("B") contracts during the academic year; may be part-time or full-time; and may be tenured, tenure-track, or non-tenure track. New faculty positions are allocated by the Executive Vice President & Provost. Recruitment of vacant faculty positions is supported directly by the Office of Human Resources. Appointing authority is vested in the Executive Vice President & Provost except for the appointment of department chairs and tenure at hire which require the approval of the President. Employment policies for academic faculty are posted on the Human Resource website at <http://www.unlv.edu/directories/a-z> . Academic policies for faculty may be reviewed in detail at <http://provost.unlv.edu/academicresources.html>.
- ii. **Administrative Faculty:** The terms and conditions of employment for professional, non-academic staff are established in the Code of the NSHE and the policies of the Board of Regents. Administrative Faculty are occasionally referred to as "non-academic faculty" or "professional staff"; typically work 12-month administrative contracts; may be part-time or full-time; and typically have annual renewable term contracts that may be terminated or discontinued with notice. Recruitment of all administrative faculty is coordinated by the Office of Human Resources. Appointing authority is vested in the respective division vice president or director of athletics (except for direct reports, which require the approval of the President). Employment policies for professional staff are posted on the Human Resource website at <http://hr.unlv.edu/a-z/>.
- iii. **Classified Employees:** The terms and conditions of employment for classified employees are established in the Nevada Administrative Code. Classified employees may be half-time or full-time, typically work 40-hour

weekly schedules; and are subject to overtime in excess of 8 hours per day or 40 hours per week. Classified employees may be assigned to temporary appointments such as 60 working days for full-time “emergency appointments” without meeting specified qualifications; or 6 months for full-time temporary appointments meeting specified qualifications. Appointing authority is vested in the director of the department to which the employee is assigned, provided there is at least one layer of supervision between the employee and the director. Employment policies for classified staff are contained in the *State of Nevada Employee Handbook* at [http://hr.nv.gov/Services/State\\_Employees/](http://hr.nv.gov/Services/State_Employees/).

- iv. **Postdoctoral Fellows:** Commonly referred to as “Postdoc’s,” a Postdoctoral Fellowship is a temporary advanced scholarly appointment of at least 50% in a specialized education and training position in research or scholarship under the direction of a faculty sponsor. Postdoctoral Fellow appointments serve to advance the competence of a person who has recently completed higher professional training marked by a doctoral degree. Postdoctoral fellows are not subject to Board of Regents search requirements and public searches are typically waived on the basis of special skills. Appointing authority is vested in the Executive Vice President & Provost.
- v. **Graduate Assistants:** This category includes both Graduate Teaching Assistants and Graduate Research Assistants. Graduate Assistants are generally appointed for a period of 12 months or an academic year. A full-time assistantship is generally based on a 20-hour workweek or less. Salaries for graduate assistants are approved by the President in conformity with a salary schedule established by the Board of Regents. Graduate Assistants are administered by the Graduate College under the Executive Vice President and Provost. See <http://graduatecollege.unlv.edu/>.
- vi. **Student Employees:** Undergraduate student employees must be enrolled in at least six (6) credits and maintain a 2.00 grade point average. Graduate level student employees must be enrolled in at least five (5) credits and maintain a 3.00 grade point average. Student employment is intended to be a learning experience and a productive activity that complements a student’s academic career. For more information, please visit the [Student Employment Supervisor Guide](#).
- vii. **Temporary/Hourly Employees:** UNLV is committed to managing its operations with regular, full-time employees. However, there may be times when it is necessary to hire temporary employees to supplement the work needs. Hourly employees may be hired as temporary employees to work on a project basis, to substitute for employees on an extended, approved leave of absence or when the workload exceeds the ability of the regular

staff to accomplish the work in a timely manner. Hourly employees are at-will and may be terminated at any time, without notice, without cause. The State of Nevada places significant limits on the duration of temporary/hourly employment. An hourly employee typically works fewer than 19 hours per week or works on an intermittent basis throughout the year. Temporary appointments are generally limited to 160 hours of part-time work. A list of temporary agencies holding contractual agreements with the University is available on the Purchasing Department Website at <http://purchasing.unlv.edu/>. For additional information regarding temporary employees, contact Employment Services in Human Resources at 895-2894.

ii. **Employment**

The Employment unit is responsible for all recruitment and hiring functions for faculty, professional, and classified staff. This unit is directed by Brent Ransom who may be contacted at 895-3368 or [brent.ransom@unlv.edu](mailto:brent.ransom@unlv.edu).

- i. **Recruiting for Vacant Positions:** Faculty and professional staff are subject to the Board of Regents' policy requiring that all vacant positions be recruited in an open and competitive environment (with narrow exceptions to obtain special skills or to prevent work stoppage and excluding postdoctoral, visiting, and temporary appointments). See Faculty & Professional Search Guidelines on the Human Resource website at [www.unlv.edu/sites/default/files/24/HR-Forms-SearchGuidelines-Faculty&Professional.pdf](http://www.unlv.edu/sites/default/files/24/HR-Forms-SearchGuidelines-Faculty&Professional.pdf).

Classified staff members are subject to civil-service-like rules adopted by the State Personnel Commission that require all vacant positions to be filled through competitive examination or internal promotion (with no exceptions to appoint employees without a recruitment process). Recruitment avenues include open and competitive recruitment (similar to professional staff), internal promotion, or reliance on "State-eligibility lists" for available candidates.

All recruitment activities are further subject to the University's Equal Employment Opportunity / Affirmative Action policy published annually by the EEO/AA Officer and posted to the Human Resource website.

Please contact Brent Ransom, Employment Services Manager, at 895-3368 or [brent.ransom@unlv.edu](mailto:brent.ransom@unlv.edu) for assistance with any employment related issue.

iii. **Benefits Administration**

This unit is responsible for conducting employee benefit orientations, enrolling employees in State Health and Retirement programs and administering a wide range of optional deduction and benefit programs. Please contact Pat La Putt, Benefits Manager, at 895-3958 or [pat.laputt@unlv.edu](mailto:pat.laputt@unlv.edu) for specific information.

- i. **Benefits Overview:** To assist departments in recruiting top quality faculty and staff, the Benefits Office maintains an over-view of University benefits that departments may provide to prospective employees. See <http://hr.unlv.edu/benefits/>.
- ii. **Benefits Orientation:** Employees must attend a formal benefits orientation within two weeks of the date of hire. This program is conducted on alternate Friday mornings from 8:00 AM to 11:00 AM and includes a comprehensive overview of the information required to make an informed decision about selecting a health insurance plan, retirement plan participation and supplemental programs. Register directly for attendance by calling 895-3504.

iv. **Salary Administration**

This unit is responsible for processing all employment documents for all complements of employees and ensuring timely payment of salary. Contact Connie Nolan, Salary Administration Coordinator, at 702-895-4095 for questions pertaining to contract administration, on-line employment contract processing, employment status questions, employment verification and public records requests, personnel records, and missing or late paychecks.

v. **Compensation**

**Establishing New Positions or Reclassifying Existing Positions:** Due to changing business needs within the institution, it is occasionally necessary to create a new position or update an existing position to more accurately reflect the complexity of duties. Please note that creating a new position or re-classifying an existing position requires coordination with the Budget Office for Position Control purposes.

- a. **Faculty:** The Office of Academic Resources, within the scope of the Executive Vice President and Provost, is responsible for establishing new faculty positions. Please contact Deb Powell, Director of Academic Resources, at 895-3777 of [debbie.powell@unlv.edu](mailto:debbie.powell@unlv.edu) for assistance.
- b. **Administrative Faculty:** The Office of Human Resources is responsible for establishing and maintaining the correct classification level of all administrative faculty (non-academic) positions, including research support positions. Administrative faculty positions are assigned to one of seven range levels based on the market value of the position; the

difficulty and complexity of work; the level of accountability and responsibility; and/or the nature and scope of public contact. For assistance or information, please contact Michelle Hogan, Compensation Coordinator, at 895-3335 or [michelle.hogan@unlv.edu](mailto:michelle.hogan@unlv.edu).

- c. Classified Staff: Human Resources is also responsible for establishing and maintaining the correct classification level of classified positions. Classified positions are assigned to salary grades established by the State Personnel Commission in accordance with the State-wide position classification structure. For assistance, please contact Michelle Hogan, Compensation Coordinator, at 895-3335 or [michelle.hogan@unlv.edu](mailto:michelle.hogan@unlv.edu).
- d. Compensation Issues: Recruitment salary ranges, salaries at hire, internal salary progression, and labor market comparisons for faculty, professional, or classified employees are also addressed by the compensation staff listed in this section.

vi. **HR Systems Administration**

HR Systems Administration is responsible for Human Resources systems challenges including HRMS, *Consensus* (formerly *HRSearch*), online locators, COGNOS BI, and generating internal and external Human Resource reports. While most of these activities are part of the “back-office” infrastructure, supervisors or managers may contact Anthony “Tony” Guinan at 895-1655 or [anthony.guinan@unlv.edu](mailto:anthony.guinan@unlv.edu) for employee or management reports.

HR Systems will play a critical role in regards to the upcoming planning, implementation and integration of all HR modules as we move into the Workday/HR/Payroll/Finance Modernization (iNtegrate2) project. Please contact Elora Paik at 895-2664 or [elora.paik@unlv.edu](mailto:elora.paik@unlv.edu) with questions regarding Workday.

**G. Employee Relations & Development**

The Employee Relations & Development unit provides a wide range of employee relations support to supervisors and employees. Additionally, this unit has responsibility for administering the staff development training program, primarily targeted toward professional and classified employees, and has oversight of the university’s leave programs. The unit is managed by Terri Clark who may be contacted at 895-5817 or [terri.clark@unlv.edu](mailto:terri.clark@unlv.edu).

- 1. Employee Relations:** The Employee Relations & Staff Development unit serves as a resource to classified, professional and faculty members of the campus community. Employee Relations representatives are available to discuss sensitive topics including performance related issues, grievance processes, disciplinary concerns, employee coaching, and communication

related concerns with employees or members of supervision and/or management. The Employee Relations unit offers a confidential and safe place for exploring options. The Employee Relations unit is also responsible for the following programs:

- i. Performance Management Program: Effective performance management is key to ensuring that individual performance expectations are clear, periodic performance feedback is provided in a coaching or mentoring fashion, and end of period evaluations are objective and forward-looking. Training or assistance in facilitating performance management for professional and classified staff is available through the Employee Relations & Staff Development unit. Performance evaluations for academic faculty are conducted in accordance with College/Division bylaws and are administered under the auspices of the Executive Vice President and Provost.
- ii. Grievances: Grievance and appeal processing procedures vary based on employee classification. Although the Classified Grievance Process is governed by the Nevada Administrative Code, the Grievance process for Academic and Administrative Faculty (Professional Staff) is governed by Board of Regents policy and the UNLV Bylaws. Support and guidance is available to employees and supervisors from the Employee Relations staff through all stages of either process.

**2. Employee Development:** Interdepartmental course listings describing Staff Development opportunities are coordinated each Fall and Spring semester and posted on the Human Resource website at <http://hr.unlv.edu> under the major heading "Staff Development." For more information please contact Terri Clark at 895-5817 or [terri.clark@unlv.edu](mailto:terri.clark@unlv.edu).

**H. Absence Management:** UNLV provides a variety of leave options, including annual, sick, and holiday leave, to help employees manage the competing demands of work and home.

- i. FMLA, Disability, & Catastrophic Leave: This unit is responsible for administering leave programs under the Family Medical Leave Act (FMLA) and the Catastrophic Leave Program for Classified employees. Please contact Kim Hilliard, Absence Management Coordinator, at 895-0413 or [kim.hilliard@unlv.edu](mailto:kim.hilliard@unlv.edu) with your questions.
- ii. iLeave System: This unit is also responsible for administering the web-based iLeave system. Please contact Kim Hilliard, Absence



Management Coordinator, at 895-0413 or [kim.hilliard@unlv.edu](mailto:kim.hilliard@unlv.edu) with your questions.

## **I. Policies & Practices of Interest**

We encourage you to contact the Office of Human Resources whenever you have questions about practices or policies of UNLV. A few of those policies and practices are discussed briefly in the following section.

- 1. Employee Exit Process:** The Employee Exit Process is an official checkout procedure required by the University. After a resignation has been accepted by an appointing authority, the resigning employee and his/her respective department should contact the Office of Human Resources to initiate the exit process.

Human Resources will survey the campus to ascertain any outstanding debts owed to the University by the employee, audit the leave record for appropriate pay-out purposes, and meet with the employee to discuss pertinent retirement and health insurance concerns. University owned property and equipment may be returned directly to the department or to Human Resources for disposition. Exit appointments may be arranged by emailing [hrexit@unlv.edu](mailto:hrexit@unlv.edu) or by calling 895-3504.

- 2. Extra Compensation Policy:** In order for professional employees to be eligible for supplemental compensation, work performed must be occasional or sporadic, unrelated to primary job duties, outside of the home department, and outside of regular working hours. Two issues require clarification, in order for supplemental payments for professional exempt staff to be permissible.

First, it is not sufficient simply for work to be performed outside of regular working hours. The work must meet each of the other tests as well – unrelated to primary job duties and outside of the home department. Second, leave may be charged for an employee to perform outside professional work for compensation with a private, non-State employer. It is not permissible for UNLV to pay supplemental compensation for a UNLV employee who is already being paid base salary (even if the employee is on annual leave).

Alternatively, if management or support of a grant program is of sufficient scope and represents a material responsibility that is not implicit in expectations of the professional roles of these staff members, it is within the discretion of the appointing authority to process temporary adjustments to base salary (similar to a temporary promotion or acting appointment). The University policy on extra compensation for faculty and professional staff is available for your consideration at <http://www.unlv.edu/research/policies> .



- i. **Merit Awards:** The annual merit process is designated specifically for faculty and professional staff. Classified staff members are compensated within the state classified system.

Typically, faculty and professional staff must have been hired on or before September 1st to be eligible for a merit increase the following fiscal year. Employees hired after September 1st are not eligible for merit increases until July of the next year.

Merit increase recommendations are based on individual ratings noted on the performance evaluation form discussed below. To be eligible for a merit increase, an employee must be rated at least "satisfactory" in all areas evaluated and must be rated at least "commendable" or "excellent" in at least one of those areas.

Cabinet officers are responsible for ensuring that all merit awards within their divisions are made consistently to assure equitable treatment of similarly situated employees, regardless of funding source.

Merit increases must be awarded in one of the following full-time-equivalent, annual dollar amounts. Merit increases for part-time employees should be prorated in relation to FTE.

\$1,000	\$2,000	\$3,000
\$1,500	\$2,500	\$4,500

- 4. **Performance Management:** The University is committed to providing guidance and constructive feedback to employees on a regular basis to assure effective performance management. Generally, classified employees are evaluated on their anniversary date each year and faculty and professional employees are evaluated on a calendar year basis. Please contact the Employee Relations & Staff Development unit at 895-0402 for assistance with any aspect of the Performance Management process.

- i. Performance Expectations: Newly hired classified employees should receive a copy of the Work Performance Standards for their position. This document outlines principle assignments, responsibilities and goals for the employee's position and describes acceptable performance standards for each job element. Newly hired professional employees should receive a copy of the "position description questionnaire" (PDQ) with their employment offer, outlining principal duties and responsibilities for the position. The purpose of the PDQ is to outline performance expectations in a clear and understandable

manner in an effort to ensure that an employee is appropriately orientated to the nuances of his/her new job.

ii. Performance Evaluations:

1) Classified Performance Appraisals. The performance and development of classified employees, who have achieved permanent status, is evaluated each year on the anniversary date of their date of hire. Classified employees who are in probationary status are evaluated more frequently after the third, seventh and eleventh month of employment. Overall performance ratings are Exceeds Standards, Meets Standards or Does not Meet Standards. Supervisors may expect to receive an electronic reminder concerning the due date for a classified employee appraisal from Human Resources approximately 4-6 weeks prior to the anniversary date of the employee.

2) Professional Employee Evaluations. The University conducts professional performance evaluations on a calendar year basis – with annual evaluations due by March 1st for the preceding year. Performance evaluations address performance of position duties and responsibilities as well as the accomplishment of annual goals and objectives. Additionally, performance evaluations include a section in which the supervisor and employee plan goals and objectives for the following year, as well as continuing professional development strategies.

The Board of Regents has adopted a system-wide, four-tier evaluation scale that requires one of the following summary ratings: excellent, commendable, satisfactory, or unsatisfactory. Performance evaluation forms are available on the Human Resource website at <http://hr.unlv.edu> under "Performance Evaluation Form, Professional Employee.

**5. Research and Creative Activities Workload Buyout:** Faculty and research-support units should be encouraged to obtain extramural funding. If appropriate funding is available, faculty may be allowed to buy out a portion of their academic year workload effort so that they may have more time to engage in research and creative activities. Reallocation of the state funds for research development is required. Contact Chelsea Herrington at 895-1752 or [chelsea.herrington@unlv.edu](mailto:chelsea.herrington@unlv.edu) for clarification and additional information on this topic. Additional information on contract and grant buyouts of faculty time (Effort Salary Buyout) is available from the Office of Sponsored Programs at <http://www.unlv.edu/research/policies> under "Effort Salary Buyout."

## **VII. INFORMATION TECHNOLOGY**

The Office of Information Technology (OIT) supports and enhances teaching, research, scholarly and creative production through the effective use and management of information technology and associated resources. OIT provides leadership and assistance to faculty, students and staff in the implementation and on-going use of innovative technologies.

The IT Help Desk provides technical support for many services offered by OIT, like email, WebCampus and desktop computers. OIT supports technology-enhanced classrooms, computer labs, desktop computers, instructional technology and many common software applications, as well as campus-wide systems, and network infrastructures.

Specific services provided by the Office of Information Technology include the following:

- Help with university-owned computers and software via the IT Help Desk
- Training for applications like Microsoft Excel, PowerPoint, Access and email; training for UNLV specific web-based applications like RAVE and SEND
- Development and support of enterprise-level applications and information systems such as the student information system and the data warehouse
- Support for department and university-wide servers that need to be maintained in a secure, reliable, and redundant environment
- Maintenance and support for UNLV computers and other designated hardware, such as HP printers
- Maintenance and delivery of audio and visual technology to classrooms
- Maintenance of hardware and software in computer labs, teaching facilities, and technology-enhanced classrooms as well as training for use of the technology in those spaces
- Support and assistance for WebCampus, UNLV's online course management system
- Maintenance and development of UNLV's high-speed networking environment

- Research, assessment, and implementation of technologies that support the University infrastructure, pedagogy, and administration

A complete listing of contact information for OIT services is located in the last section of this guide. The most important number to know is the IT Help Desk at 895-0777. The IT Help Desk documents requests and routes calls to the correct department. All requests may begin at the help desk.

## **VIII. PARKING & TRANSPORTATION SERVICES**

The Parking and Transportation Services Department manages and maintains parking facilities and lots for the University of Nevada, Las Vegas. This includes planning for future parking development and methods of alternative transportation. A motorist assistance program is also in place for those individuals with a car that won't start or with a tire that is low.

The Parking and Transportation Services web site (<http://www.unlv.edu/parking>) is constantly updated and provides on-going parking alerts as well as a wealth of information about parking services provided to the University community. Rules and regulations, permit rates, locations of parking lots, types of parking permits authorized within each lot, tips for parking, and information about fines/citations, are provided on the web site.

## **IX. PLANNING AND CONSTRUCTION SERVICES**

UNLV Planning and Construction is responsible for, manages and oversees all campus physical planning, design and construction functions and activities at UNLV. This includes project estimating and project delivery for campus master planning, capital project planning, limited scope and major capital projects (design, construction and furniture/equipment coordination for projects ranging from small remodels through new buildings). To accomplish this function and provide these management services, UNLV Planning and Construction works with users, architects, interior designers, engineers, contractors and other vendors to plan and deliver projects that maintain a consistent level and range of quality through compliance with campus design and construction standards.

UNLV Planning and Construction projects and services require a significant amount of coordination and collaboration with other planning, business, finance and campus infrastructure services at UNLV, including but not limited to Purchasing, RMS, Facilities Management, Telecommunications, IT, the Space Committee and other departments/entities. Our project planning and delivery includes these coordination and collaboration processes, as well as management and coordination of all applicable regulatory requirements in Nevada relative to planning, design and construction.

For in-depth information and procedures regarding UNLV Planning and Construction and its services, including submitting a work request for a project estimate or project, general information for campus clients and users, campus master plan information and other items, please visit the UNLV Planning and Construction website at <http://www.unlv.edu/plancon>.

## **X. PURCHASING**

The Board of Regents Handbook and the State of Nevada Administrative Manual define the requirements for purchasing and contracts.

### **A. Purchasing Card (P-Card)**

The Purchasing Card (PCard) program provides an efficient and inexpensive means for making small dollar purchases. For more in-depth information regarding the PCard program, please refer to the website at <http://www.unlv.edu/purchasing/pcard>.

### **B. Contracts for Specific Services**

Purchasing has established several multi-year contracts for a variety of goods and services. The following is a partial list of goods and services currently on contracts. For information on how to access these service providers, contact the Purchasing Department at 895-3521 or visit the comprehensive website at <http://purchasing.unlv.edu>.

1. **Office Supplies:** Desktop delivery services are provided through this contract. All orders must be placed using the UNLV PCard.
2. **Temporary Staffing:** UNLV has multiple vendors on contract for temporary staffing requirements.
3. **On-Call Construction Contractors:** UNLV has contracts with multiple vendors for small construction projects. *Note: Please contact Planning and Construction to coordinate requirements for construction.*
4. **On-Call Architectural Services:** UNLV has multiple architectural firms on contract. *Note: Please contact Planning and Construction to coordinate requirements for architectural services.*
5. **Off-Campus Mail Handling Services:** This contract is used for off-campus bulk mailing requirements.

In addition to the goods and services listed above, uniform rentals, bottled water, armored car services, chartered bus services and computers are also covered under existing contract agreements.

**C. MUNIS Automated Purchasing System**

Purchasing has implemented an automated software program (MUNIS) which allows direct input of the requisition at the department level. The program features automated approval options and the ability to electronically track the requisition through the entire purchasing process. For information regarding MUNIS, please contact the program coordinator at 895-5987.

**D. Contract Processing, Approvals & Execution**

The requirements and procedures established by NSHE for contract execution must be adhered to in order to realize a valid contract. The majority of UNLV staff members do not have signature authority for contract execution (this authority is not the same as being granted signature authority to spend money from certain accounts). Signing contracts may put you at risk for personal liability if done so incorrectly. Contracts include rental agreements, leases, letters of memorandum, letters of intent, and memoranda of understanding. Before signing any contract for goods or services, please contact the Purchasing Department at 895-3521 for assistance and guidance.

**E. Construction Contracts**

Contracts relating to construction projects should be referred to the Planning and Construction Department.

**F. Solicitation Requirements**

Requirements for purchasing and contracts are defined in the Board of Regents Handbook and the State of Nevada Administrative Manual. As stated in the Board of Regents General Policy Statements at Title 4, Chapter 10, Section 1, entitled Purchasing Policy: All purchases of supplies, equipment, services, and construction, shall be handled administratively by the Purchasing Department. The policy requires solicitation of bids for a variety of goods and services. The charts below illustrate the dollar value of the commodity and the number of solicitations required prior to selection of a vendor. The Purchasing Department will guide you through any necessary solicitation requirements.

Commodity and Service Purchases
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Less than \$25,000	-	One Written Quote
\$25,000 or more , but less than \$50,000	-	Minimum of Two Written Quotes
\$50,000 or more	-	Must be competitively Bid by Purchasing
<b>Personal, Professional and Consultant Services</b>		
Less than \$25,000	-	One Informal Proposal
\$25,000 or more , but less than \$50,000	-	Two Competitive Informal Proposals
\$50,000 or more , but less than \$75,000	-	Three Competitive Informal Proposals
\$75,000 or more	-	Formal Solicitation Processed by Purchasing

## **XI. REAL ESTATE SERVICES**

The Real Estate Office conducts real property management activities at UNLV, which requires interaction with the UNLV Foundation, the UNLV Research Foundation, and the Board of Regents Investment and Finance Committee.

Services provided by the office include; real property acquisition and sale, on and off campus lease negotiation and administration, property management services, real estate contract evaluation and management, and centralized oversight of UNLV real property to ensure proper due diligence of assets.

Detailed information about the services provided by the Real Estate Office can be accessed through the web at: <http://realestate.unlv.edu/> or by calling 895-2500.

## **XII. RECEIVING/MAIL/INVENTORY/PROPERTY DISPOSAL**

Delivery Services Departments include the Central Receiving Center, Mail Center, and Property Disposal unit.

### **A. Central Receiving Center**

Central Receiving receives materials and equipment, and distributes incoming packages to the appropriate end user as noted on the purchase order or packing slip for P-Card purchases. Additionally, Central Receiving processes all outbound shipments of parcels and freight. Outgoing shipments are subject to inspection by the Delivery Services staff to verify contents for Hazardous Material compliance and international shipment regulations.

FedEx is the preferred carrier of all university inbound and outbound freight in order to more effectively meet the needs of the campus community. For more information about FedEx services, please visit the website at:

<http://delivery.unlv.edu/sites/default/files/fedex.pdf> .

**B. Mail Center**

The Mail Center provides metered mail service, bulk mail processing, specialty mail processing, and mailing labels that can be utilized for campus distributions and outgoing USPS mail. The UNLV Mail Center also distributes all incoming mail to the appropriate four digit mail stop. Questions may be directed to 895-3212 for materials and equipment, or 895-3786 for mail, respectively.

**C. Inventory**

Department administrators are responsible for maintaining an accurate departmental property inventory and are expected to reconcile the property inventory each year. Equipment that is subject to be tracked per Board of Regents policy is equipment with an original acquisition cost of \$5,000. In addition, certain sensitive equipment valued at \$2000 or more must also be tracked. Sensitive equipment is defined as follows:

Cameras	Fax machines
Microscopes	Printers
Video Cameras	Cell Phones
Telescopes	Video Monitors
Video Projectors	Bicycles
Two-way Radios	Television
Videocassette Recorders	Individual Communication Devices
Firearms (regardless of value)	Computers (regardless of value)
Lawn Mowers	Music Systems
Musical Instruments	Scales and Balances

Deans, directors and department heads are responsible, within their area, for reconciling annual physical inventories with periodic or special reports. The accuracy of such reconciliations is documented by signed certification.

Changes in the addition, deletion and location of equipment are processed through the fixed assets system and the information available through the Data Warehouse. Please visit the Property Control website for more information at <http://delivery.unlv.edu/inventorycontrol>.

Archibus is the preferred method to update the location of equipment, loan of equipment, to be used off-campus, for official UNLV use, or declare equipment belonging to your department surplus property.

[http://delivery.unlv.edu/sites/default/files/Archibus\\_Asset\\_Mgmt\\_&\\_Move\\_Mgmt\\_3-4-13.pdf](http://delivery.unlv.edu/sites/default/files/Archibus_Asset_Mgmt_&_Move_Mgmt_3-4-13.pdf)

**D. Property Disposal**



Disposal of University equipment and property is coordinated through the Surplus Property unit. Unauthorized disposition could have serious consequences for those who direct disposition or take such equipment and/or property. To process property for disposal, a request must be completed in Archibus. Please refer to [http://delivery.unlv.edu/sites/default/files/Archibus\\_Asset\\_Mgmt\\_&\\_Move\\_Mgmt\\_3-4-13.pdf](http://delivery.unlv.edu/sites/default/files/Archibus_Asset_Mgmt_&_Move_Mgmt_3-4-13.pdf) or <https://archibus.unlv.edu/archibus/login.axvw> for more information

To view the current inventory of surplus property, you may contact the Surplus Warehouse at 895-5384. For information regarding the next campus or general public sale, visit the website at: <https://spo.sysapps.unlv.edu>

For disposition of Federal funded equipment to other institutions and specific compliance requirements, please call 895-0859 for further information.

### **XIII. RISK MANAGEMENT & SAFETY (RMS)**

RMS provides assistance and guidance for the development, implementation and monitoring of safety and risk reduction policies and procedures for UNLV, Shadow Lane Campus, and the Nevada State College. College of Southern Nevada handles their safety programs. The goal of RMS is to protect faculty, staff, students, visitors and the institution from injury and/or financial loss. For additional information on any of our programs, or to contact RMS please call 895-4226 or visit our website at <http://rms.unlv.edu/>

#### **i. Insurance**

The Insurance function of RMS is responsible for the procurement and management of the insurance and/or self-insured programs for property, auto liability, auto physical damage, workers' compensation, general liability, professional liability and crime.

#### **ii. Claims Administration**

The Claims function administers property and auto physical damage claims and processes auto liability, general liability, professional liability and crime claims.

#### **iii. Environmental Management & Laboratory Safety (EM&LS)**

The EMLS function focuses on health and safety issues related to hazardous/regulated materials and environmental compliance for the University. Services provided include: Hazardous waste management, chemical and biological safety in laboratories, emergency response, asbestos safety and environmental compliance monitoring. The EMLS function coordinates and participates of the Institutional Bio-Safety Committee (IBC), Institutional Review Board (IRB),

Institutional Animal Care and Use Committee (IACUC), the Harry Reid Center Safety Committee (HRC) and the Chemical Safety Advisory Committee (CSAC).

iv. **Occupational Safety and Health (OSH)**

The OSH function administers the requirements of both federal and state Occupational Safety and Health Administration (OSHA) programs with regard to compliance, investigation and training. Health and safety issues are brought to the attention of OSH for evaluation and resolution. OSH coordinates and participates on the following safety committees: RMS/FM, SLC Dental School, T&M/SBS.

The OSH function also conducts audits and building inspections to determine compliance with OSHA regulations and to make certain that safe work practices are followed.

v. **Safety Training**

Safety Training is provided to UNLV personnel via online and classroom training courses. There are more than 80 different training classes currently available.

vi. **Fire and Life Safety**

The Fire and Life Safety function conducts building fire safety inspections to reduce or eliminate fire and other exiting hazards, conducts fire drills, assists in the development, implementation and monitoring of building evacuation plans and provides AED, first aid and fire extinguisher training.

vii. **Emergency Planning**

Emergency Planning works closely with UNLV Police Services, valley Law Enforcement, Fire, and Homeland Security agencies in the development, implementation and monitoring of UNLV's emergency planning and response documents.

viii. **Chemical Inventory Management (CIM)**

The CIM function assists faculty and staff in maintaining a user friendly, up-to-date chemical inventory and management that provides easy access reporting. The program is designed to track all chemical movements from delivery to waste, as well as, provide federal, state, and local regulators chemical hazard information through online services.

ix. **Radiological Safety (RS)**

The RS function administers the University Radiological Safety Program in compliance with the Nevada Administrative Code, Chapter 459 (NAC 459), and maintaining Nevada Radioactive Material Licenses 03-13-0305-01 and 03-13-0305-02 issued by the State of Nevada, Radiation Control Program. These licenses allow faculty, staff, and students to work with radioactive materials at specific UNLV locations. It registers the University's X-ray equipment and all other machines that produce ionizing radiation with the State of Nevada, Radiation Control Program. All campus departments or units that acquire or use sources of radiation (ionizing or non-ionizing) must comply with established University Radiation Safety Policies and Procedures. The function provides training, dosimetry and radiation detecting instrumentation, conducts safety surveys and audits, maintains records, and provides services for handling radioactive materials and disposal of radioactive waste. This helps the University community retain its license privileges and meet any other regulatory obligations. RS strives to provide faculty, staff, students and campus visitors with a radiological safe environment and protects the community from unnecessary exposure to radiation.

#### **XIV. SPONSORED PROGRAMS**

UNLV encourages faculty and authorized professional research staff to seek external financial support for specific projects undertaken to further the mission of the University in teaching, research and public service.

Sponsored programs enhance and expand the educational opportunities available to undergraduate and graduate students at the University, permit research, scholarly inquiry, the development of new knowledge, contribute to the academic achievement and stature of the institution, and assist the University in fulfilling its responsibilities to the State of Nevada and the nation.

All external funding proposals must be channeled through the Office of Sponsored Programs. Information, comprehensive assistance and technical support are provided to the Principal Investigator during the proposal submission, award negotiation, and post award monitoring processes. The Office of Sponsored Programs (OSP) provides both pre- and post- award administration services. Please call 895-1357 with any questions concerning information on sponsored programs, awards or accounts. Additionally, you may email Sponsored Programs at [osp@unlv.edu](mailto:osp@unlv.edu).

The Office of Sponsored Programs provides research policies and services information on the web at the following addresses: <http://www.unlv.edu/research/osp> and <http://www.unlv.edu/research/policies> .

#### **XV. TELECOMMUNICATIONS**

The Telecommunications Department is responsible for traditional land-line and cell-phone telephony services for the University of Nevada, Las Vegas and serves all campuses. Current telephony services include traditional telephone analog service.

In addition to traditional service, Telecommunications provides Voice over Internet Protocol (VoIP) telephony services. VoIP telephony services have been installed in only a few places on campus thus far. As the network infrastructure to support VoIP is upgraded and funding becomes available, VoIP telephony will be extended to other buildings as well. All newly constructed buildings are equipped with VoIP telephony service.

Both the traditional and VoIP telephone environments provide voice mail. Other services may also be provided such as call center support and telephone features such as call forwarding, conference calling, etc.

Please visit the Telecommunications Web page for further information and updates on Telecommunications activities. A service request form may also be found on the web site as well as a downloadable campus telephone directory, and various policies and procedures. The web site address is: <http://telecom.unlv.edu>

AT&T has been selected as the preferred provider for wireless service. All new UNLV corporate liable (where UNLV pays for the cellular and/or data service) cellular wireless services should be acquired from the preferred service provider. For more information or to view service plans or devices please visit our website at: [http://telecom.unlv.edu/cell\\_phones](http://telecom.unlv.edu/cell_phones)

## **XVI. TMC/ATHLETIC BUSINESS SERVICES, AUXILIARY FINANCIAL SERVICES AND CAMPUS AUDIT**

### **i. TMC/Athletic Business Services**

Business Services supports University Management by providing administrative and financial oversight in support of the Department of Intercollegiate Athletics (ICA) and the Special Event Center operations of the Thomas and Mack Center, Sam Boyd Stadium, and Cox Pavilion (TMC) facilities.

- i. **Purchasing and Contract Management:** This unit reviews and processes all purchase requests for the Thomas and Mack Center, Cox Pavilion, and Sam Boyd Stadium entertainment venues and Intercollegiate Athletics. We routinely provide guidance to management and departmental personnel for assistance in providing advisements for negotiation procedures, discussion of best practices, price-point evaluations, report summaries and business processes.

- ii. **General Accounting:** General Accounting provides oversight and support to the entertainment venues in the following areas: budget submission and review; food and beverage event audits; catering audits \invoicing\receipts; ticket sales daily audit; event analysis; miscellaneous agency account maintenance; bank vault management; parking reconciliations; count room management; novelty audits.
- iii. **General Business Services Program:** Controllership and audit functions are performed for all financial activities including Accounts Payable; Accounts Receivable; Cashiering; Team and Staff Travel and Pre-payments; Purchasing Card Review; and Student-Athlete Scholarship processing of fees, tuition, books, room and board, pre-season housing and dining.

ii. **Auxiliary Financial Services**

Business Services provides consultations to campus departments on financial matters and provides administrative support to the Vice President for Finance for the review, approval and execution of business contracts.

iii. **Campus Audit**

Campus Audit Services provides independent audits and consultations designed to evaluate and promote the systems of internal controls including effective and efficient operations. The audit services provided to university departments are based on annual risk assessments. Individual departments are audited to assist the department in controlling its assets. Overall assessment of risk is made based on the level of internal controls and the potential visibility of and materiality of errors. Campus Audit Services also performs reviews of all procurement card purchases made by staff members of the University. Reviews are made of individual transactions on a daily basis. Reviews of all transactions made by a particular cardholder are made periodically. (Please also see XVIII. UNLV Accountability, below.

## **XVII. UNLV ORGANIZATION & GOVERNANCE**

### **A. Organization and Governance**

The University of Nevada, Las Vegas (UNLV) is a highly structured institution, which operates under the concept of shared governance. This means that the institution is governed by and accountable to the rules and regulations of the Federal government, State of Nevada Legislature, Board of Regents, and the Nevada System of Higher Education (NSHE). Additionally, the institution is administered by UNLV administration, with input from the students, through student government; and faculty and staff, through the Faculty Senate and Classified Staff Council.

- i. Organization:** The NSHE is a state entity created within the Nevada State Constitution, and as such is considered a constitutional entity, separate and apart from state agencies. This offers the System a certain degree of autonomy while still requiring adherence to federal, state, System and institutional rules, regulations and guidance.
- 2. Legislature:** The State of Nevada Legislature is modeled after federal government structure and is comprised of the Senate and the Assembly. The legislature meets in biennial sessions lasting 120 days, during odd numbered years. The Interim Finance Committee, comprised of the Senate Committee on Finance and the Assembly Committee on Ways and Means, convenes to make fiscal decisions between regular sessions of the Legislature.
- 3. Board of Regents:** The Board of Regents is the governing body for the Nevada System of Higher Education (NSHE). Each of the thirteen Regents is elected to serve a six-year term. The Regents are led by a Chair and Vice Chair elected by the Board to serve a one-year term. The Board of Regents typically meets eight times throughout the year. The meetings, open to the public, are rotated among the NSHE campuses, and the agenda and minutes from each meeting are posted to the NSHE website: <http://system.nevada.edu/>.

The Board of Regents Handbook and Procedures Manual are available online, and are a comprehensive compilation of the Board's governing bylaws and policies for the NSHE and the eight institutions for which it is responsible. The Board of Regents Handbook can be reviewed at: <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/> and the Procedures Manual may be accessed at: <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/procedures-guidelines-manual/>.
- 4. NSHE System Administration:** The NSHE System administration is responsible for day-to-day NSHE operations and coordination between member institutions. System administration establishes policy and guidelines for the University of Nevada, Las Vegas, the University of Nevada, Reno, the Nevada State College, College of Southern Nevada, three community colleges and the Desert Research Institute. The Chancellor, appointed by the Board of Regents, who functions as the Chief Executive Officer, leads the NSHE. The Chancellor works with the Regents and the various institutional Presidents to develop NSHE strategies and implement Board of Regents policies.
- 5. UNLV Administration:** The President, who is appointed by the Board of Regents and is accountable directly to the Chancellor, leads UNLV. The Board of Regents prescribes the duties of the President and the President is at liberty to delegate any of the duties of the office unless expressly prohibited by Board Policy. Currently, the President has delegated signature authority for hosting expenditures to the level of Dean, Vice

President or direct report. The President has also delegated the authority for certain limited personnel matters to the Vice Presidential level. The President is supported by a cabinet currently consisting of six (6) institutional leaders who function at the level of Vice President or above.

6. **Faculty Senate:** The NSHE Code established the Faculty Senate which represents the full spectrum of the UNLV faculty, including academic and administrative members. The Faculty Senate has a variety of sub-committees which are active in the following areas: Academic Freedom & Ethics; Academic Standards; Admissions; Campus Affairs; Curriculum; Fiscal Affairs, General Education; Sabbatical Leave; Scholarship; Tenure & Promotion; and Priority & New Programs.

## **XVIII. UNLV ACCOUNTABILITY**

Accountability is critical for a public sector institution charged with the responsibility for spending taxpayer and private funds in a manner which fosters the combined missions of teaching and research as well as community involvement and development. As a result, you will find a variety of UNLV oversight groups charged with assuring appropriate accountability measures in a number of different areas. A few of these policies were discussed in the introduction to this guide. Campus Audit, Sarbanes Oxley concerns and Space Planning & Allocation are also accountability measures worthy of additional discussion below.

### **A. Campus Audit**

The Campus Audit Department serves as a proactive business partner with University management to upgrade business processes, internal controls and compliance mechanisms. The audit function is a resource to your department by providing an independent, objective look at your operations. Examples of good internal control processes as well as summaries of available services can be found at <http://audit.unlv.edu/>. If you have questions, please contact Campus Audit at 895-3476.

### **B. Sarbanes Oxley Disclosure/Assumptions**

In order to more effectively communicate the expectations and code of ethics for financial administrators, UNLV developed a policy, "INTERNAL CONTROLS: The Role and Responsibility of University Financial Administrators." This policy specifically outlines the expectations for fiscal accountability for Vice Presidents, College, Division and Department Business Officers. All resource managers are charged with maintaining an effective system of internal controls and are responsible to conduct effective internal review of financial transactions within their area of responsibility. UNLV Business Officers are required to sign a

“Business Officer Attestation” form each year, which can be found at: <http://controller.unlv.edu/documents/SOX%20Form.pdf>.

### **C. Space Planning and Allocation**

The oversight responsibility for space planning and allocation has been delegated by the UNLV Cabinet to the Office of Academic and Research Space. This office is charged with overseeing and pre-approving all facility projects related to assignments of space; designating how the space may be used; and approving modification of any space that will result in a change of current occupancy.

For further information, please review the materials contained in the website: <http://provost.unlv.edu/ARS/>. For specific information on space planning and allocation, please contact Jennifer McCarthy at 895-5418.

## **XVIX. AFFILIATED FOUNDATIONS**

### **A. UNLV Foundation**

The UNLV Foundation, an affiliated non-profit entity, is charged by the Board of Regents with raising and managing private funds to enhance the University and strengthen the missions of teaching, research and community service. The Foundation fosters a culture of philanthropy and is extremely active in community development and outreach. All UNLV fundraising activities, capital campaigns, and endowment giving are coordinated through the Foundation and any gifts to the institution must be received directly by the Foundation in order to acknowledge donations; ensure donor instructions are executed; comply with tax regulations and assure accurate reporting of gifts. Donations must not be received directly by departments. For information, please contact the Foundation at 895-3641.

### **B. UNLV Research Foundation**

The UNLV Research Foundation is a non-profit UNLV affiliate established in 2001. The role of the Research Foundation involves partnering with a variety of organizations and businesses to foster new economic development and commercialization including renewable energy alternatives. The UNLV Research Foundation is actively involved in the planning and development of The Harry Reid UNLV Research and Technology Park, a state of the art research facility, located in the southwest Las Vegas valley. For further information regarding the UNLV Research Foundation please either phone 895-2833 or go to: <http://research.unlv.edu/foundation/>.



## **XX. CONTACT INFORMATION**

### **A. Office of the Senior Vice President for Finance & Business**

Senior Vice President	Gerry Bomotti	895-3571
Special Assistant	Lori McGowne	895-3571
Administrative Assistant	Kara Toma	895-3571

Division of Business & Finance <http://financevp.unlv.edu/>

### **B. Budget Office**

Executive Director	Kathy Adams	895-4185
Associate Budget Director	Angie Doran	895-4299
Assistant Budget Director	Elisabeth Suharya	895-4139
Senior Budget Analyst	Summer Mudd	895-1077
Budget Analyst	Erin Messer	895-2924

Budget Office <http://budget.unlv.edu/>

### **C. Controller's Office**

Controller	Chris Viton	895-5578
Accounts Payable	Yvette Walton	895-3822
Cashiering & Student Accounts	David Ellison	895-0314
Financial Reporting	Karla Kirk	895-4182
General Accounting	Gail Pitts	895-0981
Non-Resident Alien Tax Compliance	Debbie Honrath	895-1243
Payroll	Mary Green	895-3825
System Problems	Gail Pitts	895-0981
Travel Payments	Team	895-1156
Vendor Payments	Team	895-1157

Accounts Payable	<a href="http://accountspayable.unlv.edu">http://accountspayable.unlv.edu</a>
Cashiering & Student Accounts	<a href="http://cashiering.unlv.edu">http://cashiering.unlv.edu</a>
Controller Home Page	<a href="http://controller.unlv.edu">http://controller.unlv.edu</a>
General Accounting/Reporting	<a href="http://controller.unlv.edu">http://controller.unlv.edu</a>
Financial Reporting	<a href="http://controller.unlv.edu/financial_reports.html">http://controller.unlv.edu/financial_reports.html</a>
Payroll	<a href="http://payroll.unlv.edu">http://payroll.unlv.edu</a>

### **D. Delivery Services**

Director	Mike Lawrence	895-1180
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Inventory Control	Glenn Pugh	895-0859
Surplus Property	Rodrigo Sanchez	895-5384
Mail Delivery	Henri Day	895-3786
Receiving	Kenny Hafen	895-3212
Delivery Services (Web)		<a href="http://delivery.unlv.edu">http://delivery.unlv.edu</a>

**E. Facilities Management**

Executive Director	Karl Reynolds	895-4089
Director, FM Finance & Business Ops.	Vacant	895-1060
Assistant Director, Custodial Services	Doug McLean	895-5504
Assistant Director, Electric & Mech.	Scott Wright	895-5526
Assistant Director, Energy Mgmt.	Mike Duncan	895-4886
Assistant Director, Shadow Lane	Jim VanAntwerp	774-2389
Assistant Director, Work Management	Frank Lucas	895-1472
Facilities Help Desk	Staff & Students	895-4357
Landscape & Grounds	Robert Lynn	895-3392
Rebel Recycling	Tara Pike-Nordstrom	895-3760
Vehicle Services	Jeff Porter	895-3186

Administrative Services	<a href="http://facilities.unlv.edu/administrative/">http://facilities.unlv.edu/administrative/</a>
Customer Service	<a href="http://facilities.unlv.edu/workcontrol/">http://facilities.unlv.edu/workcontrol/</a>
Custodial Services	<a href="http://facilities.unlv.edu/facsvcs/custodial">http://facilities.unlv.edu/facsvcs/custodial</a>
Energy Management	<a href="http://energy.unlv.edu/">http://energy.unlv.edu/</a>
Facilities Management	<a href="http://facilities.unlv.edu/">http://facilities.unlv.edu/</a>
Recycle Program	<a href="http://facilities.unlv.edu/recycling">http://facilities.unlv.edu/recycling</a>

**F. General Counsel**

General Counsel	Elda Luna Sidhu, Esq.	895-5185
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**G. Human Resources**

Chief Human Resources Officer	Larry Hamilton	895-1299
Main Office		895-3504
Absence Management Coordinator	Kim Hilliard	895-0413
Benefits Manager	Pat LaPutt	895-3958
Compensation Coordinator	Michelle Hogan	895-3335
Employee Relations Manager	Terri Clark	895-5817
Employment Manager	Brent Ransom	895-3368
Salary Administration	Connie Nolan	895-4095
HRMS/Reporting	Tony Guinan	895-1655
Workday/HCM	Elora Paik	895-2664

Human Resources (Web)		<a href="http://hr.unlv.edu">http://hr.unlv.edu</a>
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## **H. Information Technology**

Vice Provost	Lori Temple	895-3628
IT Help Desk	Staff	895-0777
Classroom Technology Services	Staff	895-0777

Office of Information Technology <http://oit.unlv.edu>

To purchase a computer:

<http://oit.unlv.edu/software-and-hardware/employee-computer-purchases>

To learn about training:

<http://oit.unlv.edu/help/training>

For information about Technology-Enhanced Classrooms (TECs):

<http://oit.unlv.edu/labs-classrooms/technology-enhanced-classrooms-tecs>

For information about campus listservs, e-newsletters and other email services:

<http://oit.unlv.edu/email-and-collaboration>

## **I. Parking and Transportation Services**

Director	Tad McDowell	895-1300
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Parking and Transportation Services: <http://www.unlv.edu/parking>

## **J. Planning & Construction**

Executive Director	David Frommer	895-2873
Director of Construction	Tim Lockett	895-2805
Director of Planning and Design	Robert Dincecco	895-5750

Planning & Construction:

<http://www.unlv.edu/plancon>

## **K. Purchasing**

Director	Sharrie Mayden	895-3521
Assistant Director	Paula Gonzales	895-0982
Main Office		895-3521
MUNIS Administration	Staff	898-5987
P-Card Administration	Staff	774-2274

Purchasing Department (Web) <http://purchasing.unlv.edu/>

## **L. Risk Management & Safety**

Executive Director	Johnny Centineo	895-5522
Main Office / Emergency Calls		895-4226
Chemical Inventory & Management	Robert Deaver	895-4386
Emergency Management	Johnny Centineo	895-5522
Environmental Management & Laboratory Safety Manager	Gary Snodgrass	895-0463
Fire and Life Safety	Larry Warkentin	895-2990
Insurance & WC Officer	Michael Means	895-5735
Occupational Safety Program Officer	John Tomola	895-4860
Radiological Safety Officer / Manager	Brian Rowsell	895-4419
Safety Training Officer	Ben Fausett	895-4861

Risk Management & Safety (Web) <http://rms.unlv.edu/>

### **M. Sponsored Programs**

Executive Director: David Paul 895-1357

Sponsored Programs <http://www.unlv.edu/research/osp>  
Policies <http://www.unlv.edu/research/policies>

### **N. Telecommunications**

Director	Mike Lawrence	895-1180
Telecom Manager	Romn Paras	774-4595
University Operator		"00"

Telecommunications (Web) <http://telecom.unlv.edu>

### **O. TMC/Athletic Business Services, Auxiliary Financial Services, and Campus Audit**

Associate Vice President	Rhett Vertrees	895-4720
Athletic Scholarship & Accts Payable	Myke Molina	895-4497
Business Services Program	Rosalie Garcia	895-3983
Campus Audit Supervisor	Jim Moore	895-3476
Campus Auditor, PCard	Thelma Rodriguez	895-0842
Travel, F&B/Ticket Sales Audit	Racquel Rodriguez	895-4728
Purchasing Agent	Rhonda Dale	895-1578
Accts Payable, Count Room	Claudia Stringer	895-5482
Event & General Accounting	Gwen Jones	895-4724
Travel, Receivables & Cashiering	Yadira Escamilla	895-1579

<http://audit.unlv.edu/InternalControls.htm>