

Graduate Student Orientation

Department of Plant Sciences

Chair, Joseph DiTomaso

CAO: Dee Madderra 752-2683; damadderra@ucdavis.edu

Main Office Location: 1210 PES Bldg. Fax Number 752-4361

Office hours: 8 AM – 5 PM (Closed Noon-1 PM)

Human Resources Personnel and Accountants are assigned to specific faculty, please check the following link:

http://www.plantsciences.ucdavis.edu/plantsciences/contact_us/staff.htm

Human Resources:

Melanie Greenleaf, 752-9658 mjgreenleaf@ucdavis.edu

Cindy Salazar, 754-6148 cmsalazar@ucdavis.edu

Kristy Badger-Geer, 752-9102 kgeer@ucdavis.edu

Baljit Nijjar, 752-8833 bnijjar@ucdavis.edu

Raj Dhindsa, 752-0516 rkdhindsa@ucdavis.edu

Human Resources Receptionist, Travel/Entertainment and Chair's Assistant:
Front Desk Reception, 752-1703

Graduate/Undergraduate Student Advisors:

Lisa Brown, Horticulture & Agronomy Graduate Group Coordinator, AEHF undergraduate advisor and General Plant Sciences Graduate Advising: 1224 PES, 752-7738 lfbrown@ucdavis.edu

Interim, Lisa Brown, International Agricultural Development Graduate Group Coordinator and Plant Sciences TA Coordinator: 1224 PES, 752-7738

Kaelin Souza, Undergraduate Advisor, ABIT, AEHF, AEMR, AIAD and APLT: 1220 PES, 752-1715
kjsouza@ucdavis.edu

Colby Smith, Academic Course Admin, 1220 PES, 752-9770, closmith@ucdavis.edu

The HR Unit for Plant Sciences oversees the functions below:

Mail distribution/Mailboxes

Maintains the PS list directory

Keys for all buildings

Academic/Staff/Student Employment

Payroll

Workers Compensation

Teaching

- Mail distribution/Mailboxes. Receives all the mail for the Plant & Environmental Sciences Bldg. (PES), Mail Stop 1. This unit serves as the default if mail is incorrectly labeled; therefore, please be sure to indicate the appropriate mail stop code with the building your located in.

Mail Stop #	Building	Delivery Schedule	Delivery Time
1	PES	M-W-F	AM
2	Wickson	T-THUR	AM
3	Asmundson (incl Mann lab)	T-THUR	AM
4	Robbins	T-THUR	AM
5	PRB	T-THUR	PM
6	Environmental Hort	T-THUR	AM

Per UC policy, you should not be using your UC mail address for incoming personal mail nor place your personal mail in the outgoing mail boxes. For personal mail, there is a US Postal service located at the MU.

Mailboxes: In general graduate students share mailboxes with the laboratory associated with the assigned faculty member

- Maintains the PS list directory. Please be sure when you move from a building to notify your HR assistant so we can appropriately update the list and avoid delay in you receiving your campus mail. Also, in case of an emergency we can locate you ASAP.
- Keys. To obtain building/lab keys you need to fill out a key authorization form, obtain appropriate signatures (PI), and return the completed form to the key. See front receptionist in 1210 PES Building
- **Academic/Staff/Student Employment**

Working as a Graduate Student Researcher, Teaching Assistant, or Associate In is a good way to gain professional experience and advance your career, as well as earn a paycheck and obtain fee remissions. To obtain a GSR and/or TA position, the best way to start is to inquire within your own graduate group or department. Graduate Studies also has a partial listing of available TA, Reader, and GSR positions on their website, under Financial Support.

A minimum of 3.0 GPA is required to hold an academic appointment. GSR appointments of at least 25% and not exceeding 50% time provide full remission of in-state fees and nonresident tuition. Option: When the quarter has ended in June, you may work up to 100% through Sept. of course, this is at the discretion of your supervisor. (Also, some graduate groups restrict the percentage of summer employment).

As a graduate student you may work a total of 21 academic quarters as a Graduate Student Researcher and a total of 18 academic quarters as a Teaching Assistant, Reader, or Associate In. These quarter limits are absolute and no exceptions will be granted.

Teaching Assistant

TAship appointments of at least 25% and not exceeding 50% time provide partial remission of in-state fees.

Teaching titles such as TA, Reader, Associate In, and Tutor receive a full remission of their health insurance/student services health fee, registration, and in-state tuition. Local fees, including GSA fee, Memorial Union fee, facilities and campus enhancement fee, and student services safety fee, are not included in the fee remission.

Each department has its own applications for Teaching Assistant positions, which you should fill out quarterly/annually if you are interested in a TA position. Please see Lisa Brown, 1224 PES Bldg. Deadlines and application procedures vary.

- Payroll: Paid once a month and on the following first of the month (work September, paid October 1st) you receive your pay check. You are encouraged to sign up for direct deposit instead of obtaining a monthly payroll check. If you elect to receive a check, please see the front desk receptionist at 1210 PES Bldg. You will need to bring a Photo ID card to obtain your check.
- Workers Compensation/Safety:
If you encounter a work related injury, please report this injury to your supervisor who will instruct you or take you to the Student Health Center or Occupational Health Center. If an injury should happen after 5:00 pm and/or on weekends, then please go to Student Health Center and then report the injury ASAP to supervisor so we can complete the injury report. An Injury report form must be completed within 24 hours of work related injury. Further information on WC:
<http://safetyservices.ucdavis.edu/ps/rmwc/wcr/injuryReporting>

Building evacuation procedures: The evacuation map for each building is located in the foyer in each building; please make sure you take a moment to review the plan so you are prepared when the fire alarms go off.

- Plant Sciences Polo Shirts/T-Shirts/Hats. If you interested in purchasing: Polo Shirt (\$20.00); T-Shirt (\$12.50); Outback hat (\$15.00); Baseball cap (\$12.00), please see front desk receptionist in 1210 PES Building.

Business Unit: Heather Kawakami Manager, 754-7968 hekawakami@ucdavis.edu

Business Unit Staff:

Serena Reid	754-7935	snreid@ucdavis.edu
Dana Chavez	754-4071	dlchavez@ucdavis.edu
Kevin Waterson	752-1895	kbwaterson@ucdavis.edu
Kerry Clearwater	752-8426	kclearwater@ucdavis.edu
Alyssa Gartung	752-8899	algartung@ucdavis.edu
Sara Saberi	752-2137	fssaberi@ucdavis.edu
Dena Gilday	752-3006	drgilday@ucdavis.edu

Business Unit staff general overview of services provided: (note only primary functions are listed)

- Account Management (extramural, general funded, gift Revenue accounts) Set up, monitor and close out of Accounts
- Effort Reporting & Cost Sharing
- Contract and Grant Submissions (Business Unit staff will review budget, budget justifications, complete SF424 forms prior to submissions through sponsored programs and granting agencies. Prepare Internal documents required by Sponsored Programs/Graduate Studies)
- Please note that the PI submitting proposal is responsible for all other documents/font size etc within the proposal. You must submit all your grants through the Business Unit prior to sending to SPO/Grad Studies for submission.
- Gift Acceptance
- Sub award contracts on extramural Grants (prepare documentation to SPO/Grad Studies)
- Cash Collections
- Jastro Shields accounts

For information on UC accounting system/Sponsored Programs, what to expect; how to submit a grant proposal; how to review your account information, please contact your assigned account manager or the business unit manager.

If you would like direct access to your account information on line, please see: Heather Kawakami hekawakami@ucdavis.edu at 530-754-7968.

Purchasing/Office Assistant Unit Staff:

Each faculty member is assigned a purchasing assistant. If your assigned purchasing assistant is out of the office you can contact any of the Purchasing Unit staff to answer your questions or the Business Unit Manager.

Sharon Adams	754-8306	skadams@ucdavis.edu	(located at 104 Robbins)
Karen McVarish	752-0528	knmcvarish@ucdavis.edu	(located at 1035 Wickson)
Christine Browne	752-9829	cmbrowne@ucdavis.edu	(located at 1210 PES)
Susan Hendrickson	752-9804	hendrickson@ucdavis.edu	(located at the PRB Bldg)

Purchasing Unit staff general overview of services provided: (note only primary functions are listed)

- **Purchasing:** Including purchase of furniture, info on UC discounts through certain companies. Orders need to be placed on our on line PS ordering page with the exception of purchases made directly by you and/or your lab on the UCD Buy system (*see information below)
<http://ops.plantsciences.ucdavis.edu/ucd-access/home.aspx>

UCD Campus Purchasing information such as, purchasing agreements, sole source justifications, vendor performance reporting and other campus purchasing information please visit: <http://purchasing.ucdavis.edu/>

- **Equipment Inventory:** for information on Disposition of Equipment please visit the equipment management site at:
<http://purchasing.ucdavis.edu/geninfo/disposition.cfm>
All equipment disposals must go through our Purchasing unit, please contact your assigned purchasing person.
- **Equipment Management information can be located at :**
<http://accounting.ucdavis.edu/CA/>
- **Bookstore Accounts (Main contact: Sharon Adams)**
*UCD Buy system: You can order items directly through Fisher Scientific, Storehouse, and VWR. You will first need to set up your customer profile. Please visit the following website for more information and profile set up:
<http://ucdbuy.ucdavis.edu/mm/catalog.cfm>

Vet Med Central Storehouse: You can order items directly from vet med central storehouse via the following website: <http://www.vmcs.ucdavis.edu/>

For further information on the purchasing, etc you can visit the following website: <http://materiel.ucdavis.edu/>

LAB/SAFETY AND FACILITIES:

Karin Deal 902-3354 krdeal@ucdavis.edu
Plant Sciences Safety Coordinator

Ron Lane 752-0397 relane@ucdavis.edu
Field Safety

Sue DiTomaso 754-7333 scditomaso@ucdavis.edu
PRB Building ONLY

Bart Warren 400-9046 brwarren@ucdavis.edu
Plant Sciences Facilities Coordinator all buildings under PLS

Lab/Safety and Facilities general overview of services: (note only primary functions are listed)

- Lab and Field Safety
- BUA, RUA applications, CUPA reports and certifications
- Shared Lab Facilities
- Facility moves and/or problems
- Telephones

For More information on Facilities and Campus safety, please visit the following websites:

Environmental Health and Safety

<http://ehs.ucdavis.edu/>

Campus Facilities Operation and Maintenance (Work Order desk #752-1655)

<http://facilities.ucdavis.edu/>

Risk Management:

<http://safetyservices.ucdavis.edu/risk-management-services>

Fire Department:

<http://fire.ucdavis.edu/>

Police Department:

<http://police.ucdavis.edu/>

TRAVEL and ENTERTAINMENT INFORMATION:

Travel – MyTravel <https://mytravel.ucdavis.edu:8443/concur/expense>. As a first time user of MyTravel, you must go to <https://mytravel.ucdavis.edu> to set up your personal profile (e-mail address, dept address), expense preferences (routing notification preference), delegates (a list of department staff who may process your travel) please include Dena Gilday and Balraj Dhindsa as your delegates when you are setting up and personal vehicle information. This is a ONE TIME INITIAL SET UP unless you wish to make changes in the future.

To set up your profile, click the first icon on the top right hand corner of the MyTravel page. If you have questions regarding set up or travel, please contact Dena Gilday, drgilday@ucdavis.edu

For more Travel Information/guidelines and policies please visit this site:
<http://travel.ucdavis.edu/>

CTS Travel Agencies (AIRLINE TICKETS ONLY): UC has agreements with some of the Travel Agencies in our area. You can use these agencies to purchase your airline tickets and charge the cost directly to your UC account. This can be done via the connexus program at <http://mytravel.ucdavis.edu>. You may also use other travel agencies, pay for the ticket yourself and be reimbursed later.

Please visit this website for current UC agreement Travel Agencies:
<http://travel.ucdavis.edu/agencies.cfm>

Rental Car Agreements: UC has agreements with certain rental car agencies. Please visit this site for rental car agreements. It is important that you use the UC rate code when reserving a rental car. Rental insurance is always part of the agreement and you should never pay for the additional insurance or you may not be reimbursed for this portion.

<http://travel.ucdavis.edu/agreements/carrental.cfm>

Fleet Services Vehicles (UCD Campus)

UC Fleet Services also offers vehicles for use daily and/or assigned. For further information, please visit the website below for pricing, etc. You will need a letter of authorization to check out a vehicle through fleet services, please download the form and complete, the form will need the chair and/or designee signature before sending to Fleet Services if you have questions you can contact Dena Gilday drgilday@ucdavis.edu . **Campus Fleet Services website information:**
<http://www-fleet.ucdavis.edu/>

Campus Transportation and Parking:
<http://taps.ucdavis.edu/>

Travel Insurance:

Comprehensive information about this service is found at <http://www.uctrips-insurance.org/> for additional information, contact Dena Gilday, drgilday@ucdavis.edu

Graduate Students in the Department of Plant Sciences, Application for Travel Funds to participate in Professional meetings:

The Department has funds to provide partial support for your participation in a professional meeting. To apply for the travel funds, complete the online form along with a copy of the acceptance letter for your paper. Only one Departmental award is allowed per year (12 months). Also, you must apply at least two weeks before the meeting begins.

Application Guidelines

**All applications require a copy of the acceptance letter for your paper. Only graduate students whose supervisor is a faculty member in Plant Sciences qualify. Before beginning the online application process, please have an electronic copy of your document available. Please upload only files of type PDF or MS Word, with the usual associated extension (.pdf, .docx or .doc). Please make sure files are 10MBs or less.*

**Maximum award amounts are based on travel destination: (a) Within California - \$800; (b) Outside of California (US) - \$1,000; (c) International - \$1,500*

You can apply on line at <http://psapps.plantsciences.ucdavis.edu>

Reimbursement Payments:

You are urged to sign up for direct deposit of all your reimbursement checks that are non-payroll related. Visit the web site at <http://accounting.ucdavis.edu/directdep.cfm> to apply. When the department receives checks you will be notified by e-mail to come and pick them up from Main Office staff at 1210 PES during normal business hours.

General Information and other resources:

Plant Sciences website:

<http://www.plantsciences.ucdavis.edu/plantsciences/>

Miscellaneous supplies such as pens, paper clips, tape may be taken from the supply cabinet in the Main Offices in Wickson and PES. Items that are available can be viewed at our website under the department members only tab and clicking Administrative Supply List.

Greenhouse Facilities (Contact Garry Pearson gwpearson@ucdavis.edu 752-2152)

<http://greenhouses.caes.ucdavis.edu/html/serviceinfo.html>

Field Facilities: (Contact James Jackson, jmackson@ucdavis.edu 752-2173)

Plant Sciences Research and Information Centers:

http://www.plantsciences.ucdavis.edu/plantsciences/outreach_extension/index.htm

Seed Biotech Center:

<http://sbc.ucdavis.edu/>

Student Farm:

<http://studentfarm.ucdavis.edu/>

Foundation Seed Program:

<http://fsp.ucdavis.edu/>

Stable Isotope Facilities: (Contact Joy Matthews, jamatthews@ucdavis.edu 752-8100)

UC Davis Home Page:

<http://www.ucdavis.edu/index.html>

College of Agricultural and Environmental Sciences:

<http://www.aes.ucdavis.edu/>

Campus Map:

<http://www.cevs.ucdavis.edu/map/>

Office of the President:

<http://www.ucop.edu/>

Graduate Studies:

<http://gradstudies.ucdavis.edu/>

Genome Center:

<http://genomecenter.ucdavis.edu/>