



**SSD Local Business Center and SSD Human Resources
Faculty Guide for Finances and HR**

Local Business Center

The SSD LBC provides financial support for the Division and the departments of Anthropology, Comparative Human Development, Committee on Social Thought, History, Political Science, Psychology, and Sociology, along with numerous non-degree granting units. Your Business Manager and/or Grants Specialist should be your main point of contact for matters involving your funds and how to spend them.

LBC Staff

Michael Kerstiens (mjkersti@uchicago.edu) – Director of Financial Operations of LBC and Business Manager for Center For The Economics of Human Development, Center For Spatial Data Science, Committee On Geographical Sciences, The Knowledge Lab, Chicago Project On Security & Threats - CPOST, and SSD Administration.

Cristina Grados (cgrados@uchicago.edu) – Business Manager for History, Committee on Conceptual and Historical Studies of Science, Journal of Modern History, France Chicago Center, Dean of Students, Katz Center For Mexican Studies, Institutional Review Board (IRB), Fishbein Center For The History of Science and Medicine, Small Survey Lab, and SSD Computer Services.

Holly Jaffey (holly2@uchicago.edu) - Business Manager for Committee on Social Thought, Sociology, MA Programs Administration, Quantitative Research Methodology Social Behavioral Sciences (QRM), Leo Strauss Center, Milgrom Gift Administration, SSD Human Resources, SSD Diversity, and UChicago Science of Learning Center.

Sharonda Lewis (srlewis@uchicago.edu) – Business Manager for Anthropology, Political Science, Chicago Center for Contemporary Theory (3CT), Committee on Education, and Chicago Center of Democracy.

Christine Mooney (cemooney@UCHICAGO.EDU) – Business Manager for Psychology, Comparative Human Development, Center for Practical Wisdom, Social Science Research Center (SSRC), Summer Institute For Social Sciences Research Methods (SISRM), Center For the Study of Gender and Sexuality, SSD Alumni Affairs and Development, Center For Cognitive and Social Neuroscience, Center For African and Afro-American Studies, Center For International Social Sciences Research, Center For Latin American Studies, and Center For South Asian Studies.

Laura Chavez (chavezlc@uchicago.edu) – Post-Award Grants Specialist for Comparative Human Development, Political Science, Center For Cognitive and Social Neuroscience, Center for Practical Wisdom, Psychology, Sociology, and Doctorial Dissertation Grants (DDRIGS)

Lisa Del Real (lisadelreal@uchicago.edu) – Operations Assistant – Reimbursements for non-Faculty, Procurement, Payments for Services, and Petty Cash

Katherine Hamaguchi (khamaguchi@uchicago.edu) – Operations Assistant – Faculty Reimbursements. GEMS administrator, and financial documentation auditor.

Rachel Nowak (rnowak@uchicago.edu) – On Leave

Human Resources

The SSD HR unit provides support for the Division for all HR matters involving staff, temporary, and student employees.

HR Staff

Christina Klespies (cklespies@uchicago.edu) – Senior Director of Human Resources

Marcele Leake (mleake@uchicago.edu) – Senior HR Generalist

Research/Start Up Funds

All SSD faculty are provided with research, aka start up, funds, as well as an account in our financial system (FAS). These funds may be spent for research purposes broadly conceived, including but not limited to research assistants, manuscript preparation, books, supplies, equipment and software, and travel for research and attendance at professional meetings. Your Business Manager or Grants Specialist will manage your account and keep track of your spending and balance. Automated reporting will be provided on a monthly basis. Ad hoc reporting may be requested as needed.

Many faculty will have access to other funds, beyond their divisional research funds. The most common outside source of funding is research funding provided by the College to faculty who teach in the Core. These funds are managed by the College, but usually accessible through the LBC. There are also many sources of internal “grants”. Depending on the circumstances, these funds may be managed outside the division, transferred to your divisional accounts, or segregated into new SSD accounts. If you have multiple sources of funding, please make sure that your Business Manager or Grants Specialist knows which source to charge. Unless told otherwise, your spending will default to your research funds.

Grants

Our Grants Specialists provide financial and technical post-award support for grants. They will track spending and balances, provide projections and guidance on allowability issues, manage award modifications, and interface with University Research Administration (URA) on your behalf. Pre-award support is provided by the Social Sciences Research Center (SSRC). All grant submissions and modifications must be endorsed by URA. Please work with SSRC staff or your LBC Grants Specialist for all technical grant issues. Automated reporting on grant accounts will be provided monthly. Ad hoc reporting is available from your Grants Specialist.

Accessing Your Funds

Besides payroll, there are three main categories of spending: reimbursements, payments for services, and procurement. The University uses three online systems, corresponding somewhat to the three categories, to manage this spending. These are GEMS (faculty and staff reimbursements), ePayment (visitor reimbursements and service payments), and Buysite (procurement). For faculty without administrative support, LBC staff can provide support for the use of these systems.

Faculty and staff may also apply for a GEMS card. This is a University issued credit card that obviates the need to spend funds out of pocket. The GEMS card may be used for procurement and reimbursable expenses. The card typically has a \$10,000 credit limit, plus a \$500 single purchase procurement limit. This \$500 limit applies to the purchase of goods. It does not apply to other reimbursable expenses, such as business meals and travel.

The majority of faculty spending consists of reimbursements via the GEMS system, covered in more detail below. Please contact your Business Manager or Grants Specialist if you need to purchase goods that cost more than \$500, reimburse students or visitors, or pay individuals for services. Do so before you spend any money or make any promises. Student reimbursements may well turn out to be taxable scholarship payments. The documentation needed to pay many foreigners is formidable. Some foreigners in the US, depending on visa, may not be paid at all. **Ask early, ask often!**

GEMS - Useful Things to Know

GEMS System Login Page: <https://gems.uchicago.edu/login/auth.php>

GEMS Quick Start Guide: <https://gems.uchicago.edu/resources/forms/GEMSQuickStartGuide.doc>

Non-travel Expenses

Items such as books, office supplies, and other expenses require receipts if the expense totals \$75.00 or more. Receipts should show the last four digits of the credit card number and the amounts paid.

Business meals - Because of the COVID pandemic, for fiscal year 2021 the University is continuing the suspension of university-sponsored food related expenditures; including business meals off campus until further notice.

The easiest method to keep track of receipts is to take a photograph with your phone and email them to Katherine Hamaguchi (khamaguchi@uchicago.edu).

Any non-travel purchases over \$500.00, such as computer equipment, require pre-authorization by Michael Kerstiens (mjkersti@uchicago.edu). Typically, however, these items are purchased directly through the Local Business Center. Contact your Business Manager to explore options before requesting reimbursement authorization.

Services provided by individuals should not be paid with your GEMS or personal credit card. An invoice should be submitted through the Local Business Center. Payment for services provided by *individuals*, including those paid via PayPal, will not be reimbursed. (Reimbursement for a payment to a *business* for services is allowable.) Contact the LBC if you need to pay an individual for services.

Travel Expenses

Because of the COVID pandemic, for Fiscal Year 2021 the University is continuing the suspension of university-sponsored international and domestic travel until further notice. However, the University has established a process by which individuals may request an exception to this restriction. Exceptions will be granted only in limited, compelling circumstances. If you anticipate a need for travel for research or scholarly work that cannot be done remotely, please talk with your chair, and then be in touch with Katherine Kinzler (kinzler@uchicago.edu), in her capacity as Deputy Dean, to discuss the waiver request process in more detail.

If travel is pre-approved, please see below guidelines for travel expenditures:

Airfares and hotel deposits can be expensed when they are booked so long as you have paid receipts. As a general rule, the University pays economy rates for airfare. Business class or higher requires prior approval. Please contact Michael Kerstiens (mjkersti@uchicago.edu).

Rental cars - Economy class rental is standard. You will not be reimbursed for any collision or liability insurance when booking since you are covered under the University's insurance policy when traveling for business. Reimbursement for fuel and toll costs is allowed for rental cars.

Travel via personal car- Reimbursement for fuel is not allowed. You can be reimbursed for mileage in an expense report. Mapping sites such as MapQuest (www.mapquest.com) can be used to determine miles traveled. Once at the site, click "get directions", then enter the start address, as well as the end address. This will provide the miles traveled. Print this page and attach it to your expense report.

Travel of 50 miles or less from campus is not "travel" and does not qualify for lodging or meal reimbursements.

Per diem meals - When traveling, if you do not want to collect meal receipts, you can claim per diem meals. Just include your itinerary for the trip in your expense report. For domestic and international per diem rates go to: www.gsa.gov/perdiem. Per diem for both lodging and meals is also an option.

If you have a question about expenses, please contact your Business Manager, Grants Specialist, or Katherine Hamaguchi (khamaguchi@uchicago.edu).

Staff and Student Hiring

Christina Klespies should be your first point of contact for new staff hires and other staff HR issues. Marcelle Leake handles student and temporary staff hiring. Your Business Manager or Grants Specialist must authorize the expenditures for all hires and can reallocate payroll expenses between accounts after staff or students have been set up on Payroll.

All requests for new student and temporary hires must be submitted online. The student request form is at <https://uchicagosocialsciencesdivision.wufoo.com/forms/p1jhvunt18riya0/>. The temporary staff request form is at <https://uchicagosocialsciencesdivision.wufoo.com/forms/p1jwfnl800cljin/>. You will be required to upload budget approval from the LBC to the form.

Do not allow new hires to begin working until they have been hired and have completed the onboarding process. New hires will be notified by HR when they may begin working.

Lump sum payments are not allowed for students, with the exception of TAs and Preceptors. Students must clock their hours in our HR system, Workday. This ensures that all students are being paid at least the minimum wage of \$13.00 per hour and that they do not work more hours than allowed.

Other Useful Things to Know

The SSD Auxiliary Services Center (<https://socialsciences.uchicago.edu/node/5820>), located in the basement of Social Sciences Research Building, offers a number of services to faculty. David Coleman, manager of the Center, can be reached at (773) 702-8797. The Center offers duplication, scanning, and fax services. It can print, bind, and distribute course packs. It offers help with copyright clearance.

The University of Chicago is home to a number of interdisciplinary centers and committees, which can sometimes be a source of support for faculty projects:

Center for East Asian Studies – ceas.uchicago.edu

Center for East European and Russian/Eurasian Studies – ceeres.uchicago.edu

Center for International Social Science Research – cissr.uchicago.edu

Center for Latin American Studies – clas.uchicago.edu

Center for Middle Eastern Studies – cmes.uchicago.edu

Center for the Art of East Asia – www.uchicago.edu/research/center_for_the_art_of_east_asia

Committee on African Studies – africanstudies.uchicago.edu

Center for the Study of Gender and Sexuality – gendersexuality.uchicago.edu

Center for the Study of Race, Politics, and Culture – csrpc.uchicago.edu

Committee on Southern Asian Studies – southasia.uchicago.edu

France Chicago Center – fcc.uchicago.edu

Katz Center for Mexican Studies – mexicanstudies.uchicago.edu