1) **IT Assistance**: If you need help from the Arnold School of Public Health (ASPH) IT personnel, please complete the request form available at https://support.asph.sc.edu/. Please do not email IT personnel directly to request help. This policy applies to quotes for new equipment and problems with any computers/printers, etc.

## Copier Room 529 & more

1) **Copier policy and codes**: Please review the copier policy posted in Room 529 above the copier. The HPEB Finance Team (Maria Sophocleous, Wendy Spears, Gene Brown, Renée Kyzer), with assistance from Pam Metz, can provide **copier codes** to any employees or students that will need to make copies in Room 529 for grant, GA or TA/teaching related purposes. Pam Metz in HPEB assigns the codes and will communicate with the HPEB Finance Team to link each code to the appropriate funding. Do not use teaching codes for grant-related printing. Do not use the department copier in Room 529 to print over 100 pages.

2) **UofSC Printing Requests:** Instructions and forms for printing (including photocopies of 100 pages or more) and plotter/banner (poster) requests can be found on the Communications and Public Affairs website using this link. Remember to submit your request at least 3-5 days prior to the requested pickup date. Complete the required request form and send to your/an HPEB Finance Team member for account information.

3) **Mailboxes**: All HPEB faculty, staff, doctoral students, graduate assistants, and teaching assistants have a mailbox in Discovery 1 - Room 529.

4) **Recycle Printer Cartridges**: Please recycle used printer cartridges. Please place your old cartridges in the black recycling box in the mail room next to the shredder.

5) **Key Contract**: HPEB has a key contract that requires a signature when issuing or replacing lost/misplaced keys. Please see Pam Metz in Office 563.

6) **Copy and printer paper**: See Pam Metz, or an HPEB Finance Team member or the student assistant (if applicable) in Pam's absence for printer paper to be used for non-grant related purposes. Printer paper for grant-related projects should be purchased with grant funds, in most cases. Please see Kim Durden in the ASPH Office of Research if the copier in Room 529 is out of paper (or if there are any other issues with the copier).

7) **Conference room and other room reservations in the Discovery 1 Building**: HPEB faculty, staff, and students should contact Pam Metz in HPEB for room reservations (or Kim Crowe in the ASPH Office of Research in her absence). All conference room users must wipe down all surfaces following their meetings.

## Travel

8) **Travel Authorizations (TAs)**: TAs are **required for any travel** on University business (conferences, meetings, etc.) when reimbursement is needed, even if only mileage and/or per diem reimbursement will be requested. This includes travel that will be supported by ASPH and Grad School travel awards. The only exception where a TA is not required is when travel is for the purpose of Research Subject Interview and/or Data Collection, and if the travel expenses incurred are being charged to a grant fund. **TA requests should be submitted to** your faculty mentor's or

grant PI's respective Finance Team member **two weeks prior to the actual travel date.** The Finance Team member can provide you with a [HPEB TA/TRV form](#) to complete and return to them. **Failure to have a TA in place prior to travel may cause a rejection of, or delay in reimbursement**. UofSC students ONLY, once a TA is approved, can be reimbursed for expenses incurred **prior** to travel, including pre-paid hotel, airfare, and/or registration fees. An original itemized receipt (name, total cost, method of payment used, and the amount paid) is required for all reimbursement; mileage and meal per diem reimbursements do not require a receipt. We may need/request a copy of the actual charge to your personal credit card or bank account and this copy must include your name and the last four digits of your account/credit card number. For example, if you use Expedia (or similar web-based booking service), the booking confirmation may not be enough for reimbursement purposes. For hotel reimbursement, you must submit the itemized hotel receipt which shows the nightly charge and taxes.

**NOTE:** Conference registration fees MUST be included on TAs and cannot include membership fees or renewals, since membership payment must be processed outside of Travel. Conference registration can be pre-paid via the HPEB Travel Card or PeopleSoft Payment Request from UofSC for any UofSC Employee, UofSC Student, or Non-UofSC employee, if enough advance notice is given (normally two or more weeks). The cost of printing posters (for a conference or otherwise) is not considered a travel expense and should not be included in the TA. This expense should be discussed separately with your faculty mentor's or grant PI's respective Finance Team member.

HPEB has **Travel Cards** that can be used prior to travel to purchase in-person conference registrations, membership renweweal/in person registration combos, and air travel. An approved TA must be on file for the Travel Card to be used. Please work with your HPEB Finance team member for utilizing this resource.

9) **Travel Reimbursement (TRV)**: **Documentation for TRVs must be submitted within 30 days after the completion of the travel.** Original receipts are required for all reimbursement (most receipts need to be itemized). Original receipts, scans of original receipts, and/or electronic receipts, are required for all reimbursement (most receipts need name, total cost, method of payment used, and the amount paid). The traveler should update the [HPEB TA/TRV form](#) and submit it to your faculty mentor's or grant PI's respective Finance Team member. The Finance Team member will then create a [UofSC TRV form](#) requiring the traveler's signature and department chair approval. Reimbursement can take up to two weeks. Reimbursement checks are sent by the UofSC Controller's office to the address listed on the UofSC TRV form.

10) **International Travel and Emergency Travel Insurance**: Make an [appointment](#) with the Education Abroad office prior to any UofSC related international travel. [Students must apply to the Education Abroad Office for all international travel (including non-study abroad UofSC-related international travel).](#) **Students** traveling internationally must purchase Emergency Medical Insurance from **[Cultural Insurance Services International](#)** in consultation with the Education Abroad Office. Many domestic insurance policies do not cover you while abroad and do not provide assistance in the case of a natural disaster or political uprising, or if you are in a remote area and need to be airlifted to medical facilities.

## Spending/receiving of funds for HPEB awards and fellowships (Olga I. Ogoussan Doctoral Research Award, Butterfoss Community-Based Research Endowed Fellowship, Ann Cassady Endowed Fellowship, etc.)

Please contact HPEB Business Manager Maria Sophocleous **prior** to making any purchases related to fellowship awards. Some awards can be credited to a student's UofSC account (similar to that of a tuition supplement), and others must be processed through a department account that requires pre-approval of purchases.

## Human Resources

11) **Student employee, including Graduate Assistant (GA) and Teaching Assistant (TA), hiring and pay:** All student employees must have completed an I-9 through the University's online I-9 system. Once an I-9 is completed in this system, then another should not be needed for three years as long as you remain a student employee with less than a year gap in between student employment. The I-9 must be completed by the first day of work/start date, or else the start date may have to be pushed back. Students will also be asked to sign an offer letter every time they are hired (normally at the beginning of each academic year and the beginning of summer).

All students hired into any position (whether salaried or hourly, and including GAs and TAs) will not receive their first paycheck until one month after their start date, and then every two weeks after that. GAs and TAs must be enrolled in 6 credit hours during the academic year or have Z-status and be enrolled in 1-5 credit hours. The GA Tuition Exemption/resident tuition rate credit (for non-resident students) will not be applied to a student's account unless they meet the above requirement as well.

12) **Hourly Student Employment:** Hours worked must be entered into the Time/Labor and Absence Management System and sent to the student employee's respective supervisor via the Time and Absence system for approval. Supervisors will be notified of their need to approve via the Time and Absence system. Hours not submitted, not entered, and/or not approved in a timely manner, may not be paid out per the hourly pay schedule.

13) **Summer Student Employment:** All students hired into any position (whether salaried or hourly, and including GAs and TAs) will not receive their first paycheck until one month after their start date, and then every two weeks after that. Students can work a maximum of 40 hours per week over the summer if not enrolled. If enrolled, then the maximum # of hours they can work is only 20 hours (exceptions must be approved by the department and the Graduate School). A graduate assistant can only be paid a salary over the summer (and will still not receive their first check until one month after they start) if they are enrolled in 3 credit hours or have Z-status and are enrolled in 1 credit hour. If not, then they must be paid hourly.

**The following links may be helpful resources for Direct Deposit, W-2's, paychecks, and GA hiring guidelines,** https://www.sc.edu/study/colleges_schools/graduate_school/for-faculty_staff/funding_processes/index.php,

[https://sc.edu/about/offices_and_divisions/human_resources_and_payroll_project/internal/training/resources/student_employee_self_service_reference.pdf](https://sc.edu/about/offices_and_divisions/human_resources_and_payroll_project/internal/training/resources/student_employee_self_service_reference.pdf).

## Purchases and reimbursements using University funds (aside from awards and fellowship funds)

14) **Purchases**:  Purchases requiring reimbursement to UofSC employees, students, or non-UofSC employees should have approval **BEFORE** the purchase is made in order to ensure reimbursement will be available.  Purchases not requiring reimbursement can be processed by your/an HPEB Finance Team member using a State Purchasing card, Purchase Order, or direct payment (via Payment Request) to a vendor/supplier if an invoice is provided.  Please contact your/an HPEB Finance Team member to determine which option is best.  Note:  Purchasing cards have limitations, purchase orders and payment requests can take 2 weeks to process, and vendors/service providers/suppliers have to register in PeopleSoft (if they have not done business with UofSC before, or require any updates to their business info; see Supplier Onboarding here, [https://www.sc.edu/about/offices_and_divisions/controller/suppliers_and_taxes/supplier_management/index.php](https://www.sc.edu/about/offices_and_divisions/controller/suppliers_and_taxes/supplier_management/index.php)) before the purchase order or payment request can be submitted.

15) **Expense Reports/Reimbursements (non-travel)** – reimbursement to UofSC employees for the expenditure of personal funds is significantly limited to what is described in the following link, [https://www.sc.edu/about/offices_and_divisions/controller/documents/payment_request_matrix_7-15-20.pdf](https://www.sc.edu/about/offices_and_divisions/controller/documents/payment_request_matrix_7-15-20.pdf)
This, generally, eliminates the ability to be reimbursed for most any contractual service (including transcription and consulting).  All non-reimbursable expenses require Pcard (State Purchasing/Procurement Card) purchase (if allowed); or Supplier set-up in PeopleSoft, a Purchase Order, and/or payment request to pay suppliers from an invoice (if no purchase order is required). Please contact your/an HPEB Finance Team member prior to making University related purchases using personal funds, and for more information.


I have read and agree with the above HPEB Policies and Procedures for Students.


Signature: _____ Date:_____