**Department of Psychology**

**January 11, 2021**



**SEARCHING FOR DEPARTMENT INFORMATION??**

**Look no further, below you will find helpful information regarding expense reimbursements, purchasing, human resources, and other general info.**

**EXPENSE REIMBURSEMENTS**

Susan Allison (4096DH) processes most expense reimbursements for faculty, staff, post docs and graduate students (including GEF funds). The departmental expense form can be found here:

<http://www.utm.utoronto.ca/psychology/faculty/department-forms>

**Requirements**

* Provide an itemized summary of your expenses
* For credit card transactions, you must provide a statement showing your name, the last 4 digits of your card and transactions highlighted; showing currency conversions where applicable
* Per Diem for meals is allowed for the Tri-Council grants (SSHRC, NSERC, CIHR) and CRC; otherwise the **original** full-itemized meal receipts and proof of payment must be submitted
* Provide the funding details of where expenses are to be charged (cost center, fund center, fund)
* **Original** signature(s) and **original backup** documentation must be included

**COVID Exception:**

* + The expense form with electronic signatures, and scan of receipts can be sent by email. Please **keep all original receipts and provide upon return to the office** as they need to be attached to the expense form and filed for audit purposes.
* Do not send scanned copies of documentation **unless requested**
* Completed forms can be placed in Susan Allison or Lisa Cauchi’s mailboxes (4087DH or 4085CCT)
* Expenses are date stamped upon receipt and will be processed in a timely manner

**General information**

* **Alcohol**: original receipts must be provided; alcohol **cannot** be expensed using CIHR, NSERC, SSHRC or CRC
* Receipts in **another languag**e must be translated if the expense is not obvious
* **Misplaced or Lost Receipts**:In the event that a receipt is misplaced or lost, please inform Susan or Lisa as a missing receipts form needs to be completed and signed by the Chair
* For detailed expense reimbursement information, refer to the Guide to Financial Management at <http://finance.utoronto.ca/policies/gtfm/>

**HUMAN RESOURCES**

**Hiring USW CASUAL (Research Assistants)**

***Full-Time Registered UofT students*** can be hired as USW Casuals for a period of 5 months. Contracts can be extended for 5 months at a time as long as the student is still registered as full-time.

***Part-Time Students and Non-Registered individuals*** can only be hired for **ONE** five-month contract.

The minimum rate of pay is currently $15.00 per hour; **however**, Human Resources **MAY** determine a higher hourly rate of pay based on the duties to be performed.

**Complete** the “Request for Hiring USW Casual Research Assistant (R.A.) form” located at the link below:

<http://www.utm.utoronto.ca/psychology/faculty/department-forms> and **submit** to Susan Allison (4096DH)

***Creating USW STAFF-APPOINTED TERM POSITIONS***

Research Funding **must** be in place before these positions can be created and approved by the Dean’s Office. Hence, the following steps must be followed to create these position’s:

1. Principal Investigator meets with the Dept. Manager to work on a job description. The Dept. Manager in turn works with HR on the Job Posting Process and Funding Approval Process
2. The position is advertised by the University for Internal Staff; then External Applicants if required. **\*\***(*It is not always possible to hire a person you have in mind)*
3. Usually three candidates are interviewed and then a hiring decision is made

***Of importance***: These positions can be expensive to fund. For example, a pay band 5 entry-level position is paid $42,340 per year plus 24% benefits. Additionally, the hiring process can take several months from start to finish. If you are interested in creating a position, please contact **Lisa Cauchi, Department Manager**.

***Research Volunteers in Labs***

Contact Mahnoor Mukhtar and she can provide you with the most current template and instructions for preparing these letters. The Department Manager reviews all letters before they are sent to Human Resources.

***Hiring Post-Docs and Research Associates***

Contact Lisa Cauchi if you plan to hire a Post-Doc or Research Associate.

**PURCHASING (Goods & Services)**

**\*\* *PURCHASES OVER $10,000 CAD* - please see Lisa Cauchi**

***Purchases for up to $10,000 CAD*** (before taxes) can be made using a departmental PO, departmental purchasing card, U-Source or personal credit card\* (\*you will be reimbursed via an expense reimbursement)

***Purchases from $10,000 to $49,999 CAD***, two written quotations are required. These quotations are submitted to Lisa Cauchi and an official Purchase Order is generated. **Please do not use u-Source for orders over $10,000 without first consulting Lisa Cauchi.**

***Purchases from $50,000 to $99,999.99 CAD***, three written quotations are required. These quotations are submitted to Lisa Cauchi whom works with UTM Procurement to generate an official Purchase Order.

Please ensure that you **keep all packing slips from purchases** (especially for u-Source purchases) and for official POs as they are required for the payment process.

***PURCHASING CARD***

Purchasing cards are set up to default to a Principal Investigator’s grant.

Purchasing Cards ***CANNOT*** be used for the following:

* + Expenses greater than $10,000 CAD
	+ Travel expenses (i.e. airfare, accommodation, meals, etc.)

***Blocked Vendors:*** If your purchasing card does not work, the vendor may be blocked or your monthly threshold has been exceeded. In the event of a blocked vendor, please contact Lisa Cauchi as a vendor can be unblocked.

The link to the **Guide to Financial Management (for Purchasing)** is <http://finance.utoronto.ca/policies/gtfm/>

**SPACE**

If you require space (i.e. for incoming graduate students, post-docs, visiting students, etc.) complete the ***“Request for Space in the Department of Psychology, UTM” form*** and submit the ***completed form*** to Lisa Cauchi.

You can find a link to the form here:

<http://www.utm.utoronto.ca/psychology/faculty/department-forms>

**REQUEST FOR DEPARTMENTAL FUNDING**

There is an application procedure in place to request ***departmental funding*** using the ***Department Autonomy Funds*** (UG Experience, UG Education and Discretionary Funds). The application forms are found using the link below.

**Complete** and **return** applications to Lisa Cauchi to review with the Department Chair.

<http://www.utm.utoronto.ca/psychology/faculty/department-forms>

**DISPOSAL OF ASSETS (Computers, Printers, Equipment, etc.)**

There is a process and forms to complete to dispose of computers, printers, other E-waste and scientific equipment. Please contact ***Lisa Cauchi*** for guidance and assistance.