Leave Requests - Scheduled leave must be approved by your PI, Hiring Supervisor or the Departmental Chair in advance using the departmental leave request form. For unscheduled (unexpected) sick leave, you can complete the forms when you return to work. The Administrative Support person assigned to your PI can send you the Leave Request form. Sick leave longer than 3 days requires that a doctor’s excuse be turned in with the leave form. Discretionary vacation and personal leave must be scheduled so as not to conflict with your teaching, research or service responsibilities.

Time Sheets - You are required to complete a time sheet every month if you are a salaried employee. Monthly time sheets are due to your PI/Supervisor by the 3rd day of each month. They are approved by your PI/Supervisor and are turned into the Departmental Salaried Time & Leave record keeper, Jane Cavallaro, by the 5th day of each month. If there is any leave taken during a given month, a copy of the approved Leave Request form(s) must be attached to the Time Sheet. If you are an hourly employee, you will submit your Time Sheets every 2 weeks. Your PI/Supervisor must approve and sign your time sheet and turn it into the Departmental Hourly Time record keeper, Julie Barker, if you are an hourly employee.

Telephone, Pager, Long Distance codes - The Department pays for faculty and departmental staff to each have one desk phone. If the Faculty member also has a lab, the Department will pay for one lab phone. For all other phones, pagers and long distance codes, your PI/Supervisor must provide an account to cover all charges. You can email either Stephanie Radassao or Sarah Lindauer with this information to place the orders.

Photocopying Access - Most of the photocopiers around the Health Science Center campus are available for your use, but you must have an account set up before use. The current costs are $0.06 per black & white copy and $0.25 per color copy. Your PI/supervisor must provide one or more account numbers to use for these charges. You can send an email request to the Departmental Administrator, Sarah Lindauer (Lindauer@uthscsa.edu), with the needed information to establish an account.

PeopleSoft/eShipGlobal Access to Place Orders - We have an electronic ordering process at the HSC that you can use to order supplies and equipment and also to ship packages. For access please email to Sarah Lindauer (lindauer@uthscsa.edu) and request access to the various on-line ordering systems. Your PI/Supervisor can show you how to use this software.