

School of Plant Sciences
Administrative and Business Office
Structure, Processes, and People
July 2012

I. Student Records:

Georgina Lambert – 621-1219, georgina@ag.arizona.edu

Georgina's responsibilities relate to curriculum and student record management. Her curriculum activities include course management (scheduling courses and classrooms, textbook orders, coordinating TCE reports, and assisting with photocopying exams and quizzes, if needed) and graduate student registration and enrollment. As the Student Record Coordinator, she works with students (both graduate and undergraduate) to schedule classes, change courses, use the UAccess Student system, and process documents and forms. Her work will be supervised by the School Director and coordinated with the Chairs of the Graduate Student Program and Curriculum/Teaching Committees.

II. Seminar:

Georgina Lambert – 621-1219, georgina@ag.arizona.edu

Georgina coordinates all administrative duties for the seminar.

III. IT Support:

Mario Marquez (mmarquez@ag.arizona.edu) and Carlos Acevedo (cacevedo@cals.arizona.edu), 621-1257

Mario and Carlos are the contacts for IT support; they maintain over 32 servers and 300 workstations in the School. Please coordinate your computing needs through Mario using the PLUS Ticket request system (www.plssupport.arizona.edu). This includes, but is not limited to, advice on computing equipment you might want to purchase (i.e. laptops, desktops, printers, scanners, and tablets).

IV. PLS Administrative and Business Office:

1. Michael Hawkins, Chris Large, Mario Marquez, and Alex Thompson – Administrative Student Workers, 621-1977

Our student workers welcome and greet visitors in Forbes 303, answer and direct all inquiries by phone, mail, fax or email, distribute incoming mail, express deliveries and packages received in Forbes 303, schedule PLS conference rooms (Forbes 413, Forbes 229 and Marley 341H), maintain the reservation record for PLS pool vehicles, assist faculty with photocopying when needed (excluding photocopying of exams or quizzes - see Georgina Lambert for these documents), create outgoing FEDEX labels, and assist PLS Admin staff with errands, scanning, posting, and monthly reconciliations for the P-Card Statements. They also maintain the bulletin boards in Forbes 303.

2. Renee Ammons – Accountant, 621-1941, rammons@ag.arizona.edu

Renee reconciles P-Card transactions, is a Payroll Coordinator, Facilities and Maintenance Coordinator (all requests must go through her), manages the quarterly mandatory effort reports and monthly cost sharing verification reports, balances the PLS State accounts, creates management reports pertaining to expenses for seminars, facilities requests and maintenance, maintains databases and reports for grants processed and awarded, maintains

the cash receipt log for incoming payments, and assists with grants and contract processing (budget development, routing, and submission).

3. Laura deSteiguer – Accountant, 621-9551, ldesteig@ag.arizona.edu

Laura coordinates and processes all travel-related expenses and reimbursements, manages the Accounts Receivables for the School, reconciles P-Card transactions, is a Payroll Coordinator, coordinates student hiring processes (remember to make appointments for your students for hiring), maintains and manages the PLS capital and space inventories, creates requisitions for purchase order items (such as blankets and equipment), processes payments to vendors on the PLS P-card, and creates/balances/reviews the monthly expenditure reports for the PLS Finance website.

4. Gabriel Rodriguez – Administrative Associate, 626-5816, gabrielr@ag.arizona.edu

Gabe processes all payments to vendors via check requests, Stores order forms and Interdepartmental Billing forms, prepares and processes expense reimbursements not related to travel for PLS employees, reconciles P-Card transactions, is a Payroll Coordinator, processes key requests for School space (office, labs and core facilities), sets up keyless entry access into Marley and Herring Hall and coordinates employee evaluation forms and reports with the faculty.

5. Joy Rogers-Caron – Principal Accountant, 621-1978, jrogers@ag.arizona.edu

Joy manages all of the human resources elements of the School as they relate to non-faculty employees; this includes, but is not limited to, working with the faculty on recruitment for staff and appointed personnel. Joy coordinates staff and appointed personnel hiring, assists Laura with the new student worker hiring process, handles graduate student Notification of Appointments, prepares staff/appointed personnel in-classification and promotion requests as well as all employment visa applications for new and continuing employees. She also maintains the School's human resource records. Her financial duties include P-Card purchase approvals, account reconciliations, coordinating effort reports (along with Renee), updating funding for employees, accounts receivable management, maintaining various databases and assisting Donna-Rae on special projects. Joy is also a Payroll Time Coordinator/Approver. Joy is Donna-Rae's back-up approver for various financial and HR documents and approves all student hiring documents.

6. Donna-Rae Marquez – Manager, Business & Finance, 621-8689, dmarquez@ag.arizona.edu

Donna-Rae manages the Administrative/Business Office for the School. She also coordinates the Grant Proposal process by working with faculty to create budgets, upload the application documents, route proposals through the University system, and coordinate final proposal submission. As the lead Payroll Approver, she reviews all time records before they are approved by each supervisor, and acts as backup time approver for supervisors when they are away from the office. She reconciles all sponsored grants, gifts, Hatch, and auxiliary accounts in the School to ensure all funding, expenditures and deposits are correct. After reconciliation, she creates financial statements for the faculty. Throughout the month, she approves all financial source documents with the exception of P-Cards, although she audits transactions for compliance and account activity. In order to meet the financial management goals of the UA, she addresses the various compliance issues as they relate to human resources, financial processing, cash receipts, payroll, and grant processing and management. She manages financial source documents for the purchase of equipment; therefore, all capital item purchase requests should be directed to her. She also approves all human resource, financial, sponsored research, FM, purchasing and administrative documents.