Payee Management

PaymentWorks
New Payee Management Tool Launched in April

Congratulations to our Technology Program Management team for the launch of PaymentWorks, UC San Diego's new payee management tool. PaymentWorks provides status tracking of payee registrations and offers critical risk mitigation against increasingly complex fraud schemes. Stay tuned for more enhancements to payee management technologies throughout 2023.

PaymentWorks is available for employees and sponsored affiliates at: https://paymentworks.ucsd.edu (SSO). A quick link to PaymentWorks has been added to the business tools tab on Blink.

Travel

Receipts, Invoices, & Folios, Oh My!
Pro Management Tips

UC Travel Policy has clear receipt requirements when it comes to travel reimbursements, but you may find there are a variety of methods to capture those receipts for your Expense Report. Here are some of the Travel Team's top tips for efficient receipt management:

Enroll in e-receipts. With e-receipts, Concur’s receipt-enabled suppliers can deliver receipts straight into your Concur profile. From your Concur profile, click on E-Receipt Activation to get started.

Missing an invoice from your Concur or Balboa booking? Balboa Travel offers free invoice retrieval via their online Print My Invoice tool. You’ll also find links to this option in Blink and in your email communications from Balboa agents.
Use the Concur for Mobile app!

The SAP Concur mobile app makes expense reporting easier than ever. Once you’re set up with the app, simply open it, click on the camera icon for ExpenseIt, take a photo of each receipt on your smartphone for Concur to automatically create, itemize, and categorize expense entries. Be sure to download it from the App Center in Concur.ucsd.edu the next time you log in. Check out the SAP Concur for Mobile App Blink page for more info.

- Make paper receipts a thing of the past
- Eliminate manual data entry and reduce errors
- Get a near real-time view of all spend

Need a hotel folio for your guest traveler’s stay at a local partner hotel? Travelers are responsible for submitting their receipts, but you can also contact the hotel directly to get a copy of the folio. Our local hotel partners know that providing the final folio is a requirement of being part of our hotel program.
Sustainable Procurement

Advancing Sustainable Procurement at UC San Diego
National Association of Educational Procurement Conference

The IPPS Strategic Procurement team is delighted to highlight the exceptional contributions of fellow IPPSters Maggie Grey and Lynda Ta who presented on the critical topic of zero waste at the National Association of Educational Procurement (NAEP) Conference held in Orlando, Florida. This esteemed gathering brought together over 700 passionate individuals from K-12 schools, public, and private higher education institutions across the United States.

During their captivating session, Maggie and Lynda shared inspiring insights into UC San Diego’s ongoing journey towards achieving zero waste. They showcased the university’s notable projects, such as Triton2Go and the Thermo Fisher Scientific Partnership, which have played a pivotal role in advancing sustainability efforts. Their presentation sparked meaningful conversations about the future of sustainable procurement, fostering a collective vision for responsible sourcing and waste reduction.

Maggie and Lynda’s participation in the national conference showcased their expertise and unwavering commitment to driving positive change in procurement, inspiring us as we strive towards a more sustainable future.

Rise Above the Helium Shortage
University of California

The University of California promotes sustainable solutions that mitigate the impact of the current helium shortage on research functions. UC is working with the federal government and key national scientific bodies to protect and ensure our helium supply. The National Science Foundation is offering grants to install helium recapture systems. To learn more, download the Helium Shortage Grants Infographic (pdf).
**The Trove**

**Private Mailbox Rentals**

The Trove has a limited number of private mailbox rentals on campus at highly competitive rates within the La Jolla community.

Private mailboxes provide a **physical street address that accepts mail and package delivery from all carriers, including FedEx and UPS** - making them ideal for individuals, local business owners, and Triton affiliate groups looking for a permanent shipping address on campus that is affordable, secure, and convenient. Act now to take advantage of the current vacancies.

Visit The Trove's [Hours & Services](#) page for rates and payment options.

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**Logistics Portal**

**For All of Your Logistics Needs**

The Logistics Portal is an online tool for campus clients to request Logistics services and **track last-mile delivery of packages from Trade Street to your door**. The robust, client services tool has plenty of tool tips and WalkMe guidance for quick and easy navigation. Check it out at [logistics.ucsd.edu](http://logistics.ucsd.edu) (SSO*).
A shortcut to the Logistics Portal is available from the Business Tools dropdown menu on Blink. *If you are working from a public network be sure to connect via VPN for access.

Equity, Diversity, & Inclusion (EDI) Committee

Policy on Gender Recognition and Lived Name

Highlights and Recommendations

The IPPS Equity, Diversity, & Inclusion (EDI) Committee wants to highlight the UC Policy on Gender Recognition and Lived Name. The policy ensures full inclusion for transgender and nonbinary people. To continue to align with EDI objectives, IPPS has made the “Gender Recognition: A Focus on Transgender, Nonbinary, and Intersex Awareness” and “The UC Presidential Policy on Gender Recognition and Lived Name” UC Learning trainings part of our Performance Appraisal (PA) goals for Fiscal Year 2023-24. These trainings can help us collectively learn about the community and related policies. Note: Each course is about 30 minutes, and the “Gender Recognition: A Focus on Transgender, Nonbinary, and Intersex Awareness” course is a prerequisite to the more advanced “The UC Presidential Policy on Gender Recognition and Lived Name” course. We hope that by sharing our PA goals, other departments across UC San Diego establish EDI-related goals on their own Performance Appraisals.

We also wanted to give praise to the Faculty and Staff Assistance Program (FSAP) who listened to campus requests by increasing and broadening their services to provide a richer experience to the diverse population employed by UC San Diego. Some of the new resources that are being offered are:

- A fluent Spanish speaker clinical social worker
- Support groups for neuro-divergent employees and their family members
- Monthly online conversational space for BIPOC Employees
- Increased services for working parents

For more information on the different services offered by FSAP, check out the UC San Diego Doubles Down on Behavioral Health Counselors for Campus Employees article as well as the FSAP Classes, Workshops and Groups Blink page.

IPPSter Spotlight
Irvin Palacios
By Carol Chen

As tradition with each new edition of IPPS Quarterly, we’d like to invite you to learn about a member of our team. This time, we’re proud to spotlight Irvin Palacios!

A first-generation Mexican-American college graduate, Irvin studied economics at UC San Diego and started working for IPPS right out of college in 2015, beginning in the Accounts Payable department. However, he always had an interest in working with quantitative data and market research, and eventually moved over to Technology Management. Irvin’s proudest project has been developing the IPPS Executive Dashboard, which consolidates important data metrics and analytics for directors and stakeholders alike. With his technical expertise and existing interest in data analytics, Irvin was able to provide incredibly valuable input towards the development of the program. His main approach to tackling such a key project was to be a good listener: while communication in all aspects was paramount, it was just as important to properly understand the primary needs of the users and provide the right tools to support their work. As a result of this, the first impression many in IPPS have of Irvin is that he’s very easy to talk to— not only as a conversationalist, but also as a listener.
Outside of work, Irvin recently got married— during the pandemic in 2020— and enjoys spending time with his wife, Leah, and dog, a Westie named Lulu. A hobby that Irvin recently discovered thanks to his wife is gardening— the front yard of their home is currently adorned with a variety of tomatoes, jalapeños, and raspberries. Irvin also enjoys spending time in nature and tries to get outside, whether it be hiking or exploring the gorgeous natural scenery of San Diego, at least once a week. Need an escape from the mundanities of the office? Check out some of Irvin’s favorite spots, which include Mission Bay, which is close to his home, Kate Sessions Park in Pacific Beach, and the Sunset Cliffs in the Torrey Pines State Natural Reserve. Who knows? Maybe you’ll find him there!

Event Highlights

**UC San Diego | University Credit Union Grand Opening Celebration**

University Credit Union kicked off the official launch of their new banking hub at Price Center East with a ribbon cutting ceremony followed by a grand opening celebration in Price Center Plaza. Stop by the banking hub or visit the [UC San Diego | University Credit Union website](#) to learn about the benefits for all Tritons.

Fellow IPPSters and Campus Partnership Program team leaders Mary Wong, Greg Muller, Ted Johnson, Kacy Marume, and Heather Vinograd posing with King Triton at the University Credit Union banking hub ribbon cutting ceremony.
Garage Sale
Thank You for Your Support!

Thank you to everyone who came out to Trade Street for the Surplus Sales Garage Sale event in May. With your help, Surplus diverted tons of quality, reusable items from the landfill and raised over $20,000. Fifty-five percent of the resale value of salable items is returned to departments and labs to support education and research. A special shoutout to all the IPPSters who devoted personal time and resources to ensure the client experience was best-in-class.

Student Employee Graduation Ceremony
A Celebration to Remember

In a heartfelt ceremony, IPPS congratulated our graduating class of student employees, who shared stories of gratitude and growth within the organization. Everyone who spoke encouraged the graduates, highlighting the brightness of their future endeavors. It was a memorable event, celebrating achievements and inspiring the next chapter in their lives.

Congratulations, graduates! Thank you so much for your hard-work.

Opportunities
Ready to show your Triton Spirit?
University Credit Union Triton Cards
UC San Diego | University Credit Union members can show their Triton spirit with credit and debit cards designed exclusively for the UC San Diego community. The official Triton card products feature the Triton Athletics logo and an iconic image of the UC San Diego Geisel library. Ready to show your Triton Spirit? Visit the UC San Diego | University Credit Union member website to learn more.

Farmers Insurance
Benefits for Tritons

UC San Diego employees can save up to 22% from Farmers GroupSelects by getting an online quote or calling 1-866-700-3113. Get your quote today!

See What’s "New" at Surplus Sales
Description: *Desktop Fan - 2 Speed, 8"*
Stay cool this summer. Check out our selection of fans and AC units.

Description: *APPLE iMAC 21.5*
Yosemite O/S 2011, 2.5GHZ. Power cord, keyboard, and mouse included.

## Retirees

**Ladonna Osburn**

*Client Experience Management*

Ladonna's UC San Diego journey began in 2005, but her career encompasses a diverse range of experiences. Before joining UC San Diego, she owned various businesses, including a real estate school, nursing school, print shop, and music store. Within IPPS, Ladonna excelled in different roles, supporting client relationships, managing payments, and providing outstanding client support. She also has a talent for blackjack and is renowned for her salsa-making skills. Ladonna's love for her family, especially her grandkids, is evident, and she plans to enjoy more time with them while traveling and pampering her beloved miniature schnauzer, Elvis. Her departure from IPPS leaves a void, as she has been a trusted friend and a valuable asset to the team. Congratulations & happy retirement!
Role Changes

Mary Wong
Facilities Management Procurement Supervisor

IPPS is happy to announce that Mary Wong has accepted a promotion to Facilities Management (FM) Procurement Supervisor.
Before coming to UC San Diego, Mary worked in Procurement for Hyundai where she developed experience in domestic and international supply chain management. Mary joined Strategic Procurement in 2015 as the Bid Technology Specialist and has grown into her current role supporting the University as our Campus Partnership Program Manager.

Mary has a Bachelor’s in International Studies from UC San Diego and a Lean Six Sigma Green Belt. She demonstrated strong leadership on numerous IPPS projects, including presenting at the National Association of Educational Procurement conference spotlighting our success in Sustainable Supply Chain, serving on the IPPS EDI committee, and implementing a nationwide non-binary gender program with one of our strategic partners. Mary has led multiple bids, negotiations, and process implementations, including support of the Enterprise Systems Renewal for both Financial and Student Information Systems.

Mary will start working out of the FM office on June 20th when she returns from watching Formula One racing in Montreal, Canada. Congratulations Mary!

Welcome New IPPSters

**Katie Iñiguez**  
TechPM Travel & Expense Analyst

Welcome Katie Iñiguez, our new TechPM Travel & Expense analyst! Katie brings with her expertise in managing Concur technology and balancing stakeholder needs across IPPS, ITS, UCOP, campus, and health. Relocating from Seattle, she studied Environmental Science & Law, holds an MBA, and enjoys traveling, sports (tennis, soccer, snowboarding), piano, gardening, and cooking.