

Our Unit Requests Queue

Requests for functional areas (not in priority order unless noted):

Search (prioritized within feature)

- Support inverted scale e.g. 1 to 4 with number entered with up to two decimal places and/or custom labels for Yes/Maybe/No “short-list” question
- Supply a default country for graduate admissions applicant addresses if none provided, using either citizenship or permanent residence info from Grad Div.
- Use https for candidate demographic pages
- Allow search administrator to configure default Application Complete text and subject for email
- Give committee members the option of having PDFs open in a new window if they set it as a preference
- Provide report showing all of ethnicities listed by each candidate
- Provide report for faculty showing how voted for custom criteria, on page with other own votes
- Support specifying whether a committee member should also complete a set of evaluation questions, shown inline as with custom criteria. If the committee member should not vote, do not show Yes/Maybe/No or custom criteria questions.
- For faculty searches, let committee members enter a research area for each candidate that would display on the candidate list.
- When someone adds a new faculty search, display copy about using the OFE Data Collection site and process once build ability to send candidate name/email/position and offer status information to OFE site
- Provide way to select to which applicants an email .bcc list would include
- Allow use of mass faculty assignment for merit type searches
- Allow setting of default preferences for all searches to which you are given privileges
- When make a search active, give person privileges for that search if does not have already
- Let search administrator upload a position description and sample letter that would display as links for reference writers
- Allow adding new applicant required fields for self-registration e.g. must be US citizen, must be permanent resident, and not allow to self-register if does not meet criteria
- For faculty searches, display candidates for whom a search committee Chair or HR has assigned a rejection reason in a group at page bottom
- Add a maximum permitted number for required items.

Events

- Add link to event to create entertainment reimbursement with guest list prefilled from people linked to event
- Provide way for people to RSVP for an event to which they're linked
- Allow setting up seminar presenter group of events for which any authorized user may link themselves, i.e. schedule themselves for a meeting with the speaker
- Allow specifying a delegate who may edit a group of events/events

Access to Our Unit

- Add ‘faculty’ to “is PI?” question on Edit person page
- If someone with 0 uid logs in, check LDAP and if find one name match, add uid.
- If > 1 person returned from People Finder as match when data loading, loop through list looking for name match vs. immediate error message
- Provide way to pull terminations from HR-BAIRS and flag those people as having left
- Add CAS logout link to footer
- Give someone with Human Resources privileges a page to see who in the same department has which roles esp. HR
- Change the peoplelist page to support search for person by first name, last name, wildcards

Accounting/purchasing (listed in order of priority)

- Add new types of requests – py invoice, human subject payment.
- Add a field for speedtype for each chartstring on the display award page, then show at order place or reimbursement receive time.
- Add new request types for honorariums, vendor invoices, and human subject payments.
- Force supplying address or URL of a new vendor
- Add Allow optional tracking of date each individual item gets received or vouchered, to record when some items on the same line get delivered on different dates
- Let Accounting assign people to a unit head even if not paid by flexfield belonging to PI.
- If at time of assigning chartstring to approve a request, only show currently active people in the unit in the requestor pull-down.
- Let Purchasing combine orders with same chartstring, for same unit and use PI as requester.
- Add better error check for user trying to save split chartstrings supporting a request but with blank values in first line of the chartstrings assigned.
- Let PIs bypass ordering password entry
- Allow accounting to make changes to chartstring after ordering, with email to person who assigned chartstring, placed order about change
- Add dropdown for chartstrings for split chartstring page.
- Use `$_SESSION['IdOrder']['order']` instead of `$_SESSION['order']` to avoid issues with Firefox session variable handling
- Let unit members search own lab's supply orders by catalog number, or description; see date, vendor, qty, actual price, total
- On Edit award, provide link to view people now being paid on this award with distribution percent
- Support pull from BFS of award information e.g. project title, SPO number, agency number
- Once access confirmed, write program to pull award information from BAIRS.
- Allow delete vendors, setting replacement if in use.
- At time of vendor add, require phone or URL for vendor
- Allow sorting on List orders by column headings besides vendor default e.g. date requested, lab name
- Add filter to selAward for limiting chartstrings by flexfield of selected award, active end date
- Show IdOrder next to comments in order detail, add search by this field to advanced search
- Provide two vendor lists – UCB people, outside vendors – with option to toggle between lists when selecting vendors
- Provide search by person who placed the order
- When delete person, check for presence in orders and not actually remove
- Provide form signaling intent for grant submission (agency, budget, people, URL for submission or info re where to send, with ability to store PDFs of what was actually submitted)

Faculty and personal page tool

- Give accounting or HR user way to update phone, email, address for other users
- Let user edit a 'short description' for listings of faculty/staff and pick from expertise keywords
- Allow PI or delegate to edit personal pages of lab members
- Make footer configurable
- Add "Former unit members" feature to faculty page People page
- Add a link for searchable pubs to faculty page - Pubmed or biosys?
- Let faculty edit on-campus guest lectures given
- Add links to My committees
- Let edit and display office hours
- Add link within tool or on Our Unit page to information about people paid by, or linked to unit

Graduate Affairs

- Provide feature to let SAO add or edit sets of teaching questions so Our Unit support does not have to hand add/edit them in the database tables evaluation and evalquestion.

- Let SAO pull report with graduate student ID, name, email, phone, address, areas of interest, personal website and last date updated.
- Allow update of email and current address for graduate student by SAO on Edit graduate record page
- Let SAO post fellowship opportunities
- Let SAO post course duties information for GSR/GSIs
- Support for post graduate employment/placement reporting/tracking
- Allow SAO or committee chair to log dissertation committee progress meetings, students to view own committees
- Allow someone with SAO privileges to view a report showing number of graduate students in each program and whether has an advisor Y/N, and who will use GSR funding
- Let SAO pull back funding requests at any stage of process to revise, and re-route with comments
- Add grant administrator review of graduate student funding requests
- Track hotel/airfare booked via CTS but only reimburse local expenses. Link to form via self-registration?

Courses

- When add new section, copy faculty teaching, days/times met, units from most recent primary section then allow edit
- Add comments for each section e.g. to handle sub-titles for seminar courses
- Add way to upload PDFs of teaching evaluation summaries and summary data for courses that don't use Remark compatible forms

Support requests

- Let support team members for a type of support configure what level of help requests generate emails to them e.g. Jason wants all, Harvey just urgent ones. Verify that email says 'don't reply to this email'. Add a delete note or edit note feature to help requests.

Human Resources

Requests on hold pending campus implementation of UC Riverside option for case support:

- Support an academic personnel case review calendar, sorted by date eligible, with sort by rank or alphabetical last name provided, showing date and type of most recent case
- Let HR view committee service for a person by academic year range.
- On Academic personnel case page, provide way to select Table nn for faculty member, date range
- Add 'date effective' to case completed
- Make teaching evaluation data load program accessible, with User Guide, and ability to edit question sets belonging to own department.

Active requests:

- Give HR a way to see unpaid associations for a person
- Give HR a way to specify Step for a person's chartstring (add to HR_BAIRS extract?)
- Way for HR to post positions on page that may get linked to from public web site
- Online form for resignation/leaving - (emails HR)
- Online description of new hire process, forms needed
- Online request to add new employee, emails HR
- Online request for change in payroll distribution
- Online request for payroll transfer w. PI, Accountant notification/consent
- Online timesheet with chartstring info from appointment data in db
- Allow upload of PDFs containing seminar schedules