



The following holiday schedule represents the campus Holiday Closure from December 24, 2018 – January 1, 2019. Please plan accordingly and if there are any questions and/or concerns, contact IPPS via ASK (<https://ask.ucsd.edu>).

## Winter Holiday Break Deadlines

### Marketplace | iRequest | Small Business Plans

- New Marketplace Supplier Request Forms: Completed online supplier request forms should be received no later than **Friday, December 7, 2018**, to ensure the supplier profile is created in Marketplace before the break. Note the iRequest deadline below.
- iRequests should be submitted no later than **Monday, December 10, 2018** to be reviewed by a Commodity Manager or Professional Buyer before the holiday break
- Requests for Small Business Plans should be submitted no later than **Monday, December 10, 2018**.
  - Note: Emergency procurement issues will be handled during non-holiday dates (December 26, 27, 28, 2018). To request assistance with a procurement emergency please:
    - Report the emergency via ASK and include **Urgent – Procurement** in the subject line
    - State the reason for the procurement emergency and submit the case

Small business plans and iRequests received after these deadlines will be reviewed on or shortly after the campus re-opens for business on Wednesday, January 2, 2019.

## Disbursements & Travel

The final 2018 disbursement (checks and direct deposits) will be on December 21, 2018. The first 2019 disbursement will be issued and mailed on January 3, 2019.

### Disbursements

**December 12, 2018** is the deadline in order to include payments in the 2018 calendar year.

MyPayments transactions received in Disbursements

- Human Subject Payment requests including Scrip orders, Visa Gift Card requests and Cash Advance requests must be submitted and have approval
- Wire Transfer payment requests must be submitted
- Vendor invoices including Subawards will be processed as usual within terms prior to the campus closure pending department and/or business unit approval if applicable. Processing will resume on January 2, 2019.

### Express Card Program

- To allow campus customers additional time for redistribution of transactions due to the closure period, the following information applies:
- Transactions with an IFIS posting date of December 21, 2018 through January 4, 2019 are being modified to extend the IFIS posting date to January 9, 2019.
  - For emergencies during the holiday closure, contact US Bank Customer Service at (800) 344-5696.
  - For declines or card limit questions please contact us through ASK. During the closure there will be limited monitoring of incoming support requests.

## Travel & Entertainment

**December 12, 2018** is the deadline in order to include payments/charges in 2018 calendar year.

- Meetings, entertainment, and programmatic activities; MyPayments: Completed and approved with required attachments
- Travel prepayment requests, and claims, including mileage; MyTravel: Completed and approved with required attachments
  - Note: Due to Payroll reporting deadlines, claims for employee moves, or trips including taxable payments/ reimbursements must be received by November 15. Claims with taxable amounts submitted after deadlines will be processed for payment in January 2019.

Travel Event Planner (TEP) Card transactions with an IFIS posting date of December 21, 2018 through January 4, 2019 will be modified to reflect the new posting date of January 9, 2019.

For Travel Card or Travel Event Planner (TEP) Card:

- Declines, please contact us through [travelcard@ucsd.edu](mailto:travelcard@ucsd.edu). Note that during the closure there will be limited monitoring of incoming requests. Emergencies, contact US Bank Customer Service at (800) 344-5696.

# Logistics & Mail Services

## **CHRISTMAS Eve, December 24<sup>th</sup>**

- Central Receiving will accept incoming packages between 7:00AM - 12:00PM. Customers can pick up packages between 8:00AM – 12:00PM.
- All other areas of Logistics & Mail Services will be closed.

## **CHRISTMAS,**

### **Tuesday December 25<sup>th</sup>**

#### **UCSD Designated Christmas Holiday**

- All areas of Logistics & Mail Services will be closed.

## **CLOSURE DAYS**

### **Wednesday, December 26<sup>th</sup>**

- Central Receiving will accept incoming packages between 7:00AM - 2:00PM. Customers can pick up packages between 8:00AM - 2:00PM.
- Distribution will attempt delivery of prior-ity and perishable packages that arrive by 10:00AM. Delivery attempts will be made between 8:00AM - 2:30PM. Cylinders will be delivered during the same hours.
- Moving Services will operate between 8:00AM - 3:00PM if customers have pre-scheduled jobs.
- STORE will operate between 8:00AM - 12:00PM. Please place orders in Market-place by 11:30AM.
- Surplus Sales will operate between 8:00AM - 4:30PM. No campus pick up will be done during this time.
- Outbound Shipping will be closed. Can be reached for emergencies between 8:00AM - 12:00PM
- Outbound Mail (USPS) will be closed.
- Mail Services will not be servicing mail stops however will accept incoming USPS mail and packages between 7:00AM - 12:00PM. Customers can pick up mail between 8:00AM - 12:00PM if urgent.

### **Thursday, December 27<sup>th</sup>**

- Central Receiving will accept incoming packages between 7:00AM - 2:00PM. Customers can pick up packages between 8:00AM - 2:00PM.
- Distribution will attempt delivery of priori-ty and perishable packages that arrive by 10:00AM. Delivery attempts will be made between 8:00AM - 2:30PM. Cylinders will be delivered during the same hours.
- Moving Services will operate between 8:00AM - 4:30PM.
- STORE will operate between 8:00AM - 12:00PM. Please place orders in Market-place by 11:30AM.
- Surplus Sales will operate between 8:00AM - 4:30PM. No campus pick up will be done during this time.
- Outbound Shipping will be closed. Can be reached for emergencies between 8:00AM - 12:00PM.
- Outbound Mail (USPS) will be closed.
- Mail Services will not be servicing mail stops however will accept incoming USPS mail and packages between 7:00AM - 12:00PM. Customers can pick up mail between 8:00AM - 12:00PM if urgent.

### **Friday, December 28<sup>th</sup>**

- Central Receiving will accept incoming packages between 7:00AM - 2:00PM. Customers can pick up packages between 8:00AM - 2:00PM.
- Distribution will attempt delivery of priori-ty and perishable packages that arrive by 10:00AM. Delivery attempts will be made between 8:00AM - 2:30PM. Cylinders will be delivered during the same hours.
- Moving Services will operate between 8:00AM - 4:30PM.
- STORE will operate between 8:00AM - 12:00PM. Please place orders in Market-place by 11:30PM.
- Surplus Sales will operate between 8:00AM - 4:30PM. No campus pick up will be done during this time.
- Outbound Shipping will operate between 8:00AM - 12:00PM.
- Outbound Mail (USPS) Closed to the public. Will be processing any residual outbound from campus closure this day.
- Mail Services will not be servicing mail stops however will accept incoming USPS mail and packages between 7:00AM - 12:00PM. Customers can pick up mail between 8:00AM - 12:00PM if urgent.

### **Monday, December 31<sup>st</sup>**

#### **UCSD Designated New Years Holiday**

- Central Receiving will accept incoming packages between 7:00AM - 12:00PM. Customers can pick up packages between 8:00AM – 12:00PM.
- All other areas of Logistics & Mail Services will be closed.

## **NEW YEARS Day**

### **Tuesday, January 1<sup>st</sup>**

#### **UCSD Holiday**

- All areas of Logistics & Mail Services will be closed.

### **Wednesday, January 2<sup>nd</sup> , 2018**

- All Logistics & Mail Services operations will resume normal business hours\*

**Please Note:** There will be a large volume for Receiving & Distribution due to the amount of packages held during the holiday break. We apologize for any inconveniences that may occur in the delay of delivery.

#### **Other Notes/References:**

- Self Store units in the main warehouse will ONLY be accessible when Central Receiving is open.
- The Lab Coat program will be suspended during the holiday break.