

MMBio Graduate Student Employment & Financial Information

- Business Manager for MMBio is Terri Moser
 - Human resources/Payroll
 - Financial Management
 - Administrative support
 - Contact Info
 - terri_moser@byu.edu
 - 801-422-7403
- Employment
 - Approval to work BEFORE actually working
 - Fines for late I-9 and late hiring
 - Hiring delays
 - Failure to register for enough credit hours
 - Failure to complete I-9 with Student Employment Office
 - Failure to sign contract timely (PhD)
 - Failure of other job/department approving of concurrent hire (MS)
 - Credit Hour Requirement
 - U.S. Citizens
 - F/W is 2 credits
 - Sp/Su is 1 credit during Sp/Su (sum of both terms) or 2 credits in Fall
 - International
 - F/W is 9 credits
 - Sp/Su is 4.5 credits during Sp/Su (sum of both terms) or approved vacation break and 9 credits in Fall
 - There is a petition to be full time by taking 2 credits each semester if the didactic credits have been completed (see Kevin for more info)
 - Hourly Limits
 - U.S. Citizens is 28 hrs/wk year-round
 - International is 20 hrs/wk for F/W and 40 hrs/wk for Sp/Su
 - Limits pertain to the combined hours of all your BYU jobs
 - PhD Contracts
 - Complete MMBio questionnaire timely
 - Stipend of \$7,500 per F, W, Sp/Su (three contracts per year)
 - May have more than one contract to sign depending on funding
 - Department-funded PhD students must TA once per year
 - MS Wages
 - Teaching Assistants start at \$15/hr with \$0.25 raises every semester/term
 - Research Assistants wage varies according to supervising professor
- Scholarships
 - All grads are encouraged to apply for scholarships: <https://mmbio.byu.edu/scholarship>
 - PhD
 - Complete MMBio questionnaire timely
 - Department pays tuition for courses related to degree only

- MS
 - Department will provide scholarships when funding permits
- Travel
 - COVID Policy
 - No travelling permitted unless approved by the AVP, which is initiated by the professor
 - If the professor is granted AVP approval, they may proceed with normal travelling procedures
 - Normal Policy
 - When you attend a conference, the department will typically pay for your lodging, travel, registration fee, etc. Work with your professor to obtain authorization to travel before the trip; this authorization is called a Pre-Approval
 - Your professor must submit a Pre-Approval for your trip using the Chrome River system. Your name must be included and specify why you are attending in the business purpose of that report
 - You are required to contact the BYU Travel Office (422-3872) when booking airfare, lodging, and rental cars; you will need to provide the Pre-Approval number and your professor's name (employee who the Pre-Approval is under) for charging those expenses.
 - For travel, a university purchasing card should be used to minimize your out-of-pocket expenses. If the professor is travelling with you, they may use their p-card to pay for group meals and ground transportation. Your professor may also use their p-card to prepay for expenses, such as conference registration fees. Professors may not give you cash
 - If you do incur travel expenses for which you need to be reimbursed, you must fill out the "Student Travel Reimbursement Form". You may get this form from your professor or the MMBio Office. Completed forms are submitted to the MMBio Office for processing. Receipts are required for travel expenses that are over \$50. Credit card statements cannot be accepted as receipts
 - University travel policies may be found here: <https://purchasing.byu.edu/travel>
- Purchasing
 - For non-travel purchasing (eg. research supplies and virtual conference fees), students should never pay out-of-pocket; these reimbursements are highly discouraged
 - If purchasing items for lab/class that will be paid for by the department, first obtain permission from your professor to make the purchase
 - Methods of purchasing
 - Check out a department purchasing card from the MMBio Office to pay for course/research supplies
 - Email the MMBio Office (mmbiodept@byu.edu) a link for an online purchase and describe what needs to be ordered and why; they will place the order
 - Y-Marketplace – see Terri for training, if applicable
 - Receipts are required regardless of the cost
 - Vendor name
 - List of items purchased

- Utah sales tax (if applicable)
 - Tip amount (if applicable)
 - Total amount
- Feeding students policy
 - Dean Porter must approve any event where students are fed meals (pizza, etc.) not snacks (doughnuts, candy, etc.). This approval must happen prior to the event. In addition, you may not borrow the department card until you have Dean's approval
- Business Purpose
 - Who – who is making the purchase and who will be the primary user or custodian of the product or service
 - What – a description of what the specific product or service is
 - Why – the business purpose of why it is needed
 - Where – if the cost of any non-consumable single item including computers and equipment is greater than or equal to \$1,000.00 and less than \$5,000.00 indicate the location of where it will most likely be stored. This excludes the purchase of services
- Financial systems training by Terri, if needed
 - Y-Marketplace
 - Chrome River
 - Basic accounting
- Other Office Support
 - Copies: The MMBio Office can print documents for you. The department will pay for copies for a course, if you are a TA. The professor will pay for any copies made for research
 - Packages & Shipping: The MMBio Office will contact the lab when packages arrive; you may sign for and pick up lab packages for your professor. The Office can also place outgoing shipment requests for you