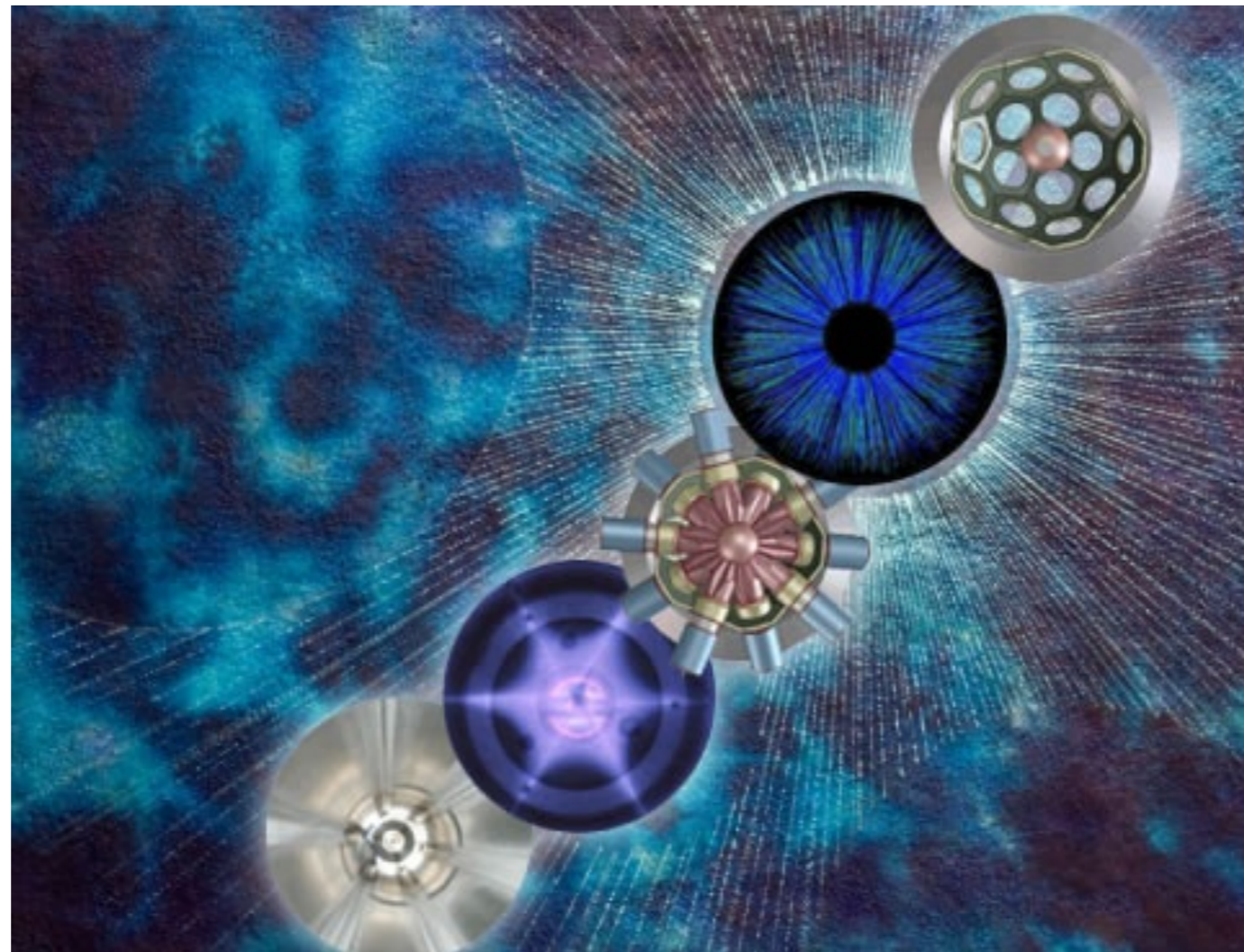


# Nuclear Science Division Staff Meeting - 08/10/2021

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# Agenda

## NSD Staff Meeting



Tuesday 10 Aug 2021, 12:00 → 13:00 US/Pacific

Description Zoom Meeting <https://lbnl.zoom.us/j/792948648>

Meeting ID: 792 948 648 Password: 334258

Find your local number: <https://lbnl.zoom.us/u/aceAbJt04R>

**12:00** → 12:05 **Announcement**

Speakers: Mateusz Ploskon, Xin Dong

🕒 5m



**12:05** → 12:15 **Safety**

Speaker: Jeff Bramble (NSD)

🕒 10m



**12:15** → 12:30 **Diversity, Equity and Inclusion**

Speakers: Ernst Sichtermann, Heather Crawford, Mark Bandstra, Tom Gallant (LBNL)

🕒 15m



**12:30** → 12:50 **Nucleon Form Factors from Lattice QCD for Neutrino Oscillation Physics**

Speaker: Aaron Mayer

🕒 20m



# Upcoming Events

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**No NSD Staff Meetings on 8/24, 9/7**

## UCB Science at Cal

Aug.19 @ 12:00pm – 1:30pm

Speaker: Kathy Shield (Nuclear Engineering Grad.)

Title: The Periodic Table: How the Basic Elements of Life are Advancing the Frontiers of Research

<https://nuc.berkeley.edu/event/ne-grad-kathy-shields-the-periodic-table-how-the-basic-elements-of-life-are-advancing-the-frontiers-of-research/>

## HIT Seminar

Zoom: <https://lbnl.zoom.us/j/99103329080?pwd=ZmRRdm4xeUpRS3RJRFpKTEVTODF2QT09>

Meeting ID: 991 0332 9080

Passcode: 396264

Sept. 7 @ 3:30pm - 4:30pm

Speaker: Yacine Mehtar-Tani (BNL)

Title: TBD

## Nuclear Theory Seminar

Zoom: <https://lbnl.zoom.us/j/91941520781?pwd=S29FN2w1NElycVhEbW56SnBFN1lzZz09>

Meeting ID: 919 4152 0781

Passcode: 596153

Sept. 15 @ 1:00pm – 2:00pm

Speaker: Liliana Apolinario (LIP)

Title: TBD

# FY21 End Close Deadlines

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Please check Volker's email sent to level1-nsd on Aug. 9 (Mon.)

1. Procurement Cut-off Dates:

- Wednesday, September 1st, 2021 for approved ePro requisitions between \$25K to \$150K.
- Friday, September 10th, 2021 for approved ePro requisitions under \$25K. This includes Final FY21 approved PCard transactions and approved eBuy transactions.
- Please note that since all requisitions are processed on a first in-first served basis, treat the month of August as the final month to complete all procurements, especially those with significant lead times. Please ensure that you leave enough time for your approvers to review your requisitions (submit early).
- Requisitions and Procurements submitted after the cutoff dates will be considered FY22 costs. As a Division, we would like to limit these transactions so costs are not incurred in FY22.
- Please note that proof that purchases have been received must be submitted by September 21st. Please plan your purchases accordingly. Purchases received after September 21st but before September 30th should be communicated to your financial analyst otherwise they will be considered an FY22 cost.

2. Travel: Foreign and Domestic Travel Expense – September 8th (COB): All travel expense reports (including virtual conference registration fees) should be submitted to Admin Staff by September 8th (COB). Travel Office cut-off for approved reports for FY21 is September 15th.

3. Invoice Certifications and Approved Payment Requests (eRFICs) – September 21st (5pm): All invoice certifications and approved payment requests (eRFICs) completed by September 21st (5pm).

4. LETS Timekeeping: Please submit your time when notified by your timekeeper, well in advance of the sweep date.

Monthly Paid Employees - entered and approved by sweep date September 20th - 10am

- Biweekly (for pay period ending 9/13) - entered and approved by sweep date September 11th - 10am
- Biweekly (for pay period ending 9/18) - entered and approved by sweep date September 16th - 10am
- Biweekly (for pay periods ending September 25th and September 30th) - entered and approved by sweep date September 22nd - 10am
- Note any time processed after this date will be costs for FY22.

*Please communicate your vacation plan in September to your program heads.*

# PMP Reminder

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<b>Tuesday, June 1</b>	Kick-off: Self-Assessments emailed to all eligible employees
<b>Tuesday, June 22</b>	Employee Self-Assessments are due
<b>Wednesday, July 14</b>	Supervisor completes draft of the performance review by <b>Wednesday, July 14</b> and submits to one-up reviewer. <b>Supervisor enters the proposed rating at <a href="http://pmp.lbl.gov">pmp.lbl.gov</a></b>
<b>Thursday, July 15 - Thursday, July 29</b>	One-up Reviewer completes commenting/suggested edits by <b>Thursday, July 29</b>
<b>Thursday, July 29 - Thursday, August 5</b>	Supervisor incorporates comments/edits by <b>Thursday, August 5</b> All Supervisor Reviews are due for Division review, do <b><i>not</i></b> "Finalize" the document at this stage.
<b>Thursday, August 5 - Monday, August 16</b>	Division Review Process. Supervisors will receive Division approval to "Finalize" the document during this time period.
<b>Monday, August 16 - Friday, August 27</b>	After Division approval is received, Supervisors conduct performance review meeting with the employee and obtain employee's electronic signature using "HelloSign."
<b>Friday, August 27</b>	All annual performance reviews completed, signed electronically by employee and supervisor. This is a hard deadline and we need 100% Completion.



# Next Staff Meeting

**Next NSD Staff Meeting: Sept. 21, 12pm**

## NSD Staff Meeting

Tuesday 21 Sep 2021, 12:00 → 13:00 US/Pacific

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12:00 → 12:05 **Announcement**

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Speaker: Jeff Bramble (NSD)

⌚ 10m

12:15 → 12:30 **Diversity, Equity and Inclusion**

Speakers: Ernst Sichtermann, Heather Crawford, Mark Bandstra, Tom Gallant (LBNL)

⌚ 15m

12:30 → 12:50 **Title - TBA**

Speaker: Morgan Askins

⌚ 20m

Scientific contributions: please contact

Xin Dong ([xdong@lbl.gov](mailto:xdong@lbl.gov)) or Mateusz Ploskon ([mploskon@lbl.gov](mailto:mploskon@lbl.gov))