

UIN Reporting: The Basics

Note: UIN's are NOT required for Non-Brazos County space.

Following are some key points you may find helpful in how to accurately report UIN's:

- **UIN reporting is not simply a designation of “responsibility for” or “oversight of” a space. It denotes the assignment of space for use by a specific person.** Ex: Even though a Staff member is “responsible for” the scheduling of the departmental conference room, his/her UIN is not reported for that room. Only show UIN's when a particular space has been assigned for exclusive use by the UIN being shown; otherwise, leave the UIN field blank.
- **Please designate each UIN as either Faculty or Staff.** (We have no way to determine this otherwise).
- **Only Faculty and Staff UIN's are reported.**
Absolutely NO student or graduate student UIN's are reported for any reason.
- **DO NOT list the Department Head's UIN for “general departmental use” space** (i.e. breakrooms, general storage closets, work rooms, dept conference room, etc). Leave the UIN field blank for “common” spaces used by numerous employees within the department. Do not use the Dept Head's UIN as a “UIN of last resort.”
- **For currently **VACANT OFFICES**:** Leave the UIN field blank. If desired, you can write “vacant” in the UIN box.
- **For **STUDENT WORKER** space:** Leave the UIN field blank. Do not show their supervisor's UIN unless the supervisor is also assigned to that space. If desired, you can write “student worker” in the UIN box.
- **For **GRADUATE STUDENT** space:**
 - o **If the Grad Student works exclusively for a specific Faculty/Staff member** – Show UIN for the Faculty/Staff member that the grad student works for. **DO NOT SHOW THE GRAD STUDENT'S UIN.** For multiple grad students in a space, show all applicable supervisory Faculty/Staff UIN's with a percentage for each. Percentages given for the space must total to 100%.
 - o **If the Grad Student DOES NOT work exclusively for a specific Faculty member** - LEAVE THE UIN FIELD BLANK. You may write “departmental grad student” (or similar description) in UIN box.
- **For **MULTIPLE Faculty/Staff SHARING SPACE**:** Show all UIN's occupying the space with a percentage for each. Percentages given for the space must total to 100%.
- **For Faculty/Staff with EXCLUSIVE USE of a room:** Show UIN for the Faculty/Staff member who has exclusive use and control of a specific room (i.e. their office, their research lab, the storage closet inside their office).
 - o Example: Adjacent to his office, Dr. Bill has a small conference room which he has *exclusive use and control of*. His UIN is shown for both the office *and* the small conference room.
 - o Example: Dr. Jane has a Research Lab assigned to her. Inside that lab there is a storage closet that supports the activities of her lab. Her UIN is shown for both the lab *and* the storage closet.
- **For the “**Staff UIN Working Exclusively Under Fac UIN**” column:** This field is used to report the UIN of a Staff member who was hired by a Faculty member to work exclusively AND ONLY for that Faculty member. If a Faculty member has hired someone to work exclusively and only for them, then the hiring Faculty's UIN is shown in the middle column under “Faculty UIN”, and the hired Staff member's UIN is shown in the third column under “Staff UIN Working Exclusively Under Fac UIN.” (*This third column is NOT for recording UIN's of departmental employees who are simply supervised by another employee.*)
- **For any unique situations or any UIN questions:** Contact Ginger Urso (with FCOR) at (979) 862-7793 or gingerurso@tamu.edu. She can help you determine how to best report the information.