



FINANCE/PAYROLL

NOTES & NEWS



DECEMBER 2005

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Credit Card Commission Rate Change

Effective January 1, 2006 the Discover Card commission rate will increase from 1.67% to 1.80%.

Listed below are the commission rates **effective January 1, 2006** for all credit cards currently accepted by the University:

Visa/Master Card	2.40%
Discover	1.80%
American Express	2.60%
American Express (Hilton Hotel conference)	2.75%
Diners Club	3.00%
Debit Cards	\$0.30 (30 cents per transaction)

Commissions are calculated from the credit card Total Reports by multiplying the total sales amount for each credit card listed by the applicable commission rate. Example:

Card	Count	Sale	Total
VI	11	2126.00	2126.00
AX	3	2267.60	2267.60
MC	2	2290.00	2290.00
DS	1	3766.35	3766.35
Sale Total:		\$ 10390.05	
Total:		\$ 10390.05	

<u>Credit Card</u>	<u>Amount</u>	X	<u>Commission Rate</u>	=	<u>Commission Amount</u>
Visa/MasterCard	\$4,375.00		2.40%		\$105.00
Discover	\$3,766.35		1.80%		\$67.79
American Express	\$2,257.50		2.60%		\$58.70

Note: Amounts for commissions should be calculated based on 3 decimal places for rounding purposes (e.g., \$67.794 = \$67.79 \$58.695 = \$58.70).

If you have questions or comments, please call Gretta McClain 713-743-8729.

Automatic Cascading Leave Program

The Leave Cascade program will eliminate the accumulation of negative leave balances in an employee's Sick, Vacation, Comp 1.5 and Comp 1.0 leave accrual banks. The process will run with every payroll (biweekly and monthly on cycles, as well as all off cycles). The Leave Cascade process will work as follows:

If an employee currently has a negative leave balance in any of the following categories, the process will make the necessary adjustments according to the following.

- Sick → Vacation → Unpaid Leave
- Vacation → Comp @ 1.0 → Comp @ 1.5 → Unpaid Leave
- Comp @ 1.5 → Comp @ 1.0 → Vacation → Unpaid Leave
- Comp @ 1.0 → Comp @ 1.5 → Vacation → Unpaid Leave

If an employee does not have enough time in any of the other categories, the process will be required to dock the employee on the next "ON" cycle payroll for the overpayment. In addition, the process will credit the negative and reduce from any other category as necessary.

New earnings codes were created to reflect the cascading process for easy recognition by payroll processing personnel and to make it easier to track. These earnings codes will basically serve to offset the hours in the employees leave bank and leave the bank with a zero balance, not allowing a negative situation. If a shortage is found when the leave cascade process runs, an entry will be made with one of the following codes:

Sick Cascade	189
Vacation Cascade	179
Comp Time 1.0 Cascade	199
Comp Time 1.5 Cascaded	309

The following earnings codes will subtract hours from the employees earnings if no leave hours are available, therefore eliminating overpayment in leave processing:

UnpdLvCsHr	425
UnpdLvCsMo	429

If you have any questions, please contact Margaret Busch at 713-743-8770 or Carla Ponzio at 713-743-4275.

State Procurement Rules Review

There are different types of state funds. Two of the most common types are education and general (E&G) and higher education and assistance funds (HEAF).

E&G funds are normally used for department operating expenses. However, the following items are examples of expenditures not allowed on E&G funds (funds 1016, 1026, and 1054 at UH and UHSA):

- Food or beverage of any kind (except for travel meals)
- Other entertainment expenses
- Decorative plants
- Support of alumni organizations or activities
- Audit fees, except those paid to or expressly authorized by the State Auditor's Office
- Personal gifts or expenditures, except for employee service awards and/or safety awards not exceeding \$50 per award
- For operation of an athletics department
- For operation of an auxiliary enterprise
- Purchase, rental or cleaning of caps, gowns and other items related to a commencement
- Moving expenses
- Expenses related to student travel
- Christmas cards
- Out-of-state student recruitment
- Oversized (e.g., legal size) filing cabinets
- Penalties, unless required by federal law or regulation (vendor-assessed penalties are not allowed, but late payment interest is allowed)
- Television transmitter stations

For additional information about E&G procurement rules, see the Purchase Policies and Procedures Guide on the Comptroller's website: <https://fm.xcpa.state.tx.us/fm/pubs/purchase/index.php>

HEAF funds (funds 1008, 1043-1046, 7021, 7035, 7042, 7045-7047, and 7052) are allocated to certain departments and may only be used for the following purposes:

- Purchase land
- Construct and equip buildings
- Repair or renovate buildings
- Purchase equipment (i.e., tangible assets), library books, or library materials
- Pay bonds issued for the above expenditures

However, HEAF may not be used for student housing, intercollegiate athletics, or auxiliary enterprises. Also, advance payments are not allowed with HEAF under any circumstances.

Additional information about HEAF procurement rules are in MAPP 11.02.01, Higher Education Assistance Funds: <http://www.uh.edu/mapp/>

If you have questions about state procurement rules, contact Sharon Davis at 713-743-5660 or Samantha Yurus at 713-743-8721.

Travel Update and Reminder

Foreign Travel Approval

Foreign travel is defined as travel by employees or prospective employees to or from any country other than Canada, Mexico, the United States, or the U.S. possessions.

Foreign travel paid with local funds no longer requires the President or Vice President's approval. However, to ensure insurance coverage the Travel Request, which has been approved by the supervisor and certifying signatory, should be sent to the Director of Environmental Health and Risk Management prior to all foreign trips. MAPP 4.02.01B (Travel Paid with Local Funds) was updated August 31, 2005 to reflect these changes.

Foreign travel paid with state funds still requires the appropriate Vice President and the President (or designee) to pre-approve the trip on a Travel Request. The President's Office will forward a copy of approved foreign Travel Requests to Risk Management.

Travel Meals

Travel meals may be direct-billed to the department or reimbursed to the traveler only for overnight travel. Non-overnight travel meals are not allowed to be paid or reimbursed since these payments may be considered taxable income.

On overnight state fund travel within the contiguous US (48 states, not Alaska and Hawaii), travel meals cannot exceed the per diem limit for the destination. However, for travel outside the contiguous US (Alaska, Hawaii, US territories, and non-US countries), travelers can be reimbursed for actual meals based on receipts or can choose per diem for the entire trip.

On overnight local fund travel, inside or outside the US, travelers can choose between per diem or actual meal reimbursement for the entire trip. If per diem is chosen, meal receipts are not required. If actual reimbursement is chosen, receipts must be submitted for every meal reimbursed. If receipts are lost or not provided by the vendor, an itemized list of meals is required along with an explanation.

Individual Travel Cards allow employees to direct-bill meals to the department during overnight local fund travel. When some meals are charged to the Individual Travel Card, the traveler may be reimbursed for the remaining meals based on actual expenses (with receipts) or per diem (without receipts). However, the combination of the per diem reimbursement and meals charged to the Individual Travel Card cannot exceed the per diem limit for the destination. All meal expenses, whether charged to an Individual Travel Card or reimbursed, must be included on the Travel Expense Report. Meal expenses charged to an Individual Travel Card should be listed in the UH-Paid Travel Expenses section.

State Contracted Airfare

The state's contract with various airlines will end on December 31, 2005. All state contracted airfare purchased by December 31 must have a return date no later than January 31, 2006. State contracted airfare will not be available after December 31. Departments may use National Travel Systems (NTS) or any other means to find the lowest airfare possible.

If you have questions, please contact Sandra Silva at 713-743-5883 or Edwin Rodas at 713-743-8961.

Policy Updates



System Administrative Memorandums (SAMs) apply to all campuses in the UH System, while the Manual of Administrative Policies and Procedures (MAPPs) apply only to the UH campus. UHCL, UHD, and UHV have separate campus policies.

The following SAMs and MAPPs (next page) were updated effective November 30, 2005:

SAM Name	Description of Change
SAM 01.F.02 – Fire and Physical Safety	Created as a result of organizational changes implemented within the University of Houston System which transferred the fire and physical safety responsibility to the Department of Public Safety.
SAM 03.C.01 – The Planning and Budgeting Process	A paragraph has been added at the request of the Internal Audit Department to describe the general duties of the component Budget Directors. This addition makes the component university Budget Directors responsible for coordinating the component universities budget development and creates guidelines for this process.
SAM 03.H.01 – Records Retention	Revisions were made to SAM 03.H.01 to include updates to the reference of the Texas Government Code and the addition of a reference to the Texas Administrative Code dealing with the requirements for records management. In addition, guidelines for the scanning, uploading and proper handling of security sensitive information contained within financial documents has been added.
SAM 03.D.03 – Employee Time and Effort Reporting	A modification was made to SAM 03.D.03 to enable college Deans to appoint a person in their college to verify time and effort for adjunct faculty members, streamlining the approval process for their timesheets.
SAM 08.A.04 – Naming Opportunity	SAM 08.A.04 was updated to provide suggested minimum gift amounts for the common component university naming opportunities. This SAM also now includes an Addendum, which is the common form to be used when obtaining approval for non-endowed naming opportunities.

MAPP Name	Description of Change
MAPP 02.05.02 – Time and Effort Reporting	A modification was made to MAPP 02.05.02 to enable college Deans to appoint a person in their college to verify time and effort for adjunct faculty members, streamlining the approval process for their timesheets.
MAPP 04.01.01 - Purchase of Goods and Services Through the Purchasing Department	MAPP 04.01.01 has been updated to include provisions, which describe specific instances about when bids are required and how they will be obtained – whether through a formal or informal process. This version also includes a flowchart to assist departments in determining the procurement process they must follow for each transaction type.
MAPP 04.01.03 - Vouchers	A section of MAPP 04.01.03 was removed to eliminate redundant information regarding procurement of advertising services as part of a housekeeping review.
MAPP 04.01.05 - Advance Payment for Goods and Services	MAPP 04.01.05 has been updated to be consistent with current guidelines on advanced payments for rented and leased spaces, payment of employee tuition and maintenance contracts. New changes also require that all vouchers requesting advanced payment must have adequate documentation on why payment must be provided in advance. Also, if goods or services paid for in advance are not received, the administrator should contact the Office of General Counsel for assistance in taking legal action against the vendor.
MAPP 04.01.08 - Historically Underutilized Businesses (HUBs)	Revisions were made to MAPP 04.01.08 to increase the bidding requirement on purchases that require at least three informal bids from \$2,000.00 - \$10,000.00 to \$5,000.01 - \$25,000.00; and increase the bidding requirement dollar amount on purchases that require at least three formal bids from \$10,000 to \$25,000. This document also changes the dollar amount on voucher purchase where business units are encouraged to use a HUB vendor, from \$2,000 to \$5,000 or less.
MAPP 05.02.02 - Official Function and Discretionary Expenditures	MAPP 05.02.02 was revised to require that employees requesting a reimbursement for an out-of-pocket official function reimbursement must submit their receipts to their business office within 60 days of the event.
MAPP 05.03.02 - Non-Tuition Waivers	Changes have been made to MAPP 05.03.02, which make the Office of the Dean of responsible for the proper approval and submission of the Graduate Assistant Employee Agreement forms to Student Financial Services. Also, revisions have been made to the collection and handling of Social Security numbers by replacing the SSN with the University of Houston identification number on appropriate forms. A provision has been added requiring the Dean of Graduate and Professional Studies to approve the General Petition form for graduate and professional students.
MAPP 13.01.01 - Freedom of Expression	Based on recent case law, and in consultation with the Dean of Student's Office, the Office of the General Counsel has reviewed the Freedom of Expression Policy MAPP 13.01.01, and recommends that it be revised in order to ensure that it is in compliance with the current interpretations of the First Amendment that have recently been applied by Federal courts.

Who's Who In Finance



- Who: Carla Ponzio
- How Long I've Been at UH: 4 Years
- What Department I Work In: HRMS
- How to Contact Me: 713-743-4275
- Where to Find Me: University Business Park Bldg 3—Rm 221
- When to Call Me: All areas of HRMS
- What I Like Best About My Job: Being of Service and always learning new things.

“Tricks of the Trade” PAR Training

The Customer Service Center is now providing PAR Training called “Tricks of the Trade”, to all interested employees that deal with PAR processing in your College/Division. To schedule training for your College/Division, please contact TaShawna Wilson @3-6880 or Cynthia Gibbs @3-6885.

UHS Finance System Training for New Hires

All new hires that need UHS Finance System training must attend the Basic UH Financial Processes and Transactions class to obtain access to the system. The class is held every Tuesday from 8:30 to 12:00 in the Customer Service Center Training Room 325A. All access forms should be faxed to the Customer Service Center attention Janie Soria @3-5596.

HUB VENDOR OF THE MONTH



WHO:

ALLPRO Sign & Banner Co.

President and CEO: Dr. Gary B. Grantham

State HUB Certified and Veteran owned business that is part of a 200 store, nationwide sign cooperative.

WHAT:

Sign Experts that Design, Manufacture and Install all kinds of interior and exterior signage to include large format full color printing and ADA compliance signage.

Clients: Department of Homeland Security, Luby's, PVA&M SU, Toyota Rent a Car, etc.

HOW:

Orders can be placed:

Email: allprosign@earthlink.net

By phone; 713-895-SIGN (7446), or by fax; 713-895-7449

Contact Gary or Karyn Grantham for estimates or additional information

ONE THING ABOUT OUR COMPANY THAT WE WOULD LIKE UH TO KNOW: “Customer service is our top priority.” **Your** satisfaction is guaranteed. Many orders are taken and delivered within 24 hrs.

INTERESTING FACT ABOUT THE COMPANY:

Gary Grantham comes from a background of 22 years with the Army Reserves as an Engineer Officer in charge of major construction projects and is also a registered patent attorney.

Karyn Grantham is a Mechanical Engineer and has 20 years of design and project management experience with several fortune 500 corporations.

Both husband and wife have long worked towards building their sign business.

For further information on this or other HUB vendors contact the University HUB Operations Department:

Sandra Webb – (713) 743-5662

e-mail: sgwebb@central.uh.edu



DECEMBER 2005



					1 9:00 Query Basic	2 10:00 PAR Training	3
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4	5 9:00 Payroll/ Finance Reconciliation	6 9:00 Requisition 1:30 Procurement Card-Cardholder	7 8:30 HR View 11:30 PS Asset Management View & Location Change 1:00 Budget Journal	8	9 10:00 PAR Training	10
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11	12 10:00 Sponsored Projects	13	14 9:00 Journal Entry	15 9:00 Query Basic 9:30 Travel Forms & Rules 2:30 Vouchers	16 10:00 PAR Training	17
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18	19 9:00 Payroll/ Finance Reconciliation	20 1:30 Procurement Card-Manager	21	22 Pay Day for Bi-Weekly	23 Holiday	24
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25 Christmas	26 Holiday	27 Holiday	28 Holiday	29 Holiday	30 Holiday	31
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