

- Incorrect Short Work Breaks can affect your Cost Center's Salary and Wage Encumbrance.
- Property Management is notified by specific accounts of "taggable" equipment.

INSIDE THIS  
ISSUE:

Voucher Dates	2
Short Work Break Query	2
Forgot Your Password	2
Prpty Mgmt Accounts	3
Quarterly Policy Review Chart	4
HUB Vendor of the Month	5
Who's Who in Finance	6
News from the Treasurer	6
Customer Service Center	7
Finance Training	7
HR Training	7
Calendar	8

# Finance/Payroll

## Notes & News



DECEMBER 2006

## Prompt Payment & Payment Scheduling Summary

### Scheduling Payments

Vouchers automatically scheduled to pay immediately (i.e., the Scheduled Due Date equals the date the voucher is created):

- Local fund vouchers
- State fund vouchers \$5,000 or less
- Payments to UHS students and employees
- Payments to UHS departments, service centers, and auxiliaries
- Payments to utility and telephone companies (to avoid interruption of service)
- Payments to most state and federal agencies (e.g., Comptroller's Office, IRS, etc.)

State vouchers over \$5,000 are schedule to pay (i.e., the Scheduled Due Date equals) 30 days after the later of the Invoice Receipt Date and the Goods Receipt Date. These vouchers may be paid earlier by changing the Scheduled Due Date after the voucher is first saved.

Reasons for changing the Scheduled Due Date to an earlier date include:

- Avoid vendor hardship – attach request from vendor for early payment. "Due Immediately" on invoice is not an adequate reason for paying early.
- Refund or other payment that is not for goods or services – document type of payment on voucher

### Late Interest Payments

On vouchers to vendors outside the University, the Net Due Date is calculated as 30 days after the later of the Invoice Receipt Date and the Goods Receipt Date. Payments made after the Net Due Date are considered late and may pay interest to the vendor.

Vouchers automatically exempt from paying late interest:

- Payments to students and employees
- Payments to UHS departments, service centers, and auxiliaries
- Payments on vouchers with fund 5 cost centers (grants)
- Payments to other State of Texas agencies, except for Texas Correctional Industries
- Payments with local fund vouchers where the calculated interest is \$5.00 or less

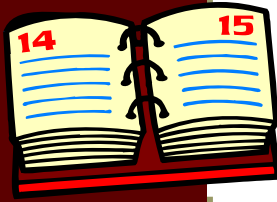
For vouchers not exempt from paying late interest, voucher creators may change the Late Payment Charge on the voucher from "C" (compute late charges) to "N" (not applicable) and select a two-digit Payment Reason Code for not paying interest under various circumstances. Below are the most common reasons for refusing interest.

- Disputed payment (DP) – dispute over goods/services or invoice. Vendor must be notified in writing of the dispute within 21 days of invoice receipt or delivery. Notification and resolution, if any, must be attached to the voucher.
- No invoice (NI) – the vendor did not provide an invoice. Payment must be based on the predetermined rates and quantities defined in a quote, PO, or contract.
- Advance payments (AP) – payments issued before goods or services are provided. Requirement for advanced payment must be stated in a PO or contract.
- Invoice mailing instructions not followed (MI) – invoice mailed to a different address than indicated on the PO or contract.

All vouchers eligible for late interest charges, should be submitted to Accounts Payable for approval no later than 10 days before the Net Due Date. See MAPP 04.01.10, Prompt Payment and Payment Scheduling, for more information about payment scheduling and late interest.

If you have any questions, please call any of the following people:

Cissy Bean, 713-743-8711  
Samantha Yurus, 713-743-8721  
Mike Glisson, 713-743-8706



### Calc Basis Date

*“It is very important to enter the correct dates on a voucher.”*

PeopleSoft  
Finance and HR  
Password

## Entering the Correct Dates on Vouchers

It is very important to enter the correct dates on a voucher. The Invoice Date helps to prevent duplicate payments, and the Goods Receipt Date and Invoice Receipt Date determine when some vouchers are scheduled for payment and how much interest will be paid to the vendor if the payment is late.

**Invoice Date** – date printed on the invoice by the vendor. The Finance System will give you a warning message if you try to enter the same invoice number and date for the same vendor. Therefore, it is very important that Invoice Number is entered exactly as it appears on the invoice (including upper/lower case letters) and that the Invoice Date is entered correctly.

**Invoice Receipt Date** – date the invoice is first received by the University. Invoices should be stamped in when they are first received. If an invoice is mailed to one department and rerouted to another department, the Invoice Receipt Date is when it is received at the first department. If the invoice is not date stamped when received, the Invoice Date will be used as the Invoice Receipt Date.

**Goods Receipt Date** – date that goods are received or services completed. If the PO or contract allows additional time for inspection, the Goods Receipt Date will be the date that the department determines the order is correct and complete or when the inspection period ends, whichever comes first. For a lease, subscription, or membership, the Goods Receipt Date is always the last day of the lease, subscription, or membership period for which you are paying.

**Acceptance Date** – date that goods are received or services completed. Enter the same date as the Goods Receipt Date.

## Short Work Break—Quick Tip



Need to find a list of all your employees on Short Work Break effective June 1, 2007? Run query HR\_SWB\_06\_01\_07 and type in your department id. If there are employees, who aren't on this list but should be on Short Work Break, please contact Customer Service 3-3988 and we will work with Human Resources to ensure they are set up correctly.

## Forgot Your PeopleSoft Password

At the PeopleSoft Finance or HR Logon page, simply click the “Forgot Your Password?” link. Once the page loads, type your User ID in the corresponding field and click “Continue.” PeopleSoft will verify the user by requesting your birth date. After you enter the information select “Email New Password.” A system generated password will be sent to the email address displayed. Click “Ok” and sign out. You will receive an email from [uhselfservice@uh.edu](mailto:uhselfservice@uh.edu) with your new password. It is highly recommended you copy the new password from your email by highlighting it and selecting the CTL and C buttons on your keyboard. Then placing the cursor in the PeopleSoft password field and selecting the CTL and V buttons to paste it.

Once you have logged on to PeopleSoft, it will request you change your password. The new password must be alpha-numeric and at least 10 digits in length.

# Property Management Accounts

All capital and controlled assets, regardless of funding or acquisition source, are to be accounted for through the university's property management system. The university's financial accounting system records different categories of expenditures with five-digit accounts. Academic, administrative and research departments are responsible for assigning the correct account when purchasing capital and controlled assets. The following is a chart of common accounts used to notify the property management department of the acquisition of a capital or controlled asset.

ACCOUNT	BRIEF DESCRIPTION	STATE	
		CONTROLLED	CAPITALIZED
<b>State Controlled Equipment \$500.00 - \$4,999.99 per unit</b>			
54354	Firearms (all); TVs, Cameras, Camcorders, VCRs, Stereo Systems, Data Projectors \$500-\$4,999.99 <u>per unit</u> and useful life of 1 year or more	X	
54355	Computers, Printers \$500-\$4,999.99 <u>per unit</u> and useful life of 1 year or more	X	
<b>Capitalized Equipment \$5,000.00 - more per unit</b>			
58600	Motor Vehicles \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58601	Furnishings/Equipment \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58602	Computer Equipment \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58603	Telecom Equip \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58604	Software \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58605	Fabricated Equip (component parts, materials) total \$5,000 or more and useful life 1 year or more		X
58607	Boats/Marine Equipment \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58610	Computer Operating Systems \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58611	Database Software \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
<b>CAPITALIZED AT ANY COST</b>			
58606	Sculpture, Painting, Other Fine Art with useful life 1 year or more	CONTACT PROPERTY MANAGEMENT BEFORE USE	
58900	<b>LIBRARY USE ONLY</b> - Books permanently retained	LIBRARY USE ONLY	
58901	<b>LIBRARY USE ONLY</b> - Journals, Serials, and Other Periodicals permanently retained	LIBRARY USE ONLY	
58902	<b>LIBRARY USE ONLY</b> - Binding and Prep Cost for permanently retained publications	LIBRARY USE ONLY	
58903	<b>LIBRARY USE ONLY</b> - Film or Microfilm Library	LIBRARY USE ONLY	
58904	<b>LIBRARY USE ONLY</b> - Electronic Library	LIBRARY USE ONLY	

For further information regarding property management accounts, please contact Langston Royster at 3.8760.

# Quarterly Policy Review Chart

## Policies Sent to Signature for the Quarter Ending November 30th

MAPP/SAM	General Review	SEG/Cabinet Review	Signature Notes
MAPP 02.01.01 - Pay Guidelines for Staff Employees			Changes to this document update the provision for prior notification of the Board of Regents to the Vice President for Administration and Finance when an exempt employee's new annual salary equals \$100,000 (increased from \$50,000) or more or the annualized increase is 10 percent or more of the previous salary.
MAPP 02.01.02 - Classification of Staff Jobs			MAPPs 02.01.02 and 02.01.03 were updated as a result of the Human Resources Department moving from a point factor job classification methodology to a market value methodology.
MAPP 02.01.03 - Overtime/Compensatory Time			
MAPP 07.02.01 - Fire and Life Safety Code			This MAPP was reviewed and modified to reflect the current structure within the Fire Marshal's Office. Additional modifications were also made to the policy that reflects proper procedures.
MAPP 10.03.01 - Computer User Responsibilities			MAPPs 10.03.01, 10.03.02, 10.03.04 and 10.03.05 were updated to reflect current technology terminology and usage such as computer networks and the Internet, and to reflect Information Technology Department organizational changes and responsible reviewers and approvers.
MAPP 10.03.02 - Computer and Network Security			
MAPP 10.03.03 - Security Violations Reporting			
MAPP 10.03.04 - Connecting Devices to Uni. Networks			
MAPP 10.03.05 - Responsibilities for Use of Telecom Resources			
SAM 01.C.11 - Property Loss Claims			New SAM created to set forth guidelines for the handling of lost or damaged university property.
SAM 02.A.24 - Employees and Independent Contractors			This SAM was updated to clarify that an employee is reimbursed by the component whereas an independent contractor has to assume all expenses except when specified in the contract.
SAM 02.D.06 - Family and Medical Leave			Changes were made to clarify that an employee must report to their supervisor or designee that they will be unable to return to work at the end of the leave period allowed by the Family and Medical Leave Act and remove the requirement that components must maintain records of payments made to employees insurance premiums.

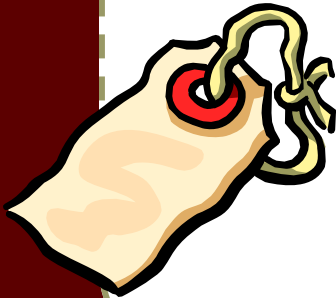
# HUB Vendor of the Month



JENNIFER JACOBS,  
M.S.

“...comprehensive  
and quality  
performance  
solutions that are  
customized to  
meet our  
customer’s  
needs.”

Vendor  
Special  
Offers



## Who:

Jennifer Jacobs & Associates – Human Resource Development Consulting  
President and Managing Consultant: Jennifer Jacobs  
Independent, local, woman-owned company in business since December 1996

**Jennifer Jacobs & Associates** was formed in December 1996 to provide value-added human resource and organizational development services to help improve and enhance overall employee performance in an organization. Our **strategy** is to “provide performance solutions to help businesses grow.” Jennifer Jacobs, a native Houstonian, holds a Master of Science degree in Training and Development from the University of Houston.

## What:

We provide human resource and organizational development consulting services and training solutions that are strategically designed to improve our client’s workplace performance. We also provide front-end analysis, needs assessments, and surveys to determine the needs of the organization to improve performance and work processes.

**Clients have included:** Texas Department of Transportation, METRO, St. Luke’s Episcopal Hospital, Harris County, HEB Pantry, and Gooden Engineers.

## How to Contact:

Email: [jjnassoc@wt.net](mailto:jjnassoc@wt.net)

Webpage: [www.jjnassoc-hrd.com](http://www.jjnassoc-hrd.com)

By phone; 281-325-1034, or by fax; 281-325-1035

Ask for Jennifer.

## One Thing About Our Company We Would Like UH to Know:

“We don’t like to dole out services by the pound – rather, we collaborate with our clients to offer *comprehensive* and quality performance solutions that are customized to meet our customer’s needs.”

## Interesting Fact About the Company:

Since the beginning, we have also provided services to many small women owned and disadvantaged business. Currently we have a contract with the Texas Department of Transportation to offer human resource services and safety training to small disadvantaged businesses. Also we are offering a **start-up human resource kit** for the small business owner at a very affordable price.

For further information on this or other HUB vendors contact the University of Houston HUB Operations Department.

Sandra G. Webb - (713) 743-5662

E-mail: [sgwebb@central.uh.edu](mailto:sgwebb@central.uh.edu)

Please be sure to check out Vendor Special Offers  
by visiting the HUB Home Page at:

<http://www.uh.edu/hub>

and selecting the **Vendor Special Offers** link.

# Who's Who in Finance

<b>Who:</b>	Anne Montgomery Manager, Treasury Operations
<b>Years of UH Service:</b>	30 years
<b>Department:</b>	Office of the Treasurer Division of Administration & Finance
<b>How to Contact Me:</b>	Email is best: <a href="mailto:amontgomer@central.uh.edu">amontgomer@central.uh.edu</a> 713.743.8782
<b>Where to Find Me:</b>	Ezekiel W. Cullen Building, Room 10
<b>When to Call Me:</b>	Call me with questions related to endowments, petty cash, cash handling, deposits...
<b>What I Like Best About My Job:</b>	I enjoy the variety and diverse nature of the university.



Anne Montgomery

*"I enjoy the variety..."*

## News from the Office of the Treasurer

Need to figure the exchange rate between the US dollar and other foreign currencies. Click [here](#).

Know how to spot counterfeit money - See the links below:

[Get real or get taken](#)

[Know your money - how to detect counterfeit money](#)

Information about Endowment establishment and maintenance - [See SAM 03.F.02](#).

Endowment registries to be available for viewing through PeopleSoft soon. These registries will help departments understand the spending restrictions on endowment income distributions.

Endowment income and endowment plus is usually distributed in the first quarter of the new fiscal year. An accounts receivable is posted to the cost center prior to the actual distribution.

Accepting credit cards - refer to [SAM 03.A.06](#) for detailed information about how to establish a merchant account. Cash handling is provided online to university employees at , which covers credit card issues. Contact General Accounting for more details.

Transporting deposits - Tamper resistant bags are required. Please contact the cashier's area of Student Financial Services if you need deposit bags. Please refer to [MAPP 05.01.01](#) for more details.

Need bank deposit tickets - contact [Glinna Hilton](#) or [Anne Montgomery](#) in Treasury. Copies of deposit tickets are not accepted by the bank.



*"...understand the spending restrictions on endowment income distributions."*

**UNIVERSITY of HOUSTON**  
**DIVISION OF ADMINISTRATION & FINANCE**

# CustomerServiceCenter

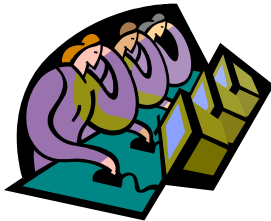
325 McElhinney Hall  
Houston, TX 77204-5011  
Phone: 713.743.3988  
Fax: 713.743.5596  
E-mail: [CSC@uh.edu](mailto:CSC@uh.edu)

The Customer Service Center is here to provide on-going support for your daily business needs. You can now call us with questions regarding finance, payroll, HR and PASS as well as many other university services. Please call us at 3.3988.

**When you don't know who to call... Call Us!**

Finance on the Web  
[www.uh.edu/finance](http://www.uh.edu/finance)

## New Employee PeopleSoft Finance Training



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 9:00 to 11:30 at McElhinney Hall in the Customer Service Center Training Room 325A. The Finance System operator id and access forms are located at [http://www.uh.edu/finance/Forms/Access\\_Request/FinancialSystem.html](http://www.uh.edu/finance/Forms/Access_Request/FinancialSystem.html). The completed forms should be faxed to the Customer Service Center, attention Sara Carter at 3.5596.

**PeopleSoft  
Finance and HR  
Training  
& Access**

## New Employee PeopleSoft HR Training

New hires that need HRMS access must attend the HR View class. The class is held every Wednesday from 9:00 to 10:30 in the Customer Service Center Training Room. Please register for this class online at <http://www.uh.edu/hrms/trainingschedule.htm> and fax the approved Security Access form (located at <http://www.uh.edu/hrms/forms.htm>) to the Customer Service Center, attention Arturo Tapia at 3.5596.


# DECEMBER 2006

Sun                  Mon                  Tue                  Wed                  Thu                  Fri                  Sat

**1**                  **2**  
Monthly Pay Day

**3**                  **4**                  **5**                  **6**                  **7**                  **8**                  **9**  
 9:00 Payroll/  
Finance  
Reconciliation  
  
3:00 Property  
Management  
Custodian  
 9:00 Basic  
Finance  
 9:00 HR View  
 9:00 HR Query  
Basic  
 Bi-Weekly Pay  
Day

**10**                  **11**                  **12**                  **13**                  **14**                  **15**                  **16**  
 9:00 Sponsored  
Projects  
Inventory  
 9:00 Basic  
Finance  
 2:00 Leave  
Reconciliation  
Training  
 9:00 Journal  
Entry  
 9:00 HR View  
 10:30 PAR  
Training  
 2:00 Voucher  
Creation

**17**                  **18**                  **19**                  **20**                  **21**                  **22**                  **23**  
 9:00 Payroll/  
Finance  
Reconciliation  
 9:00 Basic  
Finance  
 9:00 HR View  
 2:00 Leave  
Reconciliation  
Training  
 Bi-Weekly Pay  
Day  
  
**Begin Holiday  
Break!**

**24**                  **25**                  **26**                  **27**                  **29**                  **30**                  **31**



**HOLIDAY BREAK!**