



**INSIDE
THIS ISSUE:**

Vendor Payments	2
JAQs	3
Purchasing Reminder	3
Annual IRS Tax Season	4
2007 VITA Program	4
HRMS 8.9 FAQs	5
Institutional Compliance	6
Physical E-Inventory	6
HRMS 8.9 New Features	7
HRMS 8.9 Helpful Hints	8
HUB Vendor of the Month	9
Who's Who in Finance	10
HRMS Upgrade Training Update	10
Customer Service Center	11
New Newsletter Look	11
Training Calendar	12

PeopleSoft HRMS 8.9 Upgrade News

The PeopleSoft SA/HR 8.9 Upgrade will begin Friday, February 23, 2007 at 5 PM. The system will be made available upon completion of the upgrade (the first week of March). We will make a copy of the 8.0 Production database to be used as the Reporting database. The 8.0 Reporting database will be available February 24, 2007. Users will be able to access/create the PS forms in the reporting database, run reports and look up data in the 8.0 system. You may complete the forms and turn them into the appropriate office but the forms will not be data entered into the system until the upgrade is complete.



PeopleSoft HRMS Upgrade

With the 8.9 version we are consolidating User Id's, you will no longer use your 'Z' User Id, or your HR User Id. Your new User id will be your Employee ID. Prior to bringing the 8.9 system live, the Security Administrator will run a program that will create these new User Id's and will require all users to select Forgotten Password to receive a temporary password before they can log in to the system via email.

Customer Service Training Operations at Central Campus is providing 8.9 Overview classes for those that would like to see how the 8.9 system will operate. More information on the available training is within this newsletter.

Please keep in mind with this upgrade, portions of Student Administration will go live for Central Campus and the Victoria Campus. It will be imperative that a thorough search is done using the Search Match to be sure a prospective employee is not already in the system under a Student Id number. If a prospective employee has a student number already issued to them that same number is used for the Empl ID when they are hired into the system.

Carla Ponzio
HRMS Office

Best Practices for Vendor Payments



Vendor Payments

“Whenever possible, use your P-Card to order goods, materials, and supplies costing \$5,000 or less.”

1. **Whenever possible, use your P-Card** to order goods, materials, and supplies costing \$5,000 or less. (Exception: Dell and Apple purchases can be processed through a purchase requisition to Hi Ed to receive HUB credit.)
 - Before placing orders over \$150 on a credit card, verify the vendor is not “on hold.” See instructions for determining “Vendor Hold Status” on the Finance [References](#) page.
 - Collect P-Card receipts and any additional documentation required (e.g., quotes for printing services, business meal purpose/benefit, etc.) in a folder until the billing cycle ends. If collecting receipts for more than one cardholder, maintain a separate folder for each cardholder.
 - Review and update transactions in SDOL once a week to verify they are valid and to enter the account number and change the cost center, if necessary.
 - Run the SDOL Expense Report after the billing cycle ends.
 - Match transactions on Expense Report to receipts.
 - Verify cost centers and accounts entered in SDOL are valid and contain sufficient budget for P-Card transactions. If changes are made to SDOL, re-run Expense Report.
 - Ask cardholder and certifying signatory to review and sign the Expense Report.
 - Scan and upload Expense Report and receipts/backup to Finance System (available soon).
2. **Whenever possible, use your Individual or Department Travel Card** to pay for travel expenses.
 - Follow same steps indicated for P-Cards above.
3. **If a vendor will not accept your P-Card, create a voucher before you place the order.** Use this voucher when you receive the invoice to make the payment.
 - Before placing orders of any amount with a voucher, verify the vendor is not “on hold.” See “Vendor Hold Status” instructions on the Finance [References](#) page.
 - Ask the vendor to email or fax their quote. Upload the quote to the voucher.
 - Give the vendor your voucher number as the “PO” number, so they can put it on the invoice.
 - Budget check your voucher for the quoted amount to make sure you have sufficient budget, but do not submit it through workflow until you have received the invoice.
 - Maintain a folder of unprocessed voucher coversheets for quick reference.
 - When the invoice is received, compare it to the quoted amount and quantity of items received. If necessary, change the amount and re-budget check the voucher before sending it through workflow.
 - Never pay more than the invoice amount, but you may pay less if:
 - Some items were returned because they were not the correct type or were damaged or defective.
 - The invoice quantity is greater than the quantity received.
 - The invoice unit price is greater than the unit price quoted.
 - The invoice includes Texas sales tax (refer the vendor to our Texas Sales and Use Tax Exemption Certification on the Finance [Official Tax Documents](#) page).
 - The invoice includes shipping charges or other fees that were not quoted.
 - If you want the vendor to issue a new invoice:
 - Notify the vendor in writing (mail, fax, or email) within 21 days of receiving the first invoice that their invoice is incorrect (state the reasons) and that you are requesting a new invoice.
 - After receiving the new invoice, pay it as soon as possible using the new invoice date and invoice received date on the voucher.
4. **Avoid duplicate payments.**
 - Verify any unpaid invoices received are for orders to be paid with a voucher (there should be a voucher coversheet in the unprocessed payments folder). If unsure, look in SDOL to verify it was not paid by P-Card.
 - Enter the invoice number and invoice date on the voucher exactly as they appear on the invoice. The Finance System will alert you if you try to enter the same invoice number twice for the same vendor.
 - Departments should request original, itemized receipts from employees and students who request reimbursement.

Best Practices for Vendor Payments (Continued)



Vendor Payments Continued

5. **Process employee and student reimbursements as quickly as possible**, though the number and quantity of reimbursements should be greatly reduced if you are using P-Cards and Travel Cards.
6. **Process all PO and encumbered contract payments on a PO voucher.**
 - Departments prepare their own PO vouchers, except for copier payments and Dell and Apple purchases through Hi Ed.
 - Do not delete lines on the PO voucher. Zero-out the amount on lines not to be paid.
 - Run the PO Status Report to verify the encumbrance remaining for each PO line.
 - If a PO encumbrance remains after the final PO voucher is processed, finalize one of the PO vouchers to release the remaining amount.
 - See “PO Finalize Instructions” under Transaction Processing on the Finance [References](#) page.
7. **Process all service center and auxiliary payments on a SC voucher.** (Exception: Some auxiliaries also accept P-Card payments, but service centers should always be paid with a SC voucher.)
 - See the “Service Center and Auxiliary Business Process Matrix” under SC Voucher Workflow Information on the Finance [References](#) page.
8. **Review the “Procurement Rules Checklist”** under Transaction Processing on the Finance [References](#) page for procurement and payment processing reminders.

Note: **Best Practices for Vendor Payments** is also under Transaction Processing on the Finance [References](#) page.

What Is A JAQ and Why Would I Use One?

A Job Analysis Questionnaire (JAQ) is given to supervisors and employees to gather job data and aid in the job classification process. Employees are asked to complete the questionnaire independently. The supervisor reviews the answers and comments in the appropriate section. The form is then forwarded to Compensation for job evaluation and finalization of job descriptions. The JAQ may be downloaded from the [HR Forms](#) page.

A JAQ may be needed for the following reasons:

- To reclassify a position to an existing job title that is not within the career path of the current title.
- To request a new job title that does not currently exist.
- To modify an existing job description.

A JAQ is not necessary when promoting within the career ladder (moving from one level to the next). For example, if an individual is promoted from a Financial Assistant 1 to a Financial Assistant 2, a JAQ should not be submitted. However, if an individual is moving from Financial Assistant 1 to Academic Advisor, a JAQ is needed to clarify the duties.

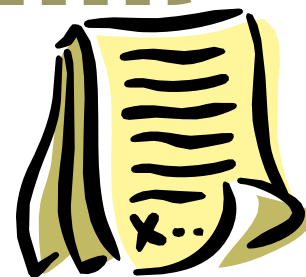
If you need assistance or more information on completing a JAQ you may contact your designated HR Generalist.

“...to gather job data and aid in the job classification process.”

Purchasing Reminder...

Just a reminder, according to [MAPP 04.01.01](#), Purchase of Goods, Materials, and Supplies through the Purchasing Department:...

“A requisition is required for contracted services totaling \$10,000 or more to facilitate required state reporting.” Please contact Purchasing at 3.5666 for more information or assistance.



**Contracted Services
Totaling \$10,000 or More**



Tax Season

“The large, foreign national student community at UH has benefited from VITA’s assistance...”

Annual IRS Tax Season

It's that time of year again! As the University community prepares for the coming tax season, please take a moment to review the available information and forms on the Finance website at:

http://www.uh.edu/finance/pages/tax_info.htm

Below is a list of contacts and their areas of expertise:

Form	Description	Contact	Phone
W-2	Employee wage and tax statement	Customer Service	713.743.3988
1042-S	Individual Nonresident Alien's income	Linda Morrow	713.743.8987
1098-E	Student loan interest	Nancy Tran	713.743.5878
1098-T	Hope Scholarship and Lifetime Learning tax credits	Recording	713.743.1098
1099-MISC	Miscellaneous income of \$600 or more	Sharon Davis	713.743.5660

2007 VITA (Voluntary Income Tax Assistance) Program

The large, foreign national student community at UH (19th in the U.S.) has benefited from VITA's assistance in preparing their U.S. tax returns (Forms 1040 NR or 1040 NR EZ) in accordance with complex tax laws. The University of Houston was approved as a VITA site in 1998 for UH foreign nationals. The VITA program is offered by the Houston Chapter of CPAs in cooperation with the Internal Revenue Service. It consists of volunteers from the Houston Chapter of CPAs and the local community who review and/or prepare tax returns for those individuals who need help in the local community. Most campus volunteers will be provided by the College of Business. The site manager will train these volunteers in preparing nonresident alien tax returns. International Student Services will provide the publicity for this campus event.

Location: University Center in the Bayou City Room (# 202) on 2nd floor
 Help-dates: February 17, 24; March 17, 24, 31; and April 14 (Saturdays only)
 Times: 10AM to 2PM

This program will not only provide an invaluable service to the foreign national community at the University of Houston, but also an enriching and educational experience for those students volunteering to help in preparing tax returns for UH foreign nationals.

(Note – The VITA program has partnered with the Mayor's Citizens' Assistance Office, some financial institutions, and a few local businesses to “receive the baton” that was passed from the IRS. The organization has taken on the name, Houston Asset Building Coalition (HABC). This coalition is responsible for all phases of the VITA program.)

PeopleSoft HRMS 8.9 FAQs

1. How is PeopleSoft 8.9 different from PeopleSoft 8.0?

Although most changes are behind the scenes, there will be navigational changes that users should familiarize themselves with. Most other end user changes will center around entering personal employee information (e.g. addresses, phones, names etc.). This is due to the HR and SA panel layout changes related to the "Person Model" delivered with PeopleSoft 8.9.

2. What are the navigational changes?

PeopleSoft Enterprise HRMS has these navigation changes:

- Portal navigation
- Menu changes by business process.

3. What is a portal?

A portal consists of web pages that act as a starting point when using the Web or web-based applications. It allows a single sign-on to web applications.

4. What is navigation?

Moving around a website by following hypertext paths (or links) from page to page (or document to document).

5. What are some examples of navigation changes?

Navigation to Job Data:

PeopleSoft 8.9 – Home>Workforce Administration>Job Data

PeopleSoft 8.0 – Home>Administer Workforce>Administer Workforce (GBL)>Use>Job Data

Navigation to PAR-Personnel Action Request:

PeopleSoft 8.9 – Home>UHS HRMS HR>Forms>PAR-Personnel Action Request

PeopleSoft 8.0 – Home>UHS HRMS HR>UHS HRMS HR>Forms>PAR-Personnel Action Request

Navigation to Query:

PeopleSoft 8.9 – Home>PeopleTools>Query>Query Manager

PeopleSoft 8.0 – Home>PeopleTools>Query Manager>Use>Query Manager

6. How should I login into PeopleSoft 8.9?

The PeopleSoft URL will continue to be available for end users on the UH home page. By clicking on the PeopleSoft HR link, end users will get the appropriate login page. Employees' login identification number and password are still required in order to gain access to the system, however employees' PeopleSoft HRMS & PASS User ID will be their Employee ID number. Passwords will still require at least ten characters comprised of alpha and at least one numeric character.

7. Does PeopleSoft 8.9 have the same menu options as PeopleSoft 8.0?

No. In PeopleSoft 8.0 information is sorted into distinct groups/categories which include: Menu Group, Menu Item, Component, and Pages. Whereas, in PeopleSoft 8.9 there is the main menu/level, also known as Home, which contains a general list of the business processes for which users have access. From this point end users can expand any folder to access additional folders or content references that open transaction pages. These navigation pages provide a user-friendly navigation tool in the form of task-driven pages that provide intuitive access to pages needed to complete business processes.

8. What is the purpose of the Search field on the Menu (Home page) in PeopleSoft 8.9?

This feature allows end users to find a particular page within PeopleSoft 8.9. End users will find this function helpful when they have forgotten the navigation path for a business process. The system searches for and retrieves all pages containing the data that they enter. For example, if you type job or job data in the field and click on the arrows, the system will display all pages and navigation paths that meet the specified criteria. Once users find their page on the list, click on the link to get to the page. To narrow search and minimize the system's retrieval time enter key words (i.e. job data).

9. What is Favorites, this feature was not available in PeopleSoft 8.0?

In PeopleSoft HRMS 8.9, Favorites allows end users to add commonly used pages to the Menu that is always available. This can cut down on navigation time for individuals who access several pages in different areas of PeopleSoft. Favorites are similar to standard browser "bookmarks" for frequently used pages. My Favorites is located on the Menu and there is also an [Add to Favorite](#) link in the header. Once a Favorite is added, it is maintained (in the Menu on the left-hand side of the page) under My Favorites.

10. Where are the reports and forms located in PeopleSoft 8.9?

All reports are located on the Menu under the same headings, UHS HRMS Benefits, UHS HRMS Budget, UHS HRMS HR, UHS HRMS Payroll, and UHS HRMS Positions. Once we go live in PeopleSoft 8.9 additional information regarding these reports will be made available on UH website (www.uh.edu/hrms). Information will be made available in March 2007.

11. What will happen to my queries created and saved in PeopleSoft 8.0?

Public queries created in PeopleSoft 8.0 will be moved to PeopleSoft 8.9. However, the tables have changed, and therefore, end users are responsible for converting their private queries. Contact Customer Service at 3.3988 for more information regarding query conversion classes.

"...employees'

PeopleSoft

HRMS & PASS

User ID will be

their Employee

ID number."

Institutional Compliance Program



Compliance with external rules and regulations.

“...encourages all employees to conduct University business with honesty and integrity.”

In 2002 the University implemented its Institutional Compliance Program with the intent to promote and support a culture at the University of Houston which builds compliance consciousness into the daily activities of the University and encourages all employees to conduct University business with honesty and integrity. Areas of the University’s operations subject to requirements from regulators, accreditation organizations or associations have analyzed their operations for compliance with those requirements and implemented action plans to improve compliance where necessary.

A key part of the program includes a confidential reporting system whereby members of the University community are encouraged to report issues of suspected non-compliance. The reports will be investigated by a team of people including the Office of the General Counsel, Risk Management, Internal Audit and others depending upon the specific issue.

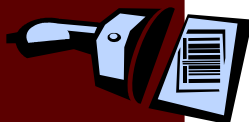
Thus far, reports have been made concerning safety issues, protection of sensitive information, suspected fraud, and other issues of management practices. In a number of cases improvements were needed and implemented.

If you suspect an issue of potential non-compliance, please submit a report by calling 1.800.716.9007 or via the internet at www.MySafeCampus.com. Reports may be made anonymously and information regarding to the investigation will be available to the reporter. The system also incorporates a method of dialogue between the investigators and the reporter while maintaining anonymity. Since the University has an independent Office of Affirmative Action, incidents such as suspected discrimination or employment-related harassment should still be made through their office.

Examples of fraud and compliance issues, as well as instructions for reporting fraud and non-compliance, are located on the Finance home page under “Fraud and Institutional Compliance” <http://www.uh.edu/finance/>

Physical E-Inventory

Inventory of capital and controlled assets.



It’s once again inventory season! You can call Property Management staff beginning Monday, February 12th to reserve your scanners. Scanners can be checked out by departments for one week periods. If you’re a new Property Custodian or have questions about the process, we will have two informational sessions – Monday, February 5th from 9:00 to 11:00am and Tuesday, February 6th from 8:00 to 10:00am in Farrish Hall’s Kiva Room. Property Management staff will be available at these sessions to answer your questions.

PeopleSoft HRMS 8.9 New Features



New Features

“PeopleSoft HRMS 8.9 Query Manager provides three ways to run a query.”

1. Link to Incumbent Job Data from Position Data:

A new feature in PeopleSoft HRMS 8.9 allows users to go directly to the Job Data Panels for incumbent(s) from the “Budget and Incumbents” Position Data Panel. You no longer have to note the Empl IDs of the incumbent(s) in a position and navigate to Job Data to view their Job Data Panels. Now, you can navigate to Position Data, click on the “Budget and Incumbents” Panel, view the incumbent, or list of incumbents for lump sum positions, and click on the Job Data link next to the incumbent’s name to view the incumbent’s Job Data Panels.

2. Account No Longer Required on Position Request Forms (PRFs) and Reallocation Forms (RAFs)

Another new feature of PeopleSoft HRMS 8.9 assigns the account to a payroll transaction by earnings, deduction or tax code. Regular salary account is driven by job code. You only need to enter the Finance Business Unit and Speed Type (00XXX-XXXXX) for the appropriate cost center in the Account Code field on the PRF and RAF. The correct account will be assigned by the earnings code and/or job code during distribution. You will see account 50100 which is used as a placeholder for the mapped account. Reallocations for incorrect accounts should be eliminated.

3. More Ways to Run Queries

PeopleSoft HRMS 8.9 Query Manager provides three ways to run a query.

1. **Run** a query without saving the query first. Allows users to view the results of temporary ad-hoc queries or preview query results prior to saving. The results can be exported to Excel.
2. **Export query directly to Excel** after saving.
3. **Export query to HTML** after saving the query with the options to download the results to an Excel Spreadsheet or CSV Text File.

Only Option (3) was available in PeopleSoft HRMS 8.0.

4. Access to Student Biographical Data:

With the conversion of PeopleSoft HRMS to 8.9, the Student Administration (SA) system will move into production for UH, UH-Clear Lake, and UH-Victoria. Biographical data, such as names, addresses and phone numbers, will reside in a shared database between SA and HRMS. Changes to employee biographical data for those who are also students, or former students, will also update their student biographical data. Employees, who are also students, will continue to update their biographical data via PASS, but the HRMS Office is coordinating appropriate business processes for updating shared fields with the PeopleSoft SA Project Team.

5. Annual Benefits Base Rate (ABBR) Job Rows Eliminated

A new menu in the Benefits component of PeopleSoft HRMS 8.9 is used to maintain an employee’s Annual Benefits Base Rate (ABBR). An employee’s ABBR will no longer be maintained on the “Compensation” Panel in Job Data. The job rows created to calculate an employee’s ABBR in Job Data will no longer be required, as the calculation program will update the new ABBR Pages. This will eliminate the display of benefits-related job rows in Job Data when viewing an employee’s job history.

6. Enroll Employees in Training by Job Record

Another new feature in PeopleSoft HRMS 8.9 allows employees to be enrolled in training courses by their Empl Rcd #, or applicable job, if they have more than one job. If you are requesting training enrollment for yourself or someone within your department with more than one job, you will need to specify which job, or Empl Rcd #, this training applies.

Susan Nester
HRMS Office

PeopleSoft HRMS 8.9 Helpful Hints

1. Search for Employees by Name

The Search Page in PeopleSoft HRMS 8.9 has changed. The "Name" field is in the format "First Name"^(Last Name". In PeopleSoft HRMS 8.0, the "Name" field was in the format "Last Name"^(Suffix", "First Name"^(Middle Initial(Name). Here are some tips for searching by employee name:

1. Search by Last Name, or Partial Last Name, Only:
[Last Name] Enter: "Last Name" or "Partial Last Name"
2. Search by First Name, or Partial First Name, and Last Name:
[Name] Enter: "First Name" or "Partial First Name"
[Last Name] Enter: "Last Name"
3. Search by Wildcard (A Percent Sign (%) is a wildcard in PeopleSoft.):
Example: Search for employees with Last Name of "Smith" and First Name begins with "E"
[Name] Enter: E%Smith

2. Navigation to Paycheck Data Page

In PeopleSoft HRMS 8.9 the "Paycheck Data" Page has been renamed "Review Paycheck," and the new navigation to the page is:
Payroll for North America>Payroll Processing USA>Produce Payroll> Review Paycheck

3. FTE and Standard Hours (Std Hrs) for Benefits-Eligible Positions

In PeopleSoft HRMS 8.9 the FTE and Std Hrs are maintained on Position Data for employees in benefits-eligible positions. Benefits-eligible positions are defined as "Regular," or with a Reg/Temp field equal to "R." Changes to FTE and Std Hrs for employees in these positions must be done on a Position Request Form (PRF). Resulting changes to monthly Comp Rates must be submitted on an associated Personnel Action Request (PAR).

Changes to the FTE and Std Hrs for employees in non-benefits-eligible and insurance-eligible (lump sum) positions will continue to be submitted on a PAR; a PRF is not required.

Non-benefits-eligible and insurance-eligible positions are defined as "Temporary," or with a Reg/Temp field equal to "T."

4. Employment Dates

The employment dates in PeopleSoft HRMS 8.9 have been renamed or have moved from the Job Data – Employment Data Page to the Job Data – Work Location Page. Below is a conversion chart of the PeopleSoft 8.0 fields and corresponding PeopleSoft 8.9 fields:

PS 8.0 Date

*Original Hire Date
Hire Date
Rehire Date
Termination Date
Company Seniority Date
Service Date
Professional Experience Date
Probation Date

Expected Return Date
Last Date Worked

PS 8.9 Date

Page: Job Data – Employment Data

Org Instance – Original Hire Date
Org Instance – Hire Date
Org Instance – Last Start Date
Org Instance – Termination Date
Assign Data – Company Seniority Date
Assign Data – Benefits Service Date
Assign Data – Professional Experience Date
Assign Data – Probation Date

Page: Job Data – Work Location

Expected Return Date
Last Date Worked

*PS 8.0 Personal Data – Personal Profile Page

"In PeopleSoft HRMS 8.9 the 'Paycheck Data' page has been renamed 'Review Paycheck'..."

HUB Vendor of the Month



Elaine

"...voted 'Best Houston Florist 2006' in a public poll taken by the Houston Press..."

Vendor
Special
Offers

Who: Elaine's Florist & Gift Baskets
Voted "Best Houston Florist 2006" by the Houston Press
Owner - Native Houstonian Elaine Ousley-Nevarez
In business since 1992

What: At Elaine's, we provide dazzling floral arrangements, lush plants, and delightful gourmet baskets for all occasions including, but not limited to, get wells, sympathies, birthdays, anniversaries, thank yous, and receptions.

Our special clients include: UH HUB Program, UH Special Events Dept., UH Clear Lake, UH Law Center, Houston Texans, MD Anderson, UT Houston Health Science Center, ExxonMobil, and Windsor Village United Methodist Church - Pastor Kirbyjon Caldwell.

How to Contact:

Orders can be placed by phone at 713.661.6788 or via our website at www.elainesflorist.com. Our business hours are Mon - Fri 8:30 a.m. to 5:00 p.m. We are closed Saturday and Sunday except for special events.

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

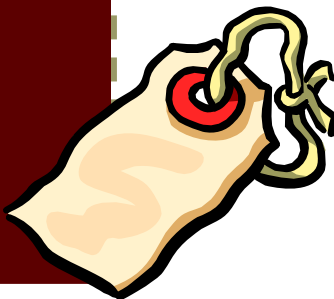
My main goal, when I opened for business in 1992, was not to be the largest floral shop in Houston but the best. After being voted "Best Houston Florist 2006" in a public poll taken by the Houston Press, I was thrilled. We offer good ol' fashion customer service at Elaine's, and we stand behind our product with integrity.

Interesting Fact About the Company:

Being a native Houstonian, I graduated in 1980 from S.F. Austin High School, which is located just across the freeway from UH. My business is certified by Texas as a "Women Owned Business". In 1999 and 2001 I was nominated "Women Business Entrepreneur of the Year" for sales \$1 million and under. At Elaine's, we were very honored to be selected as a preferred vendor by the NFL, NBA and MLBA for their special events that were held here in Houston. Also, we provided stage decorations for honored guest Maya Angelou at Jones Hall last May.

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

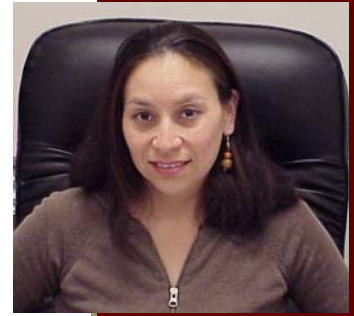
Sandra G. Webb - 713.743.5662
E-mail: sgwebb@central.uh.edu



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

Who:	Sandra Medellin Manager, Training Operations Department
Years of UH Service:	11 Years
Department:	Training Operations
How to Contact Me:	X: 3.5753
Where to Find Me:	313G McElhinney Hall
When to Call Me:	The Training Operations Department is a newly created department. We specialize in the operational training needs of the university, from creating classes to teaching them. We also assist with the granting of access to UH systems. Please call me when you are in need of training, and I will be glad to assist you.
What I Like Best About My Job:	The consistent way the job evolves, and the challenges it brings.



Sandra Medellin

“from creating classes to teaching them.”

HRMS Upgrade Training Update

It's not too late to receive a personalized Customer Service Training Operations departmental navigational training session. Please call Training Manager Sandra Medellin at X3.5753 to register your department. Also, to assist in the transition, Training Operations has created PASS and HR 8.9 navigational training in WebCT that will be available for enrollment the week of February 5th. Please check the [training calendar](#) to enroll in the WebCT class.

If you'd like to begin converting your favorite HR/Payroll queries, don't miss the chance to register for the Training Operations Query Conversion Class. In this class, you'll have a first look at table changes in HRMS 8.9, practice converting queries, and even have the chance to convert your favorite query with the assistance of a Training Operations expert. Please register for this class by visiting the training web site at <http://www.uh.edu/hrms/trainingschedule.htm>.

HRMS
PeopleSoft
will be
unavailable
during the
upgrade to 8.9



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

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

New Newsletter Look

Business
Notes &
News



We're changing to fit the way you work. In the coming months, you'll see this newsletter evolve as we begin including more information about the way the university does business. We'll be adding process changes from departments across campus, and we look to all of you to help us identify topics of interest for our articles. We hope that you'll continue to use this newsletter as a training tool for your department and that you let us know how we're doing. For article suggestions and comments, please call Sara Carter, the newsletter editor at 3.6885.

FEBRUARY 2007

Sun Mon Tue Wed Thu Fri Sat

					1 Monthly Pay Day	2 Bi-Weekly Pay Day	3
4	5 9:00 Physical E-Inventory 9:00 Payroll/ Finance Reconciliation	6 8:00 Physical E-Inventory 9:00 Basic Finance	7 9:00 HR View PS8 10:00 Query Conversion to 8.9 10:30 PAR Training	8 2:00 Query Conversion to 8.9	9 10:00 Query Conversion to 8.9	10	
11	12	13 9:00 Basic Finance 2:00 Query Conversion to 8.9	14 9:00 HR View PS8 9:00 Journal Entry 2:00 Voucher Creation	15 10:00 Query Conversion to 8.9	16 10:00 Query Conversion to 8.9 Bi-Weekly Pay Day	17	
18	19 9:00 Payroll/ Finance Reconciliation	20 9:00 Basic Finance	21 9:00 HR View PS8 10:30 PAR Training 2:00 Query Conversion to 8.9	22 2:00 Query Conversion to 8.9	23	24	
25	26	27 9:00 Basic Finance 10:00 Query Conversion to 8.9	28 9:00 HR View PS8 2:00 Query Conversion to 8.9				