Verifying Fringe Benefit Estimates

Many departments would like to verify fringe benefit estimates. The following instructions allow you to see this information by employee.

Navigation for looking at fringe benefit estimates:
1. UHS_HRMS_Payroll
2. UHS_HRMS_Payroll
3. Reports
4. Payroll Account Report
5. Add a New Value
6. Name your run control (Ex. Fringe)
7. Click Add
8. Type in parameters (See below example)
9. Click Run
10. Check Payroll Account Report
11. Click Run
12. Click Process Monitor
13. When the Report Status indicates success, click on details
14. Click on View trace/Log
15. Click on the .pdf report
You will now be able to see fringe benefit estimates for each of the employees for the period you selected.

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### Installation Contracts Now Handled by Purchasing

**Problem:**

Purchase orders that include installation of furniture or equipment also require a separate contract for installation services. In addition to sending Purchasing a requisition, departments needed to send the vendor a contract for installation services, which delayed the completion of the PO.

**Solution:**

UH Purchasing will now send a standard UHS installation agreement to vendors installing furniture or equipment, where the installation cost is $25,000 or less, at the same time as the PO. Departments do not need to send the vendor a separate contract. Purchasing will take care of it, if needed. If the vendor wants to use a non-standard agreement or the installation cost is over $25,000, Purchasing will work with Contracts Administration to approve the agreement.

**Q & A:**

1. Will the cost of the contract (i.e., installation service) be included in the PO amount? Yes.
2. Will Purchasing be responsible to ensure that the installation is complete and correct? No. The originating department that placed the order must verify that the furniture or equipment is delivered and installed correctly. Purchasing is just sending the installation agreement on behalf of the department.
3. How does the department notify Finance that the installation is complete and correct and ready to be paid? Sign the appropriate line on the PO Receiver and fax to Accounts Payable (x38709).
4. Will the installation contract encumbrance be released when it is paid? Yes, just like any other PO line.
5. Who do I call if I have questions? Alan Phillips at x35671.
The Budget Summary Report has been enhanced with the addition of multiple chartfield sort and sub total options. The new report criteria can be found and specified using drop-down menus and checkboxes located on the new **Additional Options page**. Sort and group options allow the user to customize the display order and subtotals for the data requested on the Report Parameters page.

### Sort Options
Sort options determine the order in which report information is displayed. There are six available sort fields each with a chartfield menu selection. Data will be sorted based on the choices specified in the fields starting with the first sort, then the second sort and so on.

### Group Options
Group options determine the subtotals the report will display. There are two Sub Total By checkboxes that can be selected, each corresponding to the sort choice above it. The Sub Total By checkbox below the First Sort must be selected for the second Sub Total By and the Page Break checkboxes to be available. Data will be subtotaled based on the selected combinations with the First Sort as the primary subtotal and the Second Sort as the basis for subtotals within the primary sort.

### Defaults, if you do not complete the Additional Options page.
- **Sort Option** - The default sort is Department, Fund Group, Fund Code, Program Code, Project ID, and Program.
- **Group (Sub Total By) Option** - The default group by is set for the first two sort fields (which default to Department and Fund Group).
- **Page Break** - The page break for the first sort field defaults to on.
Updates from the Customer Service Center

Please keep in mind that the CSC is offering the following training classes.

1. People Soft Asset Management—Allows user to access Asset Management within the People Soft System
2. Finance/Payroll Reports — Allows users to read the reports, discuss what to do if there is a discrepancy between reports, and learn how to correct and research perceived errors.
3. Basic UH Financial Processes and Transactions—Allows user to get a hands on overview in the People Soft Financial system. This training is for the new hires that need access to People Soft. The class is held every Tuesday. If you will be hiring a new employee in your department and the employee will need access, please contact Sandra Medellin at X35753 for the paperwork and to sign up for the class.

The training classes can be found online at: http://www.uh.edu/hrms/FinanceTraining.htm. Remember that the CSC main number is 713.743.3988

Automated Journal Lines

If you create journal entries with different fund codes, additional journal lines are automatically created to balance the journal by fund code. This has been the case for the past three years.

For example, if you created the following journal lines,

53900, 2080, H0001, D0001, BP2005, NA, $10.00
53900, 2076, H0001, A0001, BP2005, NA, ($10.00)

the system would generate the following two lines automatically to balance claim on cash (account 10100) by fund:

10100, 2080 $(10.00)
10100, 2076 $10.00

Now, the additional journal lines will also include the budget reference from the original journal lines as follows:

10100, 2080 BP2005 $(10.00)
10100, 2076 BP2005 $10.00

No action is required by users. This is only intended to inform you that the budget reference will be added to the automated journal lines that appear at the end of the journal. You may also see additional automated lines when you are reversing or correcting a journal. **These additional journal lines should not be deleted.**

If you have any questions, please let Mike Glisson know at X38706.
HUB VENDOR OF THE MONTH

WHO:

EXPOTECH USA, INC.
Chairman and CFO: Ms Vijay Dhingra
HUB Certified, Woman owned local business serving customers since 1985

WHAT:
Distributor for laboratory equipment and supplies, medical equipment and hospital supplies, chemicals and glassware, water testing and environment test equipment, oilfield supplies and computer and communication equipment

CLIENTS:
University of Houston, United Space Alliance, City of Houston, UT Health Science Center, PDVSA, Saudi Aramco, Bechtel, KBR, Parsons, Marcus Oil, University of Texas, etc.

HOW:
Contact Harish Kapoor at (281) 953-4156
Orders can be placed with the phone via FAX at (281) 496-0400 or by e-mail: harish@expotechusa.com
Visit our website at www.expotechusa.com

ONE THING we pride ourselves on:
Expotech prides itself on maintaining high standards of customer satisfaction. United Space Alliance, a key supplier to NASA, has twice nominated Expotech for awards for excellent customer service and prompt delivery.

INTERESTING FACTS ABOUT THE COMPANY:
Expotech maintains blanket contracts with two international oil companies, supplying laboratory supplies, chemicals and oilfield support products.

Expotech is maintaining a freezer supply program at UT Health Science Center in alliance with Roche Applied Science.


Expotech is there to help you with your custom and unique requirements.
Today's Business Solutions has partnered with OfficeMax-A Boise Company to provide office supplies to the University of Houston at discount prices. **Today's is a minority owned and Texas HUB Certified company.** Robert Jimenez, President of Today's brings over fifteen years of experience in the office products industry to their partnership. Today's will assist OfficeMax-A Boise Company in servicing the University of Houston through sales, marketing and accounting services.

Today's Business Solutions and OfficeMax will host a vendor fair at UH on February 11 from 10 AM to 2 PM in the Kiva Auditorium (first floor) of Farish Hall. Some of the vendors that manufacture the office products sold by Today's and OfficeMax will also be at the fair.

The following will be provided at the vendor fair:

- Free Today's Business Solutions catalog
- Free product samples and information
- Free food and beverages

Please call the UH Purchasing Department at x35666 by Feb 4 to give them a headcount for the number of people expected to attend from your department, so Today's and OfficeMax can plan accordingly.

OfficeMax has transitioned all UH accounts paying by p-card to the new OfficeMax and Today's program. There is nothing you will need to do differently:

- Order online from either www.todaysbusinesssolutions.com or www.boiseoffice.com using your current log in and password.
- Order via phone at 888-373-2730 or fax at 888-373-2832. Your personal identification number (PIN) will still apply when you order.
- Contract pricing, discounts and catalogs and deliveries all remain the same.
- Orders placed with a p-card will be filled by Today's. Orders placed without a p-card will be filled by OfficeMax. If you don’t already have a p-card, complete a p-card application at: [http://www.uh.edu/purchasing](http://www.uh.edu/purchasing)

If you have any questions, please call Robert Jimenez of Today's Business Solutions at 713-861-8508 or Robert Locher of OfficeMax at 800-633-7676, ext. 2726.

[www.todaysbusinesssolutions.com](http://www.todaysbusinesssolutions.com)  
[www.boiseoffice.com](http://www.boiseoffice.com)
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- **January 2005**

**SUN**: None

**MON**: None

**TUE**: None

**WED**: None

**THU**: None

**FRI**: None

**SAT**: None

- **Travel Forms and Rules @ 9:30**
- **Payroll/Finance Reporting @ 1:00**
- **Credit Card @ 9:00**
- **Vouchers @ 9:00**
- **P-Card @ 1:30**
- **PSAM @ 10:00**
- **HR View @ 9:00**
- **HOLIDAY**
- **Journal Entry @ 9:00**
- **PSAM @ 10:00**
- **HR View @ 9:00**
  - **Advanced HR/Payroll Reallocation @ 1:30**
- **Payroll/Finance Reporting @ 1:00**
  - **P-Card @ 1:30**
  - **PSAM @ 10:00**
  - **HR View @ 1:00**
- **Payroll/Finance Reporting @ 1:00**