



FINANCE/PAYROLL NOTES & NEWS



JANUARY 2006

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Property Management FY06 Physical E-Inventory

It's time to schedule your physical e-inventory for fiscal year 2006. To kick off this exciting event, we are scheduling two training sessions for property custodians and those interested in learning more about the e-inventory process.

- 2 The training sessions are scheduled for 1:30 p.m. Tuesday, January 31st and 10 a.m.
- 3 Friday, February 3rd. Both training/FAQ sessions will be in room 218, Farish Hall.

You can register to attend one of these sessions on the Finance training web site at <http://www.uh.edu/finance/pages/Training.htm>. If you'd like to schedule your inventory by reserving a bar code reader, please contact Sara Carter at 3-8758.

- 4
- 5 Please come have cookies and punch with Property Management as we celebrate this exciting advancement!
- 6

PASS Training

The Customer Service Center would like to invite all faculty and staff to a hands-on presentation on PASS which will be held in room 318E, Farish Hall. With tax season upon us, please come and find out how to print W2's, make changes to your W4's, and have your questions answered by a Customer Service Representative. Registration is not required for this training.

The dates and times for the training are as follows:

- Friday, January 13, 2006 from 2:00 p.m. to 4:00 p.m.
- Friday, January 20, 2006 from 10:00 a.m. to 12:00 p.m.

If you have any questions, please call Sandra Medellin at 3-5753.

Business Services Scholarship Drive

Turn your personal technology trash into UH scholarship dollars at the Business Services Scholarship Drive from 10 AM to 2 PM on Friday, January 27. Many in the UH community may have received DVD players, computers, MP3 players and digital cameras over the holidays, but didn't feel comfortable tossing the old equipment in the trash can.

To assist the UH community in disposing of their trash in an environmentally friendly way, Business Services is hosting a technology trash scholarship drive. Items collected in the drive will be picked up by Dell, who will issue the university a check for the value of items received. Funds received from this event will be used for student scholarships. The following list are examples of types of equipment that may be recycled:

- Monitor
- PC (mouse and keyboard attached)
- Laptop (complete unit needed for possible residual value—battery, optical drive, etc.)
- Printer
- Box of other peripherals that weighs 40 lbs or less (e.g., modems, hard drives, keyboards, mice, cell phones, PDAs, general small peripherals)
- UPS (battery backup)
- Calculators

The UH community is invited to bring in their old personal equipment to participate in this recycling drive. Equipment should be delivered to Building 13 in the University Business Park complex, located at 5000 Gulf Freeway, between 10 AM and 2 PM on Friday, January 27. This drive is for personal property only. If you would like to surplus university-owned technology equipment, please follow the university policies for sending technology equipment to surplus.

If you have any questions, please call Sara Carter at 3-8758 or Emily Messa at 3-8184.

UHS Finance System Training for New Employees

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 AM to 12:00 PM in the Customer Service Center Training Room 325A. All access forms should be faxed to the Customer Service Center attention Janie Soria at 3-5596.

Purchasing Policy and Forms Updated

The Purchasing MAPP (04.01.01) for the purchase of goods, materials and supplies has been recently updated. The MAPP offers a clearer and more concise direction for the purchase of goods and supplies. Some significant changes include:

Addendum A that is a decision matrix for determining the best practice for securing goods, materials and supplies.

Addendum B which is a new form for requisitions that require pre-approvals from other UH departments, i.e. Radioactive/Hazardous Materials, Controlled Substances, Pharmaceuticals, Vehicles and Live Animals. This form should be sent to the pre-approving department for approvals and then scanned or faxed to Purchasing before a Purchase Order will be issued.

Addendum C has been modified to require the Director of Purchasing approval prior to that of the VC/VP of Administration and Finance or the President. Additionally, the President's approval is now required only for purchases exceeding \$500,000.

Each of the forms is located at the Purchasing website: www.uh.edu/purchasing.

If you have any questions, contact Alan Phillips at 3-5671.

“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.



Who's Who In Finance



- Who: Selena Thomas
- How Long I've Been at UH: 31 Years
- What Department I Work In: Payroll
- How to Contact Me: 713-743-8774
- Where to Find Me: University Business Park Bldg 2—Room 223
- When to Call Me: All areas of HRMS
- What I Like Best About My Job: Making sure employees are paid on time and correctly.

HUB VENDOR OF THE MONTH



WHO: CompuPro Global
CEO: Rita Bonarrigo

WHAT: CompuPro Global is a premier one-source distributor of office supplies & computer technology products, secure offsite data and records storage, industrial equipment & supplies, hardware & software, printer consumables, parts & service, and graphic supplies .

CLIENTS: University of Houston, United Space Alliance, Lockheed Martin Information Technologies, Shell Oil, ExxonMobil, Port of Houston, Methodist Hospital and many others.

HOW: ORDERS CAN BE PLACED:

ON-LINE: www.compuproglobal.com

BY PHONE: (281) 584-9611 X306 or (888) 584-9611

BY FAX: (281) 584-9625

CONTACT: Laura Nardone at LauraN@compuproglobal.com

ONE THING ABOUT OUR COMPANY THAT WE WOULD LIKE UH TO KNOW:

Integrity, Commitment and Service is our pledge to “earn the right” to provide our products and services to every client. We provide an assigned personalized account manager to every client, because we care about customer satisfaction and service after the sale.

INTERESTING FACT ABOUT THE COMPANY:

Shell Oil helps CompuPro Global, Texas start up and grow; Kelly White and Pat Johnson, of Shell Oil helped mentor Rita Bonarrigo, as she started CompuPro Global of Texas MBEs and WBEs bring value to the table, Johnson says. CompuPro Global provides computer tapes and other supplies for Shell Information Technology International Inc (Houston, TX), says Pat Johnson, who is a purchasing agent and supplier diversity advocate for the IT group. Although CompuPro Global is new, Bonarrigo herself is a long-term, respected vendor representative, declares Kelly White, a coordinator in the corporate supplier diversity office of Shell Oil Co (Houston, TX).

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

HUB Coordinator:

Sandra G. Webb – (713) 743-5662

e-mail: sgwebb@central.uh.edu

JANUARY 2006

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|---|---|---|-----------------------------|----------------------------|-----|
| 1 | 2 9:00 Payroll/ Finance Reconciliation | 3 9:00 Requisition | 4 8:30 HR View 11:30 PS Asset Management View & Loc 1:00 Budget Journal | 5 9:00 Query Basic | 6 10:00 PAR Training | 7 |
| 8 | 9 10:00 Sponsored Projects | 10 | 11 8:30 HR View 9:00 Journal Entry 1:30 Procurement Cardholder | 12 10:00 PAR Training | 13 2:00 PASS | 14 |
| 15 | 16 | 17 | 18 8:30 HR View | 19 9:00 Query Basic | 20 10:00 PASS | 21 |
| 22 | 23 10:00 Sponsored Projects 2:30 Vouchers | 24 1:30 Procurement Card- Manager | 25 8:30 HR View | 26 10:00 PAR Training | 27 | 28 |
| 29 | 30 | 31 1:30 E-Inventory | | | | |