

**SPECIAL  
POINTS OF  
INTEREST:**

- Learn more about university endowments.
- Get ready for your W-2 by updating your address in PASS.
- Access your W-2 via PASS.
- HRMS 8.9 Upgrade training by college/division.

**INSIDE  
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# Finance/Payroll

## Notes & News



JANUARY 2007

## Recommended Finance Queries

The following Finance queries are recommended for departments:

Query Name	Description
UHS_AP_INTEREST_BY_DEPT_NODE	Late interest amt by dept node
UHS_AP_SEARCH_FOR_PAYMENTS	Vchr Pmts by Vchr Pmt Date
UHS_AP_SEARCH_FOR_VENDORS	Search for AP/PO vendors
UHS_AP_SEARCH_FOR_VOUCHERS	Vchrs by Vchr Accounting Date
UHS_CCTR_LOOKUP_BY_DEPT_NODE	Cost center lookup by DeptID
UHS_PO_BY_DEPT_NODE	POs by Dept, Project/Grant
UHS_WF_AP	AP voucher approval history
UHS_WF_AP_DENY_WITH_COMMENT	AP vouchers-Deny with comment
UHS_WF_AP_NOT_POSTED	AP vouchers not posted
UHS_WF_AP_USER_ACTIVITY	AP voucher activity by user
UHS_WF_BUD	Budget journal appr history
UHS_WF_BUD_DENY_WITH_COMMENT	Budget jrnl-Deny with comment
UHS_WF_BUD_NOT_POST	Bdgt jrnl not posted app hist
UHS_WF_GL	GL journal approval history
UHS_WF_GL_DENY_WITH_COMMENT	GL journal - deny with comment
UHS_WF_GL_NOT_POSTED	GL journals not posted
UHS_WF_REQ	Requisition Approval History
UHS_WF_REQ_DENY_WITH_COMMENT	Requisition-Deny with Comment
UHS_WF_REQ_NOT_APPROVED	Requisition not Approved
UHS_WF_SC	SC voucher approval history
UHS_WF_SC_BY_SERVICE_CENTER	SC vchr appr hist by Svc Ctr
UHS_WF_SC_DENY_WITH_COMMENT	SC vouchers-Deny with comment
UHS_WF_SC_NOT_POSTED	SC vouchers not posted

This list is posted on the References page of the [Finance website](#) and will be updated as needed.

If you have any questions about Finance queries, please contact Mike Glisson at 713.743.8706.

# PeopleSoft Navigation to Endowment Terms

- Set Up Financials/Supply Chain.
- Common Definitions.
- Design Chartfields.
- Define Values.
- Chartfield Values.
- Click on Program Code.

**Program**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: [=] 00730

Program Code: begins with H9875

Description: begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**  
 View All First 1 of 1 Last

Program Code	Description	Short Description
<a href="#">H9875</a>	<a href="#">CANTEEN, BUS SVRS, QUASI END</a>	<a href="#">(blank)</a>

- Click on your program link.
- Your page will look like this:

Program UHS Endowment Acct Endowment Document Image

**Program Code**

SetID: 00730 Program Code: H9875

Effective Date	Status	Descr	Short Description	Manager Name	Attributes
1 06/12/2006	Active	CANTEEN, BUS SVRS, QUASI END			

- Click on the UHS Endowment Acct page link
- This will provide you with some information about your endowment (the type of endowment (quasi/true)), when the endowment was established, and if the endowment is fully funded.

Program UHS Endowment Acct Endowment Document Image

SetID: 00730 Program Code: H9875 CANTEEN, BUS SVRS, QUASI END

Name: CANTEEN, BUSINESS SERVICES, STUDENT GOVT ASSOC. QUASI END SCH [Print Endowment Program](#)

Fund: 6051 QUASI ENDOW-RESTR-STDNT AID ProjGr: NA Asset NA  or FRS:

DeptID: H0650 INST - ENDOWMENTS College: NON

Type: Quasi Purpose: SCHOLARSHIPS Est Dt: 2006 0425 (YYYYMMDD)

Donor: CANTEEN VENDING SERVICES & UH V.P. FOR STUDENT AFFAIRS BUSINESS SERVIC [Terms](#)

Mkt Val: Dt: Endow\*  Fee Flag  Closed  STA: NA

Distrib: Dt: Comments: FULLY FUNDED FY06

Income Cost Center	Unit	Fund	Program	DeptID
1	00730	4028	H3492	H0155
	Projgr: NA	Descr: CANTEEN BUS SVC SCHOL INCOME	FRS: 1-4-41385	<input type="checkbox"/> Override

Save Return to Search Notify Previous tab Next tab Update/Display Include History Con

[Program](#) | [UHS Endowment Acct](#) | [Endowment Document Image](#)

**Endowment Information**

*“This will provide you with some information about your endowment, when the endowment was established, & if the endowment is fully funded.”*

# PeopleSoft Navigation to Endowment Terms (Continued)

- Click on the Terms link in the middle of the page to review the endowment agreement.

**Endowment Terms**

**Terms:**

Memorandum of Understanding  
to establish  
The Canteen, Business Services, Student Government  
Association Quasi Endowed Scholarship  
at the  
UNIVERSITY OF HOUSTON

1.

This agreement dated April 25, 2006, between Canteen Vending Services/University of  
Houston Vice President for Student Affairs Business Services and the University of  
Houston at Houston, Texas, establishes the Canteen, Business Services, Student

OK      Cancel

*“...print a copy  
of the  
endowment  
agreement.”*

- You may also click on the Print Endowment Program to print a copy of the endowment agreement:

**ENDOWMENT FUND SUMMARY  
UNIVERSITY OF HOUSTON SYSTEM  
Office of the University Treasurer**

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Business Unit: 00730 University of Houston Run Date: 12/8/2006  
 Program Code: H9875 CANTEEN, BUS SVRS, QUASI END Run Time: 12:42:13 PM

**Endowment Registry:**

University: 00730  
 College: NON  
 Established: 04/25/2006  
 Endowment Name: CANTEEN, BUSINESS SERVICES, STUDENT GOVT ASSOC, QUASI END SCH  
 System Trust Account: 00783 6051 S0650 H9875 / NA  
 Campus Endowment Fund Account: 00730 6051 H0650 H9875 / NA  
 Income Beneficiary Account: 00730 4028 H0155 H3492 / 1-4-41385  
 Endowment Plus: N  
 IAS assessment fee: Y  
 Type: QUAS  
 Classification: SCHOLARSHIPS  
 Desc ICC:

**Terms:**

Memorandum of Understanding to establish The Canteen, Business Services, Student Government Association Quasi Endowed Scholarship at the UNIVERSITY OF HOUSTON 1. This agreement dated April 25, 2006, between Canteen Vending Services/University of Houston Vice President for Student Affairs Business Services and the University of Houston at Houston, Texas, establishes the Canteen, Business Services, Student Government Association Quasi Endowed Scholarship at the University of Houston. This endowment account consists of money irrevocably given, and to be given, to the University of Houston by Canteen Vending Services and University of Houston Vice President for Student Affairs Business Services. This quasi endowment is funded with unrestricted funds that were transferred from the following accounts on April 25, 2006 to fully fund this endowment at \$10,000. PeopleSoft Cost Center: 00730-2080-H0259-F0755 Amount: \$2,711.70 PeopleSoft Cost Center: 00730-3056-H0171-10441 Amount: \$6,500.00 PeopleSoft Cost Center: 00730-3056-H0171-10441 Amount: \$80.00 PeopleSoft Cost Center: 00730-3056-H0171-10744 Amount: \$708.30 Canteen, Inc. is the nation's oldest and largest vending company. It has been in business for 75 years and has 21,000 accounts nationally. Canteen serves the University of Houston as the exclusive provider of snack, hot beverage and fresh food/frozen food vending. Canteen's relationship with the University of Houston spans 1998 to present, and during that time the company has shown continued support for the mission of UH by donating goods and services. With the signing of a new contract in 2005, Canteen furnished University of Houston with a \$6,500 gift for use for scholarship support at UH. 2. The annual distributed income from this endowment will be used to provide scholarship funding at the University of Houston. The recipient(s) of the scholarship will be determined by the UH Office of Scholarship and Financial Aid. The annual distributed income shall be spent for student scholarship(s) based on the following criteria: a. Scholarship applicant(s) must demonstrate financial

# HUB Vendor of the Month



Dinosaur Plastics

“...custom solutions at competitive prices.”

**Who:** Dinosaur Plastics  
4727 Gulf Freeway, Houston.  
Ginny Stephens, President  
Independent, locally-owned company serving Houston since 1968

**What:** Manufactures and sells signs of all kinds, banners, decals, awards & engravings, and promotional products of all types and price points.

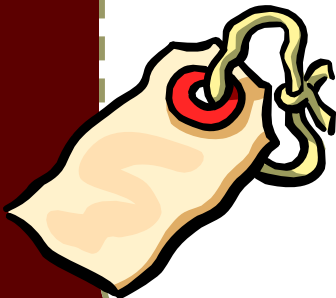
**How to Contact:**  
Call, fax, e-mail or visit our website for help with your signage and promotional products needs.  
Telephone: 713.923.2278  
Fax: 713.923.4454  
E-mail: [info@dinosaurplastics.com](mailto:info@dinosaurplastics.com)  
Website: [www.dinosaurplastics.com](http://www.dinosaurplastics.com)

**One Thing About Our Company We Would Like UH to Know:**  
We are conveniently located to UH and deliver to campus on a weekly basis or more often as necessary. A number of departments on campus are current customers, and we have provided them signs, door and window decals, name plates, banners, awards, pens, t-shirts, coffee mugs, etc. We pride ourselves on our ability to offer “custom solutions at competitive prices.” We were recently honored by the East End Chamber of Commerce as the “Small Business of the Year.”

**Interesting Fact About the Company:**  
Dinosaur Plastics was founded to manufacture the signage for Sinclair Oil Company whose logo featured the long-necked green dinosaur. The signs were made out of plastic. Hence, the name—Dinosaur Plastics! Even though we do much, much more at this time, the name remains as a Downtown and East End institution!

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)



Vendor Special Offers

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>	Irma Perez Executive Secretary, Finance
<b>Years of UH Service:</b>	2 years
<b>Department:</b>	Office of Finance Division of Administration & Finance
<b>How to Contact Me:</b>	<a href="mailto:iperez@central.uh.edu">iperez@central.uh.edu</a> or 713.743.8601
<b>Where to Find Me:</b>	University Business Park Building 2, Room 215
<b>When to Call Me:</b>	Call me when you would like to reserve the training room located at UBP 2 room 224.
<b>What I Like Best About My Job:</b>	My job keeps me very busy. Everyday is an adventure in Finance!



Irma Perez

*"Everyday is an  
adventure in  
Finance!"*

## W-2 Season-Update your address via PASS

It's that time of year again...the Payroll department will be mailing W-2's to all University employees at the mailing address on file by January 31st. Employees should use this opportunity to update their personal data via PASS (People Advantage Self Service).

To log on to PASS open a web browser on your computer and enter <http://my.uh.edu/pass> in the address bar. Your user id is a capital Z followed by your employee id. (Your employee id can be found on your paycheck stub.) If this is the first time you have accessed the PASS system your default password will be your 8 digit birth date followed by the last 4 digits of your social security number. If you have previously accessed PASS and forgotten your password, you may request a new one using the "Forgot Your Password?" link on the log on screen. A new password will be instantly emailed to the email address on file.

Once you have logged on, select the "My Personal Information" link. Select the "Home/Mailing Addresses" link to view and edit your address. Click on the "Update or correct your current address" link to make any changes to the information displayed. Remember to save the update by selecting the "Save" button. If the mailing address is the same as the home address, no information needs to be entered into the mailing address.

Online W-2 processing via the PASS system will be available, and university employees will once again be given the option to opt-out of the snail mail service. Within the coming weeks all faculty and staff will receive an email with further details on requesting this service.

Questions? Please contact the Customer Service Center at 713.743.3988.



University employees will once again have the opportunity to print their W-2 electronically via PASS.

**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)

**W-2 questions? Trouble with PASS?**

**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)

## HRMS 8.9 Upgrade Training

**PeopleSoft  
HR  
Upgrade**



Customer Service Training Operations will be offering upgrade training to colleges and divisions during the month of January. Sandra Medellin will be contacting all college and division administrators to schedule this training beginning the week of January 8<sup>th</sup>.

Public queries in the HRMS system will be adjusted by the HRMS team so that users may seamlessly continue their use in the upgraded system. Private queries, however, must be converted to the new system by the private query owner. To ease this transition, Customer Service Training Operations will offer Query Conversion Training beginning mid-January. Please check the [HRMS training website](#) at for details.

Customer Service Training Operations will continue to teach the New Employee HR PeopleSoft Classes in the 8.9 system. For a schedule of available classes, please check the [HRMS training website](#).

# January 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>  <b>End Holiday Break</b>	<b>2</b>  <b>Day of Mourning</b>	<b>3</b>	<b>4</b> 9:00 Basic Finance	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> 9:00 Basic Finance	<b>10</b> 9:00 Journal Entry  9:00 HR View  10:30 PAR Training	<b>11</b> 9:00 Query Basics 8.9	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>  <b>Dr. Martin Luther King Day</b>	<b>16</b> 9:00 Payroll/ Finance Reconciliation	<b>17</b> 9:00 Basic Finance  2:00 Voucher Creation	<b>18</b> 9:00 HR View	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> 9:00 Basic Finance	<b>24</b> 9:00 HR View  10:30 PAR Training	<b>25</b> 9:00 Query Basics 8.9	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> 9:00 Basic Finance	<b>31</b> 9:00 HR View			