



FINANCE/PAYROLL NOTES & NEWS



JULY 2006

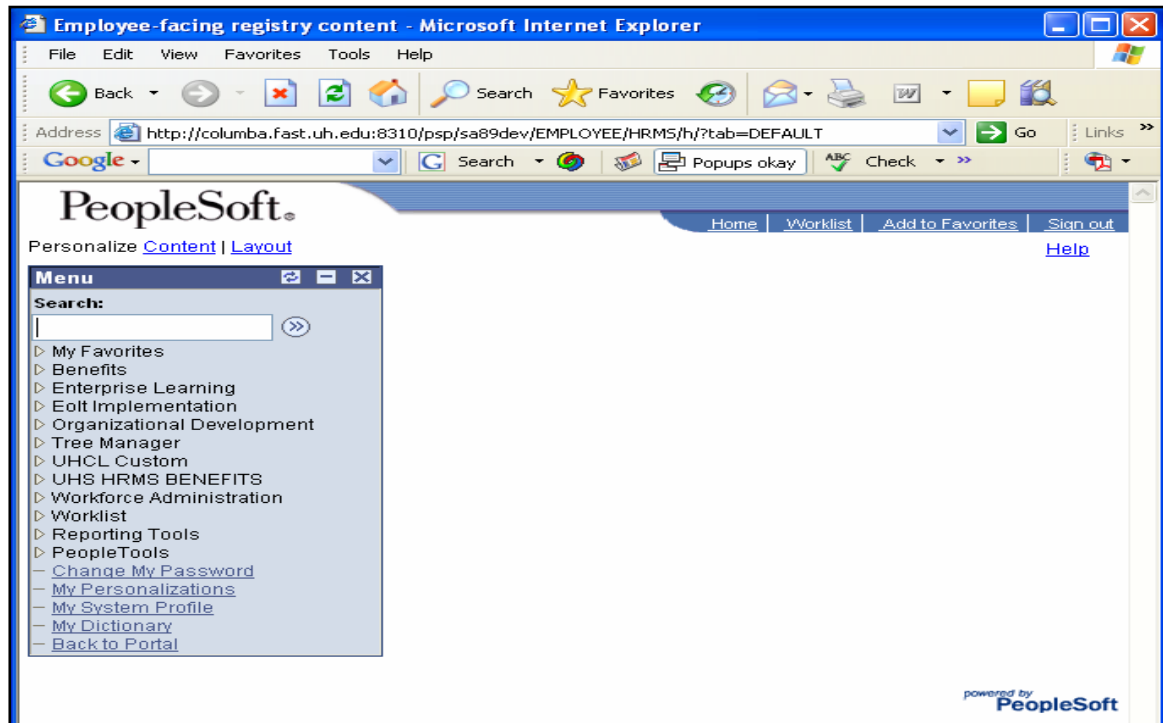
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PeopleSoft SA/HR 8.9 Upgrade

The Human Resources Management System (HRMS) office is on track to upgrade to the latest version of PeopleSoft for Student Administration/Human Resources, version 8.9. This version of PS will look very familiar to most users; the pages look similar to the current finance version today. A menu list on the left side of the screen displays options available to the user. We will communicate the progress of upgrade preparations in the upcoming months. The target upgrade date, which is subject to change, is March 2007.



The HRMS office is working with the Enterprise Systems (ES) team to compare and test the new environment. This phase of the upgrade should last through the end of FY06. We are developing training classes for users and will offer a combination of instructor led and online courses. Customer Service will provide individual department training upon request. Training information will be published by list serve, and mass email sent via PeopleSoft to existing users.

Processing Insurance Stipends

Insurance stipends paid to employees who are **locally funded** are distributed to the same account code as the regular earnings.

Insurance stipends paid to employees who are **state funded** are distributed to the following defined pool cost centers:

Faculty 00730-32013-50102
Staff 00730-32011-50102
GA/TA 00730-32015-50106

These stipends are processed on the Additional Pay panel and are not defined on the Department Budget Table. They are processed as additional pay by the Payroll office and the account for distribution is managed on the Additional Pay panel manually.

This is page 1 of the Additional Pay panel where the amount and dates are defined.

Earnings Find | View All First 1 of 1 Last

*Earnings Code: 050 Insurance Stipend

Default Job Data Find | View All First 2 of 6 Last

Effective Date: 09/01/2005

Compensation Rate/Frequency: \$1,270.000000 / Monthly

Standard Hours: 20.00 Employee Type: Salaried

Earnings Details Find | View All First 1 of 1 Last

*Add Seq #: 1 End Date:

Rate Code: Reason: Not Specif

Earnings: \$150.00 Hours: Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #: Disable Direct Deposit Prorate Additional Pay OK to Pay

Applies to Pay Periods: First Second Third Fourth Fifth

This is Page 2 of the Additional Pay panel where the distribution account code is defined.

Earnings Find | View All First 1 of 1 Last

Earnings Code: 050 Insurance Stipend

Default Job Data Find | View All First 2 of 6 Last

Effective Date: 09/01/2005

Position: 00106405

Business Unit: HR730 U of H Main

DeptID: H0086 English

Job Code: 1110 Teaching Fellow Shift: N/A

Account Code: GL Pay Type:

Job Data Overrides Find | View All First 1 of 1 Last

Seq #: 1 Position: Business Unit:

DeptID:

Job Code: *Shift: Use Job

Account Code: 00730-32015-50106 GL Pay Type:

If the employee is locally funded, the account code is left blank to trigger distribution to the same account code as the regular earnings.

The screenshot shows a web-based interface for managing earnings. It is divided into three main sections:

- Earnings:** Shows 'Earnings Code: 050 Insurance Stipend' with search and navigation buttons.
- Default Job Data:** Displays fields for Effective Date (09/01/2005), Position (00106405), Business Unit (HR730 U of H Main), DeptID (H0086 English), Job Code (1110 Teaching Fellow), and Shift (N/A).
- Job Data Overrides:** A table with columns for Seq #, Position, Business Unit, DeptID, Job Code, Account Code, Shift, and GL Pay Type. The first row shows Seq #: 1, Position: [blank], Business Unit: [blank], DeptID: [blank], Job Code: [blank], Account Code: [blank], Shift: Use Job, and GL Pay Type: [blank].

Why is this important?

- If you change funding from state to local or local to state you must notify the Payroll office to insert or remove the account code from this panel for accurate distribution to the intended cost center. The Payroll office does not see Position Request Forms to make these changes without your notification.
- Pro-active changes mean fewer payroll reallocations that you and the Payroll office need to process.

The contact in the Payroll office for insurance stipends is Tenisha. You can call her at 3-9980 or email to: trcobox-knox@uh.edu

Rules for Insurance Stipends – Who is eligible?

Part-Time Benefits-Eligible Additional Pay – Insurance Stipends

Additions:

Criteria: Additional Pay is initiated for part-time benefits-eligible employees hired prior to 9/1/03 or for employees whose FTE was changed to less than 1.00 on or before 9/1/03. New hires on or after 9/1/03 are not eligible and employees whose FTE changed to less than 1.00 after 9/1/03 are not eligible.

Effective Date: Always 9/1/03

Terminations:

Criteria: Additional Pay ends when the employee terminates, transfers to a non-benefits-eligible or insurance eligible position or FTE is increased to 1.00.

- | | |
|--------------------------------------|---|
| Effective Date: 1. Term End of Month | Additional Pay Ends End of Month |
| Ex: Term: 9/1/03 | Additional Pay Ends: 9/1/03 |
| 2. Term Mid-Month | Additional Pay Ends First of Next Month |
| Ex: Term: 9/24/03 | Additional Pay Ends: 10/1/03 |

Changes to Additional Pay Amount:

Criteria: Changes to level of insurance coverage on 9/1/03. All changes after 9/1/03 do not affect the amount.

Effective Date: Always 9/1/03

Changes to Labor Distribution (Cost Center Charged):

Criteria: Changes to labor distribution are done by changes to employee's position number or standard hours (FTE) if employee is paid from more than one position.

Effective Date: 1. Change First of Month	Additional Pay Distribution Changes First of Month
Ex: Change: 9/1/03	Additional Pay Distribution Changes: 9/1/03
2. Change Mid-Month	Additional Pay Changes First of Next Month
Ex: Change: 9/24/03	Additional Pay Distribution Changes: 10/1/03

Graduate Assistants Additional Pay – Insurance Stipends**Additions:**

Criteria: Additional Pay is initiated for graduate assistants who are hired or re-hired on or after 9/1/03.

Effective Date: 1. Hired First of Month	Additional Pay Begin First of Month
Ex: Hired: 9/1/03	Additional Pay Begins 9/1/03
2. Hired Mid-Month	Additional Pay Begins First of Next Month
Ex: Hired: 9/24/03	Additional Pay Begins: 10/1/03

Terminations:

Criteria: Additional Pay ends when employee terminates, transfers to a non-benefits-eligible or benefits-eligible position.

Effective Date: 1. Term End of Month	Additional Pay Ends End of Month
Ex: Term: 9/1/03	Additional Pay Ends: 9/1/03
2. Term Mid-Month	Additional Pay Ends First of Next Month
Ex: Term: 9/24/03	Additional Pay Ends: 10/1/03

Changes to Labor Distribution (Cost Center Charged):

Criteria: Changes to labor distribution are done by changes to employee's position number or standard hours (FTE) if employee is paid from more than one position, since additional pay is charged to a cost center, instead of a position.

Effective Date: 1. Change First of Month	Additional Pay Distribution Changes First of Month
Ex: Change: 9/1/03	Additional Pay Distribution Changes: 9/1/03
2. Change Mid-Month	Additional Pay Distribution Changes First of Next Month
Ex: Change: 9/24/03	Additional Pay Distribution Changes: 10/1/03

Note: Labor distribution for Graduate Assistants is based upon 20 standard hrs or .50 FTE. Insurance stipends are charged to the first 20 standard hours (50 FTE) in job record number sequence for Graduate Assistants with over-load assignments that are insurance eligible and whose FTE for all insurance-eligible appointments exceed 50%.

The insurance stipend is only available to those employed in an insurance eligible graduate student position for 4 ½ months or more at 50% FTE or more. All stipends are effective on the first day of the month following the hire date. If an employee is hired on 9/1 they will get the stipend effective 9/1, but if they are hired 9/2 through 9/30 then they will get the stipend effective 10/1. However, this assumes that the above conditions are also met.

Forgot Your Password?

The UHS Finance System now allows users to receive a new password by email if they forget their current password.

When users click the *Forgot Your Password?* link on the Finance System login page, they will be asked to enter their Finance System User ID and then answer a question for which they have previously recorded the answer. If their answer matches their previously recorded answer, they will be emailed a new password.

The login page also contains a link to the UHS Finance System Security Policy, which explains how to obtain access to the Finance System and other security procedures, and a link to instructions for using the Forgot Your Password link. Below is a snapshot of the new links on the login page.



The screenshot shows a login interface with the following elements:

- User ID:** A text input field.
- Password:** A text input field.
- Sign In:** A yellow button.
- [Forgot Your Password?](#) (blue text link)
- [Finance Application Security Policy](#) (blue text link)
- [How to use Forgot Your Password link](#) (blue text link)

If you have any questions, please contact Catherine Chan at 713-743-8788.

Year-End Accrual Procedure

- UH Finance will run a query (UHS_AP_VOUCHERS_TO_ACCRUE) on September 16 to identify all vouchers posted from September 1 through September 15 with a Goods Received Date prior to Sept 1.
- Finance will create a journal entry in period 998 of FY06 to debit the cost center(s) and account(s) on each voucher and credit the same cost center(s) and account 20104 (AP Accrual End-of-Year). However, fund 5 cost centers will not be accrued to avoid early recognition of revenue.
- Finance will create another journal entry in period 1 of FY07 to reverse the period 998 journal entry.
- UH departments are required to submit all vouchers to Accounts Payable prior to year-end processing deadlines that are ready for payment to avoid unnecessary accruals. Vouchers with prior-year Goods Received Dates that become ready for payment after the year-end deadlines must be submitted to Accounts Payable by September 14, so they can be accrued.
- UH Finance may also accrue any other prior-year expenses of significant amount, which are not captured through the voucher process.

If you have any questions, please call Mike Glisson at 713-743-8706.

Requisition Workflow

Requisition workflow and document imaging start July 17. Key elements include:

- The last day you can submit paper requisitions to Purchasing (not in workflow) is July 14.
- Requisitions are created using one of the following PO business units:
 - ◆ 00730 or 00783: Regular requisitions to Purchasing
 - ◆ CN730 or CN783: “K” (non-research) contracts over \$10,000
 - ◆ RC730 or RC783: “R” (research) contracts regardless of amount
- Requisitions are budget checked before they are approved (unlike the current process).
- The requisition Creator will select a specific Buyer by name (covered in Req workflow training).
- The requisition Creator must select the appropriate workflow path:
 - ◆ Dept/Coll/Div—Purchasing
 - ◆ Dept/Coll/Div—OCG—Purchasing
 - ◆ Dept/Coll/Div—Research HEAF—Purchasing
- All backup documents (quotes, signed contract, etc.) must be uploaded to the requisition.

FY06 and FY07 Key Dates Calendar

The Key Dates Calendar lists important deadlines and reminders to help UH departments stay on track during the end of FY06 and beginning of FY07.

The Key Dates Calendar is posted on the Calendars page of the Finance website: <http://www.uh.edu/finance/pages/Calendar.htm> Any changes to the calendar will be announced through the Finance listserv.

Requisition Workflow and Key Dates Calendar Review

All UH administrators and business staff are encouraged to attend the Requisition Workflow and Key Dates Calendar Review on **Thursday, July 6, from 9 AM to 11 AM in room 160, Melcher Hall**. The Key Dates Calendar will be reviewed immediately following the Requisition Workflow presentation.

Don't worry if you have not registered for the training. Come anyway and bring your questions.



Please make sure that you are up-to-date with payroll suspense clearing as the end of the fiscal year approaches.

Policy Review



The following policies have completed their review and were approved as part of the May 31, 2006 Quarterly Review Cycle. Approved MAPPs can be found at www.uh.edu/mapp and approved SAMs can be found at www.uh.edu/sam.

MAPP Updates

Policy Number	Policy Name	Change to Policy
MAPP 03.03.01	Property Management Overview	Consolidates all property management policies into one document. Outlines responsibilities of department and property custodian. Revises forms.
MAPP 04.04.01	Purchase of Goods, Materials and Supplies through the Purchasing Department	Removes hazardous materials and pharmaceuticals from the list of items that must be purchased using a purchase requisition, regardless of dollar amount. Adds X-ray machines, class 3b and 4 lasers and biological safety cabinets to the list that must be purchased on a requisition regardless of dollar amount.
MAPP 05.04.04	Accounts Receivable	Language was added regarding the establishment and maintenance of the Data Universal Numbering System (DUNS). This number is used by federal agencies to identify contractors and is used by the university to request a draw down of funds from federal agencies.

SAM Updates

Policy Number	Policy Name	Change to Policy
SAM 02.A.11	Staff Performance Appraisals	Updated to remove the section stating that the component university Human Resource Department is responsible for establishing detailed procedures and guidelines to ensure a timely and appropriate performance appraisal process.
SAM 02.A.14	Promotion and Transfer of Staff	Reviewed but no changes were made to policy.
SAM 02.A.21	Nepotism	Reviewed but no changes were made to policy.
SAM 02.A.40	Staff Attendance and Punctuality	Reviewed but no changes were made to policy.
SAM 02.B.01	Classification of Staff jobs	Reviewed but no changes were made to policy.
SAM 02.B.10	Shift Differential	Updated to remove the section stating that the component university Human Resource Department is responsible for establishing guidelines for the administration of shift differential pay.
SAM 03.A.22	Reporting Financial Accounting Information to External Parties	Language was added regarding the establishment and maintenance of the Data Universal Numbering System (DUNS). This number is used by federal agencies to identify contractors and is used by the university to request a draw down of funds from federal agencies.

Sales Tax Holiday

August 4-6, 2006

This year's sales tax holiday for clothing and footwear begins at 12:01 a.m. on Friday, August 4, and ends at midnight on Sunday, August 6. The tax break is expected to save Texas consumers millions in state and local sales taxes. Lay-away plans can be used again this year to take advantage of the sales tax holiday. The law exempts most clothing and footwear priced under \$100 from sales and use taxes, which could save shoppers about \$8 on every \$100 they spend.

Here are some highlights about the sales tax holiday:

- The tax holiday occurs every year on the first Friday, Saturday, and Sunday of August. Qualifying items are exempt from state and local sales taxes.
- Most clothing and footwear priced at less than \$100 will be exempt from sales tax. Customers will receive the break on individual items, regardless of the total amount they buy. For example, sales tax is not due if a customer buys six shirts each priced at \$99.99. But full tax is due on a shirt sold for \$100; the first \$99.99 cannot be exempted.
- Clothing and footwear used primarily for athletic activities or for protective wear are not eligible for the exemption. Customers buying golf cleats or football pads, for instance, must pay sales tax. Athletic wear that is also used for participation in other non-athletic activities can qualify for tax exemption. For example, tennis shoes, baseball caps, and jogging suits are worn during everyday activities and thus may be purchased tax free during the holiday.
- Also excluded from the sales tax holiday are accessories such as jewelry and watches; items that are carried rather than worn, including handbags, briefcases and wallets; clothing rentals, such as formal wear and costumes; and repairs and alterations.

A word of caution to merchants: If you sell items that do not qualify for the exemption, you may not advertise or promise that you will pay your customers' sales tax. Additionally, you are prohibited from advertising that you will not collect sales tax on items that do not qualify. You may advertise that tax is included in the sales price of the taxable items that you sell, however.

Note: The information on pages 8 and 9 was extracted from the Comptroller's website:

http://www.cpa.state.tx.us/taxinfo/taxpubs/tx98_490/tx98_490.html

Below is a selected list of items and their exemption status during the sales tax holiday.

TAX-FREE	TAXED
Baby clothes	Accessories (generally) - barrettes, elastic ponytail holders, wallets, watches
Belts with attached buckles	Backpacks
Boots - cowboy, hiking	Baseball cleats and pants
Caps/hats - baseball, fishing, golf, knitted	Belt buckles (without belt)
Coats and wraps	Boots - climbing, fishing, rubber work boots, ski, waders
Diapers - adult and baby	Buttons and zippers
Dresses	Cloth and lace, knitting yarns, and other fabrics
Gloves (generally)	Dry cleaning services
Gym suits and uniforms	Football pants
Hooded shirts and hooded sweatshirts	Golf gloves
Hosiery	Handbags and purses
Jackets	Handkerchiefs
Jeans	Hard hats
Jerseys - baseball and football	Helmets - bike, baseball, football, hockey, motorcycle, sports
Jogging apparel	Ice skates
Neckwear and ties	Jewelry
Pajamas	Laundering services
Pants and trousers	Leather goods - except belts with buckles and wearing apparel
Raincoats and ponchos	Pads - football, hockey, soccer, elbow, knee, shoulder
Robes	Personal flotation devices
Shirts	Rented clothing (including uniforms, formal wear, and cos-
Shoes - sandals, slippers, sneakers, tennis, walking	Roller blades and skates
Socks (including athletic)	Safety clothing, glasses
Shorts	Shoes - bicycle (cleated), bowling, golf
Suits, slacks, and jackets	
Sweatshirts	
Sweat suits	
Sweaters	
Swimsuits	
Underclothes	
Work clothes and uniforms	

This list cannot include every possible item that qualifies for the exemption. If you have questions about items not shown here, please call the Texas Comptroller's office at 1-800-252-5555.

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 9:00 to 11:30 in the Customer Service Center Training Room 325A. All access forms should be faxed to the Customer Service Center, attention Cynthia Gibbs at 3-5596.

HRMS Training

New hires that need HRMS access must attend the HR View class. The class is held every Wednesday from 10:00 to 11:00 in the Customer Service Center Training Room. Please register for this class online and fax the approved access forms to the Customer Service Center, attention Arturo Tapia at 3-5596.

“Tricks of the Trade” PAR Training



The Customer Service Center provides PAR Training called “Tricks of the Trade” to all interested employees that deal with PAR processing. You can register for this class online on the HRMS/Payroll training web page. If you have any questions, please contact Cynthia Gibbs at 3-6885.

Leave Accrual Reconciliation Training for New Employees



Leave Accrual Reconciliation training for new employees is posted on the Finance website where you can register online. For further information, contact Bobbie Odom-Velasco at 3-8755.

Who's Who In Finance



- Who:** **Arturo Tapia**
Customer Service Rep I
- Years of UH Service:** 4 1/2 years
- Department:** Office of Administration & Finance
Customer Service Center
- How to Contact Me:** 713-743-3217 or email: atapia2@uh.edu
- Where to Find Me:** McElhinney Hall—Room 325
- When to Call Me:** HR View Training, Direct Deposits,
Campus Meal Plan, W4's, Verifications,
PASS, W2's and all other HRMS inquiries.
- What I Like Best About My Job:** I like helping people.

HUB VENDOR OF THE MONTH



WHO:

TCB Specialties

Owner's: Cassie Kane & Bill Ball (sister & brother)

WHAT:

At TCB Specialties our Business is Taking Care of YOUR Business.

TCB is a solutions provider with innovative ideas and brand awareness that result in increased business through effective use of promotional products and marketing ideas.

Client List: NASA, MD Anderson Cancer Center, St. Luke's Hospitals, UTMB – Galveston, Methodist Hospital, Memorial Hermann Hospitals, University of Texas Health Science Center of Houston, University of St. Thomas and University of Houston, etc.

HOW TO ORDER:

TCB – U of H Vendor Number: 0000054493

www.tcbspecialties.com

713-661-7783 Fax 713-664-6577

Project Consultant: Steven Amaya 713-927-9067

Experience: 15 years of Business Development, Strategic Marketing, Event Design & Promotion!

- *Non-profits * Educational Institutions * Professional Sports * Municipalities**

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

TCB Specialties is focused on developing and maintaining long-term relationships by continuously providing excellent specialty advertising products to grow and promote your business. We will do everything in our power to make the process fast, efficient and pleasant! Quotes are provided in 24 hours or less. Permission is asked to "PROCEED" with the order. Confirmation at every level (ordering, shipping, receipt) is provided to ensure your products are on time and correct.

INTERESTING FACT ABOUT THE COMPANY:

TCB has been helping businesses grow for 10 years with over 50 years combined marketing and promotional products experience between owners and sales associates.

At TCB Specialties our Business is Taking Care of YOUR Business.

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

Sandra Webb – (713) 743-5662

e-mail: sgwebb@central.uh.edu




Please be sure to check out Vendors Special Offers by visiting the HUB Home Page at: <http://www.uh.edu/hub> and selecting the [Vendor Special Offers](#) link.

JULY 2006 TRAINING CALENDAR

SUN	MON	TUE	WED	THU	FRI	SAT
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2	3 9:00 Payroll/ Finance Reconciliation 3:00 E-Inventory	4  Holiday	5 9:00 Basic Finance 2:00 HR View	6 9:00 Requisition Workflow 9:00 Query Basic	7	8
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9	10 9:00 Sponsored Projects	11 9:00 Basic Finance 1:30 Procurement Card—Cardholder 2:00 Leave Reconciliation	12 10:00 HR View	13 10:00 PAR Training	14	15
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16	17 9:00 Payroll/ Finance Reconciliation	18 9:00 Basic Finance	19 10:00 HR View 2:30 Vouchers	20 9:00 Query Basic 9:30 Travel Forms & Rules	21	22
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23	24	25 9:00 Basic Finance 1:30 Procurement Card—Manager 2:00 Leave Reconciliation	26 10:00 HR View	27 10:00 PAR Training	28	29
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30	31					
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