



# MARCH 2004 FINANCE/ PAYROLL NOTES AND NEWS

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### Budget Offices dates and information:

### PCBUD

February month end PeopleSoft was loaded to PCBud for FY2005 budget development. Therefore, no more *BASE* transfers will be necessary for the remainder of FY04. New base transfer activity will be entered into PCBud when it becomes available for updating. After the budget office reconciles the budget load, administrators will have access to view and print megabud reports for old year clean up.

New year budget development – The tentative date for administrator PCBud data entry for FY05 is scheduled for early May.

Remember that any approved line item position change information in PeopleSoft should also be reflected in PCBud.

### PCBUD TRAINING

PCBud05 training schedule is listed below. To schedule training, contact Karen James @ [kjames@central.uh.edu](mailto:kjames@central.uh.edu) . PCBud remains largely unchanged, with just a few report enhancements. Therefore only new users need to attend training. Contact Martha Tamez @ [metamez@central.uh.edu](mailto:metamez@central.uh.edu) for new user set up.

| <u>Date</u>  | <u>Location</u>   | <u>Time</u>  |
|--------------|-------------------|--------------|
| March 22- 26 | Social Work, 107A | 9:00 – 11:00 |
| March 23 –29 | Farish Hall, 318E | 2:00 – 4:00  |

### FY05 Planning and Budgeting Guide (Redbook)

The FY2005 Planning and Budgeting Guide (Redbook) will be distributed in late March. Two copies will be sent to each division/college administrator (one for the administrator and one for their VP/dean). There will be a memo accompanying each guide with the procedure on requesting additional copies.

The guide serves as a reference document during budget preparation. Information contained in the guide includes: the university’s mission and goals, copies of budget guideline memos from the President, Provost, Information Technology and Institutional Effectives, appropriation bill analysis, formula funding, base period SCH trends, a resource model of generated funds vs. allocated budget for fiscal year 2003, endowment income, merit increase guidelines, budget guidelines, principles and glossary, budget calendar and examples of PCBud and FY2004 Executive Summary reports.

## Key Differences on UGLS1074 Report between Finance 7.5 and 8.4

Open commitments and soft commitments are defined differently in 8.4 because PeopleSoft no longer posts encumbrances and pre-encumbrances to the Ledger. They are budget checked, but not posted. The accounting period changes will make the report easier to maintain, and ensure that 1074 balances match the online inquiry pages.

The following tables summarize key changes to the calculation of open and soft commitments on the UGLS1074 report after the Finance upgrade, as well as which accounting period transactions will appear on the report.

### Soft Commitments vs. Open Commitments

| Category        | Finance 7.5  | Finance 8.4  |
|-----------------|--|--|
| Soft Commitment | Budget checked/not posted vouchers<br>Budget checked/not posted regular journals<br>Budget checked/not posted encumbrance jrnls<br>Budget checked/not posted requisitions<br>Budget checked/not posted POs | Budget checked/not posted vouchers<br>Budget checked/not posted regular journals<br>Budget checked requisitions (never post) |
| Open Commitment | Posted encumbrance journals<br>Posted requisitions<br>Posted POs   | Budget checked encumbrance jrnls (never post)<br>Budget checked POs (never post)   |

### Determination of Accounting Period

| Category  | Transaction         | Finance 7.5         | Finance 8.4     |
|---|---------------------|---------------------|-----------------|
| Soft Commitment                                 | Voucher             | Date budget checked | Accounting date |
|   | Regular journal     | Date budget checked | Journal date    |
|   | Encumbrance journal | Date budget checked | N/A             |
|   | Requisition         | Date budget checked | Accounting date |
|   | Purchase order      | Date budget checked | N/A             |
| Open Commitment                                 | Encumbrance journal | Journal date        | Journal date    |
|   | Requisition         | Date posted         | N/A             |
|   | Purchase order      | Date posted         | Accounting date |
| Asset, Liability, Fund Equity, Revenue, Expense | Regular journal     | Journal date        | Journal date    |
|   | Voucher             | Date posted         | Accounting date |

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

### Review Financial System Queries

Please follow the steps below to make sure your private queries will work after the financial system upgrade:

- Review private queries in the current production and reporting databases (FSPRD and FSRPT) between now and March 31. Delete any that are no longer needed. All private queries in FSPRD and FSRPT as of March 31 will be moved to the PS8 test database (FS8TST) by April 5.
- Run private queries in FS8TST between April 5 and April 30. UH Finance will schedule query help sessions during April for UH staff who need to help rewriting queries in FS8TST. All queries in FS8TST as of April 30 will be moved to the PS8 database during the upgrade.

Public queries that begin with UHS will move from FSPRD/FSRPT to FS8TST to the PS8 database on the same schedule. Finance staff at all campuses will be testing public queries to make sure they work properly after the upgrade.

If you have any questions, please call Mike Glisson at 713.743.8706

### SA/HRMS PeopleSoft 8 Upgrade Update

The SA/HRMS system upgrade to PeopleSoft 8 planned for March 26 - April 5 will be rescheduled to a later date. Additional time is needed to test the upgrade processes to have full confidence that the upgrade will be seamless for the university as a whole.

We will set another SA/HRMS system upgrade date when we have a high degree of confidence that the upgrade processes provided by PeopleSoft work well. You will be notified weeks in advance of the new upgrade date.

Online web training for PS8 HRMS will be available for you on March 22. We will send the link to the web training on the listserv. Please take this opportunity to sign up for training classes that will enhance your knowledge of PS8 on the HRMS website.

Please disregard the Payroll deadlines set in anticipation of the April 5th upgrade. New payroll calendars are available on the web on Monday 3/15/04. The link to the payroll calendar is [http://www.uh.edu/finance/Cal\\_Sche/fy04payroll.htm](http://www.uh.edu/finance/Cal_Sche/fy04payroll.htm)

New payroll deadlines will be announced when the upgrade is rescheduled.

### PeopleSoft 8 HRMS Overview Class

PS8 HRMS Overview Classes are scheduled in Melcher Hall Room 150 for March 18th from 2:00 p.m. to 4:00 p.m. and March 19th from 9:00 a.m. to 11:00 a.m. The session will be a brief overview of version 8 with navigations through the system, printing reports and forms. Please register for the classes at <http://www.uh.edu/hrms/training.htm>

In addition to these two sessions, we have scheduled hands on classes the week of

March 29 – April 2 in UBP2-224.

March 29, 2004 9:00-11:00 a.m. and 1:30-3:30 p.m.

March 30, 2004 1:30-3:30 p.m.

March 31, 2004 9:00-11:00 a.m. and 1:30-3:30 p.m.

April 1, 2004 9:00-11:00 a.m. and 1:30-3:30 p.m.

April 2, 2004 9:00-11:00 a.m. and 1:30-3:30 p.m.

Please direct any questions to Jackie Chaney @ 3-1962 or Carla

Ponzio @ 3-4275.

From time to time the Customer Service Center, receives calls with questions about the same process. To assist business personnel, we will be identifying these frequently asked processes and adding them to a regular feature entitled:

### How Do I.....

Process a Professional Membership

Before professional membership dues can be paid or reimbursed by the university, the organization must be on the approved membership list. This list can be found at [http://www.uh.edu/finance/Doc\\_Ref/General\\_Ref/ProfOrgMemb.htm](http://www.uh.edu/finance/Doc_Ref/General_Ref/ProfOrgMemb.htm).

If you would like to add an organization to this list, you will need to complete the membership addition request. This form is found on the MAPP web site at <http://www.uh.edu/mapp/> as Addendum B to MAPP 04.01.03 – Vouchers. To receive an electronic copy of this form, please contact Sandra Medellin at 3-5753 or Amelia Villalon at 3-5589.

Once you have completed the form, please send the original form and summary information about the organization to the Customer Service Office at mailcode 5011. To expedite the process, feel free to submit your completed vouchers as well, but include a note requesting the Customer Service Office to forward the documents to Accounts Payable.

Approximately, once per month, the Customer Service Office submits requests for addition to the Professional Membership List to the Office of the Vice President for Administration and Finance for approval. Once the requests are approved, Finance personnel adds the organizations to the university's official list.

Questions regarding the process can be directed to Sandra Medellin at 3-5753.

## Customer Service Update

As many of you know, the Customer Service Center opened for business on February 1 in Room 337 McElhinney. The following are community highlights about the accomplishments and future developments for the Customer Service Center for its first month of operations.

In February, the Customer Service Center began training colleges and divisions on the PeopleSoft Finance 8 module. With the assistance of the Finance operating units, the Customer Service Center staff developed the curriculum and training materials for these classes. We also coordinated with the college/divisions to provide hands-on training to their employees with Finance staff. During this period, we conducted 20 training sessions for the college and division business staff and provided training to 374 university employees.

As a Customer Service Center help desk, we receive many calls from business personnel throughout the UH community to provide assistance to problems. For our first month of operations, the Finance Customer Service desk received 55 calls from the university community. Our Payroll Customer Service representative alone fielded 562 calls for requests to re-print W-2 forms. Phone calls to our staff ranged from needing personalized training on PeopleSoft Finance 8 to directing foreign nationals to the appropriate personnel to receive assistance with filing their tax paperwork. We have even been able to provide service to students who have come to our doors panicking because they can't find a printer to print their papers and have class in our building in less than 10 minutes!

To better serve the business community, Finance and Customer Service personnel worked with Administration and Finance departments to compile a customer service survey. We distributed the survey to approximately 300 managers, directors, Deans, Vice Presidents, and university business staff at the beginning of March. Many of you completed the survey and the results of the survey are currently being analyzed and will be reported to Administration and Finance management. We will use these surveys to develop better business practices for the UH community.

This month, we have also formed an advisory board of College/Division Business Administrators to oversee and partner with the Customer Service Office. Members of this group include Frederick McGhee, College Administrator in Natural Science and Mathematics; Pat Sayles, College Administrator for the College of Liberal Arts and Social Sciences; Gloria Sephers, Division Administrator for the Chancellor/President's Division; Georgeann Smith, Business Administrator for KUHF-FM and KUHT-TV; Dorothy Barrera, College Administrator in the College of Engineering; and Carol Barr, College Administrator in the College of Education. This group will be instrumental in developing the direction of the Customer Service Office. Also, this group will review the Administration and Finance survey results and recommend improvements in business operations. Stay tuned to future newsletters for announcements from this group.

In late March, the Customer Service Office will be welcoming three new Human Resources representatives. Each representative will be responsible for providing customer service to a group of colleges and divisions. These new representatives will spend the remainder of March receiving cross-training on Human Resources functions, Payroll-HRMS and PeopleSoft Finance so that they have a broad understanding of the university's business processes. The Human Resources aspect of this office is anticipated to begin April 1. We will be contacting the colleges and divisions to provide contact information for their Customer Service representative.

In March, we will begin contacting the College/Division Business Administrators to offer to schedule college/division-wide navigational overview sessions for the PeopleSoft HRMS 8 module. We also encourage College/Division Business Administrators and their business staff to contact us if they need individualized training for their employees on either the Finance or HRMS modules.

**When should you call the Customer Service desk for help?** Anyone can call the Customer Service hotline when they have a problem that they can't get resolved or need to reach a live voice to bring a situation to someone's attention. Even if it is not a problem that falls into the category of a Finance or Payroll problem, we will research the situation and at a minimum, turn you over to someone who can resolve the problem.

**What is the Customer Service hotline?** 3-3988

Contacts in the Customer Service Office include:

|                              |        |
|------------------------------|--------|
| Sandra Medellin, Finance     | 3-5753 |
| Emily Messa, Finance         | 3-8184 |
| Bobbie Odom-Velasco, Payroll | 3-8755 |



**Finance PeopleSoft 8 FAQ's**

Where can I find the PS8 Test data base link?

Answer: The test database link can be found on the Finance homepage under Training  
(PeopleSoft 8 Test Logon Instructions)

How do you track a PO number?

Answer: The instructions for the requisition to PO cross reference can be found on the Finance homepage under Training.  
(PeopleSoft 8 Online Training)

Can you delete a requisition in PeopleSoft?

Answer: UH departments are not authorized to delete a requisition in PeopleSoft. If you need to delete a requisition, call the Purchasing Dept. or send an email to purchasing@uh.edu

Can you correct item information or cost center information in a PS8 requisition?

Answer: You can make changes to all fields before you budget check. After budget checking, you can change the quantity, price, cost center, and account ( you will need to rebudget check). However, you cannot change the item description after budget checking. You will need to notify Purchasing to make this change on the PO.

What is the procedure in PS8 for encumbering contracts?

Answer: Research contracts are encumbered on a PO by the Office of Contracts and Grants and construction/renovation contracts are encumbered on a PO by Facilities, Planning, and Construction. A PO voucher is created to pay for these contracts, which releases the PO encumbrance. Finance is working with the UH College/Division Administrators to develop a procedure for encumbering non-research and non-construction/renovation contracts, which will be announced when it is complete

Which queries will appear in PS8?

Answer: Public queries in PS7 that begin with UHS and all private queries in PS7 will be copied to FS8TST (PS8 test database) April 1-4. Query owners should test and rewrite their queries, if necessary, in FS8TST between April 5 and April 30. All public and private queries in FS8TST on April 30 will be moved to the PS8 production and reporting databases during the upgrade. Finance will test and rewrite the public queries and will schedule group sessions to assist individuals in rewriting private queries.

Can you change cost center information in a PS8 purchase voucher after you budget check?

Answer: Yes, you can change cost center and/or account after you budget check as long as the voucher is still unposted. You will need to re-budget check the voucher after saving the change. Otherwise, the budget check status will be "Not Checked."

Crystal report software requirements in PS8?

Answer: Departments do not need to have the new crystal version that runs with PeopleSoft 8 installed on their desktop in order to run/print/view delivered or custom crystal reports.

When will the signature lines be added to the PS8 journal entry form?

Answer: Signature lines are now on the PS8 JE form.

How do I delete run controls in PS8?

Answer: The programmers are working on a way to delete run controls before or shortly after the upgrade and will let us know when this capability is available

### TAXABLE EMPLOYEE FRINGE BENEFITS

Recently, the University of Houston completed a major revision of SAM 03.D.06, Taxable Fringe Benefits, and placed the approved SAM on the University's website at <http://www.uhsa.uh.edu/sam/>.

The University provides various fringe benefits to its employees (e.g. reimbursement of moving expenses). If the fringe benefit is considered to be taxable, its value will be additional gross income to the employee, employment taxes withheld, and included on their Form W-2 at year-end. The following items may be taxable fringe benefits:

- Auto allowance
- Awards/prizes/gifts (see Exhibit A in the SAM for examples)
- Club membership, personal use
- Discount > 20%, employee
- Housing allowance
- Human subject testing
- Insurance premium
- Moving expenses
- Non-overnight meals
- Spousal / family travel, non-business
- Travel advance, delinquent
- Tuition reimbursement, not job related

Payments for taxable fringe benefits may be made by Accounts Payable or Payroll. In order to complete the supporting documents for payment, follow the steps below:

- Attach a completed Exhibit B, Taxable Payments or Reimbursements to Employees, found in the SAM. This exhibit also provides the proper Peoplesoft account for each taxable fringe benefit.
- Forward these documents to the University's Tax Department (mail code 0907). If the exhibit is not complete or not attached, payment will probably be delayed.

The Tax Department will review for final taxable determination and forward to Accounts Payable or Payroll to complete processing.

Some fringe benefits may not be taxable. They may be (1) services provided at no additional cost to the employer, (2) qualified employee discount, (3) working condition fringe, and (4) de minimus fringe. Again, the Tax Department will have to make a determination for any of these exceptions.

Any payments for fringe benefits must be well documented and accounted for. To be proper, the payment must have (1) a business connection, (2) substantiation of amount, time, use, and business purpose, and (3) excess payments returned to employer.

If you have any questions about taxable employee fringe benefits, call Keith Gernold, Tax Director, at 713-743-8710.

## HUB VENDOR OF THE MONTH

## WHO:

**'Randy Wongs' – A Perfect Event**

Managing Artist/Designer – Edward L. Schwing

Continuing in the tradition created and nurtured for many years by Randy Wong.



## WHAT:

Event Planning and Decorating Extraordinaire...

Whether it be local political functions for City Hall, a visiting Governor, President or Foreign Heads-of-State - Port of Houston Promotions – Annual Auto Shows or Various Trade Exhibits - School Proms and Weddings as well as both corporate and personal requests for outstanding fresh and silk florals.

## HOW:

Call and let's set an Appointment to come see our warehouses of props, décor, linens, etc.....

Phone: 713-661-3334 Fax: 713-592-8183

Contact: Edward L. Schwing – Mobile 832-457-2202

ONE THING that we would like the community to know about our company is that we value our tradition of personal attention to satisfy our loyal and repeat clientele, in translating their requests to completion of a Perfect Event and a thorough breakdown and cleanup of the venue.

## INTERESTING FACT ABOUT THE COMPANY:

Award Winning Designs in areas of Interior Design Trade Shows, Photography, Dining & Tabletop Designs Internationally Published and a most impressive Local and International Client List.

We at **'Randy Wongs' - A Perfect Event** look forward to establishing an ongoing relationship of assisting with your event and décor needs. Soon to have a Website with photos from our books of many accomplished affairs, we can be reached at the following E-Mail addresses -

[aperfectevent5157@sbcglobal.net](mailto:aperfectevent5157@sbcglobal.net) or [aperfectedevent@sbcglobal.net](mailto:aperfectedevent@sbcglobal.net)

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

**Dick Nill – (713) 743-5670 e-mail: danill@central.uh.edu**

**Sandra Webb – (713) 743-5662 e-mail: sgwebb@central.uh.edu**

# March 2004

| Sun       | Mon   | Tue  | Wed   | Thu   | Fri   | Sat       |
|-----------|---|--|---|---|---|-----------|
|           | <p>1</p> <p>2-4 p.m.</p> <p>College of Engineering Upgrade Training<br/>Room E 321</p>                            | <p>2</p> <p>1-3 p.m.</p> <p>Graduate School of Social Work Upgrade Training<br/>Room TBD</p> | <p>3</p> <p>9:30-11:30 a.m.</p> <p>HR View<br/>UBP 2-224</p>  | <p>4</p> <p>2 - 5 p.m.</p> <p>Online Requisition Entry<br/>UBP 2-224</p>  | <p>5</p> <p>1-3 p.m.</p> <p>Optometry Upgrade Training<br/>Room TBD</p> | <p>6</p>  |
| <p>7</p>  | <p>8</p> <p>9-11 a.m.</p> <p>Athletics Upgrade Training<br/>Room TBD</p>  | <p>9</p>   | <p>10</p> <p>1:30-5:00</p> <p>Advanced HR Payroll//Realloc<br/>UBP 2-224</p>  | <p>11</p> <p>9 - 11 a.m.<br/>GL Orientation<br/>2 - 5 p.m.<br/>Online Requisition Entry<br/>UBP 2-224</p>           | <p>12</p>   | <p>13</p> |
| <p>14</p> | <p>15</p> <p>9—12 p.m.<br/>Journal Entry<br/>2—5 p.m. 8.4 Finance Training<br/>UBP -2-224</p>                     | <p>16</p> <p>9—11 p.m.<br/>AP Fast Start PS 7.5<br/>UBP-2-224</p>                            | <p>17</p> <p>9—12 p.m. 8.4 Hands on Training<br/>UBP 2-224<br/>2- 3:30 p.m. 8.4 Hands on Training<br/>UBP 2—224</p> | <p>18</p> <p>9 —12 p.m.<br/>8.4 Hands on Training<br/>2-4 p.m. UBP2—224<br/>8.4 Requisition Entry<br/>UBP 2-224</p> | <p>19</p>   | <p>20</p> |
| <p>21</p> | <p>22</p>   | <p>23</p> <p>2—5 p.m.<br/>8.4 Hands on Training<br/>UBP 2-224</p>                            | <p>24</p>   | <p>25</p>   | <p>26</p>   | <p>27</p> |
| <p>28</p> | <p>29</p> <p>9—11 a.m.<br/>PS8 HR Overview<br/>UBP 2-224<br/>1:30—3:30 p.m.<br/>PS8 HR Overview<br/>UBP 2-224</p> | <p>30</p> <p>1:30—3:30 p.m.<br/>PS8 Hr Overview<br/>UBP 2-224</p>                            | <p>31</p> <p>9—11 a.m.<br/>PS8 HR Overview<br/>UBP 2-224<br/>1:30—3:30 p.m.<br/>PS8 HR Overview<br/>UBP 2-224</p>   |   |   |           |



# April 2004

| Sun | Mon   | Tue   | Wed  | Thu   | Fri   | Sat |
|-----|---|---|--|---|---|-----|
|     |   |   |  | 1<br>9—11 a.m.<br>PS8 HR Over-<br>view<br>UBP 2-224<br>1:30—3:30 p.m. | 2<br>9—11 a.m.<br>PS8 HR Over-<br>view<br>UBP 2-224<br>1:30—3:30 p.m. | 3   |
| 4   | 5   | 6   | 7  | 8<br>2-4 p.m.<br>8.4 Requisition<br>Entry<br>UBP 2-224                | 9   | 10  |
| 11  | 12<br>9—12 p.m.<br>AP Fast Start PS<br>7.5<br>UBP-2-224 | 13<br>1—3 p.m.<br>GL Orientation<br>UBP 2-224 | 14<br>9:30—11:30<br>HR View PS 7.5<br>UBP 2-224  | 15<br>2-4 p.m.<br>7.5 Requisition<br>Entry<br>UBP 2-224               | 16  | 17  |
| 18  | 19  | 20  | 21<br>9—12 p.m.<br>PS 7.5 Journal<br>Entry<br>UBP 2-224<br>1:30—5 p.m.<br>PS 7.5 Advanced<br>HR/Payroll Realloc. | 22<br>2-4 p.m.<br>8.4 Requisition<br>Entry<br>UBP 2-224               | 23  | 24  |
| 25  | 26  | 27  | 28<br>9—4 p.m.<br>PS 7.5 HR Query/<br>Crystal Basic Class<br>UBP 2-224   | 29<br>1:30—3:30 p.m.<br>HR View PS 7.5<br>UBP 2-224                   | 30  |     |