



FINANCE/PAYROLL

NOTES & NEWS



NOVEMBER 2005

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UHS Finance System Training



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 to 12:00 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.

Customer Service Update

The Customer Service Center has a new email address. You can now reach us via email at CSC@uh.edu. Please feel free to email your questions or comments.

For further information, contact the Administration and Finance Customer Service Center at 3-3988.

Auxiliary Administrative Charges

The administrative charge for auxiliary (fund 3) cost centers has changed as follows:

FY04	FY05	FY06
6.0%	5.9%	3.9%

Equity Transfers Between Unlike Funds

Funds (2XXX and 3XXX)

The matrix below indicates which fund codes may receive equity transfers from different fund codes or may transfer equity to different fund codes within the same fund group (2xxx or 3xxx). Fund equity is not normally transferred from one fund group (2xxx) to another (3xxx). Fund codes not listed on the matrix cannot transfer equity in or out of a different fund code.

Examples of **Allowable** Equity Transfers Between Fund Codes:

Transfer equity from 2077 to 2061.
 Transfer equity from 2080 to 2060.
 Transfer equity from 2078 to 2080.
 Transfer equity from 3056 to 3057.
 Transfer equity from 3054 to 3057.

Examples of **Non-Allowable** Equity Transfers Between Fund Codes:

Transfer equity from 2078 to 2077.
 Transfer equity from 2060 to 2061.
 Transfer equity from 2077 to 2078.
 Transfer equity from 3054 to 3056.
 Transfer equity from 3057 to 3056.
 Transfer equity from 2077 to 3057 (cannot transfer between fund groups).
 Transfer equity from 2080 to 2064 (fund 2064 is not on the matrix).

Exceptions to the attached matrix must be **pre-approved** by the Budget Office.

Fund	Description	Transfer In	Transfer Out
2060	DESIG-SERVICE DEPARTMENTS	Yes	No
2061	DESIG-SELF-INSURED PLANS	Yes	No
2077	DESIG-INVESTMENT INCOME	No	Yes
2078	DESIG-SALES & SERVICES-E&G	No	Yes
2080	DESIG-OTHER E&G	Yes	Yes
3054	AUX-INVESTMENT INCOME	No	Yes
3056	AUX-SALES & SERVICES	No	Yes
3057	AUX-OTHER E & G	Yes	No

Special Note for fund 2063

As a general rule unless the same program is shared among cost centers, neither equity nor budget can be transferred within fund 2063. Any exceptions to this rule must be **pre-approved** by the Budget Office.

Plant Funds

Only Plant Accounting and FP&C can generate journals (or approve) transfers of equity between Plant Funds (7XXX) and any other fund.

Additional Salary and Wage Budget Nodes and Accounts Effective September 1, 2005

The Salary and Wage budget node B5006 has been divided into seven new subcategories. Like B5006, these new nodes are used for budgeting salary and wages at level 3, the standard budgeting level for operating cost centers. All salary and wage budget for Non-Proj/Grt cost centers will be established using the new categories.

In addition, new salary and wage accounts have been created that correspond to the new budget nodes. All salary and wage transactions for Non-Proj/Grt cost centers will use these new values.

These budget nodes allow for improved budget to actual comparison of salary and wage activity.

<u>New Node</u>	<u>New Account</u>
B5034	S&W TENURE TRACK FACULTY 50140 RANKED FACULTY SALARIES 50141 ADMINISTRATIVE STIPENDS, FACULTY 50142 CHAIR/PROFESSOR STIPENDS, FACULTY
B5035	S&W NON TENURE TRACK FACULTY 50150 VISITING FACULTY SALARIES 50151 CLINICAL FACULTY SALARIES 50152 INSTRUCTIONAL FACULTY SALARIES 50153 RESEARCH FACULTY SALARIES
B5036	S&W ADJUNCT FACULTY 50160 LECTURER SALARIES 50161 CONTINUING EDUCATION INSTRUCTOR SALARIES 50162 SUMMER SALARIES
B5037	S&W GRADUATE ASSISTANTS 50170 INSTRUCTIONAL ASSISTANTS SALARIES 50171 TEACHING ASSISTANTS SALARIES 50172 TEACHING FELLOWS SALARIES 50173 RESEARCH ASSISTANTS SALARIES
***	50174 GRADUATE ASSISTANTS
B5038	S&W EXEMPT STAFF 50180 PROF & ADMIN STAFF SALARIES, EXEMPT 50181 OTHER SUPPORT STAFF SALARIES, EXEMPT 50182 RESEARCH STAFF SALARIES, EXEMPT 50183 STIPENDS & OVERLOAD
B5039	S&W NON EXEMPT STAFF 50190 ADMINISTRATIVE STAFF SALARIES, NON EXEMPT 50191 OTHER SUPPORT STAFF SALARIES, NON EXEMPT 50192 RESEARCH STAFF SALARIES, NON EXEMPT
B5040	S&W STUDENT EMPLOYEES 50200 COLLEGE WORK STUDY WAGES, FEDERAL 50201 NON COLLEGE WORK STUDY WAGES 50202 COLLEGE WORK STUDY WAGES, TEXAS

***** Reminder: Use short work breaks for GA's to avoid encumbrance for the year.**

Position Budgeting

As was discussed in the August College and Division Administrators meeting, the University of Houston is considering no longer budgeting at the individual position level starting in FY2007. All other aspects of position control will continue, including FTE and the recording of actual expenditures at the position level. Under this plan, salary and wage budgets would be maintained in the expanded set of personnel budget nodes within the PeopleSoft general ledger system.

FY2006 will be a transition year. FY2006 salary and wage budgets have been loaded at the position level, just as in prior years. The additional general ledger salary and wage budget nodes were also loaded with the FY2006 budgets. It will be optional for colleges and divisions to continue the maintenance of the position level budgets. Only budgets at the general ledger level must be maintained. For those who choose to not continue budgeting at the position level during FY2006, position numbers will not be required on budget journals. In fact, if the “budget” change is between two positions within the same budget node, no budget journal at all will be needed. This change should significantly reduce the time and effort needed to maintain departmental budgets.

Additional information will be provided as process continues to evolve. The Budget Office will appreciate any comments or thoughts that you may have. Please contact Tom Ehardt (3-5325), Margie Hattenbach (3-0655) or your assigned analyst.

Position Funding Source

In order to load accurate budgets and jobs into the budget system (SysBud) all positions must have funding sources established in PeopleSoft HR. A suspense report will show what positions have not been funded. To fund the positions, submit Position Requests to the Budget Office with section 3 completed (certifying signatures required).

Who's Who In Finance



- Who: Margaret Busch
- How Long I've Been at UH: 18yrs
- What Department I Work In: Payroll
- How to Contact Me: 713-743-8770
- Where to Find Me: University Business Park Bldg 2 - Rm 221
- When to Call Me: All areas of Payroll
- What I Like Best About My Job: All the challenges of running the payroll processes and working with the employees and staff to ensure that all employees are paid as accurately and on time as possible.

“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.

HUB VENDOR OF THE MONTH



WHO WE ARE:

xNet Systems, Inc.

President: Laurie Tate

Independent Houston based company under the same management for seven (7) years.

WHAT WE DO:

xNet Systems sells and services computer hardware primarily to State of Texas agencies and Higher Education in Texas. xNet Systems provides technology integration with a focus on helping your business reduce operation costs and increase employee productivity. We provide installation, design, project management, technology rollouts, staff augmentation consulting, and ongoing network support, as well as, a select break-fix maintenance program tailored to our customer needs.

Customers: University of Houston – Clear Lake, Texas A&M University, Office of the Attorney General – Austin, Texas Department of Criminal Justice (TDCJ), Texas Department of Public Safety (DPS)

HOW:

Orders can be placed:

Email: sales@xnetsystems.com, or by fax 281-539-0885

Contact Barry Boland or Rosalinda Garcia at 281-539-0886 for additional information.

WHY would University of Houston choose xNet Systems as a vendor:

Our Experience:

The xNet team, sales and technical staff, has over 20 years experience selling, servicing, and supporting network and computer products. Whether your organization is looking to install it's first computer network, support an existing network or expand on it's current technology, our skilled staff can guide the customer through their planning phases and technology implementations.

Our Approach:

We go beyond simply putting PC's on our customers desks. Our background of working with Fortune 500 companies has given us a skill set that focuses on evaluating the long term impact of technology within a business and guiding our customers in their long term goals.

INTERESTING FACTS ABOUT xNet Systems:

- DIR Go-Direct Reseller for computer hardware.
- Currently hold five (5) year contract for all Gateway computer products at Texas A&M University. Contract is open to all Universities in Texas.

Women Business Enterprise (WBE) for City of Houston.

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

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



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SUN	MON	TUE	WED	THU	FRI	SAT
		1 8:30 Basic UH Financial Processes & Transactions 1:00 Basic UH Financial Processes & Transactions	2 8:30 HR View 9:00 Requisition 11:30 PS Asset Management 1:00 Budget Journal	3 1:30 Query Basic 2:00 PAR Training	4	5
6	7 9:00 Payroll Finance Reconciliation	8 8:00 Basic UH Financial Processes & Transactions 1:30 Procurement Card/Cardholder	9 8:30 HR View 9:00 Journal Entry	10 9:30 Travel Forms & Rules	11 10:00 PAR Training	12
13	14 10:00 Sponsored Projects	15 8:30 Basic UH Financial Processes & Transactions	16 8:30 HR View 1:30 Advanced HR/Payroll Reallocation	17 8:30 Query Basic	18 10:00 PAR Training	19
20	21 9:00 Payroll/ Finance Reconciliation	22 8:30 Basic UH Financial Processes & Transactions 1:30 Procurement Card-Manager	23 8:30 HR View	24 Thanksgiving 	25 Holiday	26
27	28 10:00 Sponsored Projects	29 8:30 Basic UH Financial Processes & Transactions	30 8:30 HR View			