



# FINANCE/PAYROLL NOTES & NEWS



OCTOBER 2005

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## PASS People Advantage Self Service

### Customer Service Update



In order to streamline processes and eliminate forms, employees will now be using PASS (Employee Self Service) to process all transactions related to their direct deposit and withholding (W-4). The web site for PASS is <http://www.my.uh.edu/pass>.

Training will be provided to new employees at new employee orientation on how to utilize this functionality and can also be provided in group settings as well. If you would like to arrange for a PASS group training session for your department, please contact Sandra Medellin at 3-5753.

Please feel free to contact the Administration and Finance Customer Service Department at 3-3988 if you have any questions about completing these transactions in PASS.

## Instructions for Completing the Property Action Form



In order to streamline forms and transactions within Asset Management, Property Management has provided the Property Action Form, which should address most transactions within the Asset Management System (for exceptions, see below):

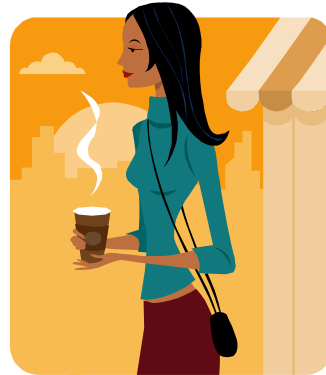
1. Please select appropriate transaction in the form drop-down menu.
2. The drop-down menu selection will determine the appropriate signatures and information required for each transaction type.
3. Please provide the appropriate signatures and information needed to complete your transaction and send the form electronically to Raymon Matthews at [rmatthews@central.uh.edu](mailto:rmatthews@central.uh.edu). (E-mail approval is acceptable.)
4. We've added an "Other" field for you to use if you have a transaction you'd like to complete and don't see it listed.
5. This is a program we are piloting and know that we may not have covered everything, so if there are transactions you believe are missing, please e-mail those suggestions to Emily Messa at [eamessa@uh.edu](mailto:eamessa@uh.edu). We'll be glad to consider them as we improve the form.

### Exceptions to Using the Form:

1. Transfers of property to a different building and room location can now only be completed in PeopleSoft Asset Management. If you need access this module, please complete an Access Request form, fax it to A&F Customer Service at 3-5596, and register for the class on the training page of the Finance web site.
2. The Missing and Stolen Property form will still be a separate form as this information is required by the state for reporting purposes.

The Property Action form is located at [http://www.uh.edu/finance/pages/PM\\_Website.htm](http://www.uh.edu/finance/pages/PM_Website.htm) (From the Finance home page, click on Departments, and then Property Management.)

## Who's Who In Finance



- Who: Tenisha Knox-Cobos
- How Long I've Been at UH: 2 yrs
- What Department I Work In: Payroll
- How to Contact Me: 713-743-9880
- Where to Find Me: University Business Park Bldg 2 - Rm223
- When to Call Me: Stop Payments, Stale Dated Checks, Check Rewrites, Biweekly & Monthly Timesheets, Worker's Compensation Wage Statements, Additional Pay, Subpoenas, Docks, Leave Adjustments, & General Deductions
- What I Like Best About My Job: The best thing I like about my job are the ladies that I work with. I also enjoy the work I do and helping as many people as I can.



### “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.

## Tax Links on Web

The website for the UH Tax Department has been expanded with a new section, “Links to Tax Related Websites.” This section includes links to UH SAMs and MAPPs which contain tax related information. The tax website is located under the UH Finance web-page at <http://www.uh.edu/finance>, and click on “Tax Information.” A partial list of links is shown below.

If you have any questions/comments/suggestions, please free to call Keith Gernold, UH Tax Director, at (713) 743-8710.

### Links to Tax Related Websites

#### UH Websites - SAMs and MAPPs

Communication Allowance – [SAM 03.A.19](#) and [MAPP 10.03.05](#)

Entertainment Expenditures – [SAM 03.A.02](#)

Family Travel Expenses – [SAM 03.A.21](#)

Fringe Benefits, Taxable – [SAM 03.D.06](#)

Gifts, Acknowledgement and Disposition of – [SAM 03.F.01](#)

Human Subject Testing – [MAPP 05.02.04](#)

Independent Contractor vs. Employee – [SAM 02.A.24](#) and [MAPP 02.03.02](#)

Moving Expense Reimbursement, Employee – [SAM 03.A.13](#) and [MAPP 02.02.05](#)

Perquisites – [SAM 02.E.02](#)

Texas State Taxes – [SAM 03.A.12](#)

Travel, Business – [SAM 03.A.03](#)

Tuition Reimbursement, Not Job Related – [SAM 03.A.26](#)



## HUB VENDOR OF THE MONTH

**WHO:**

Mirex Aquapure Solutions  
Owner: Terry Hollis  
Independent locally owned company.

**WHAT:**

Sells and installs **point of use water purification systems** to replace bottled drinking water. These systems are completely self-sanitizing using multistage reverse osmosis filtering and ultra violet light. These systems provide a healthier more cost effective alternative to bottled water in the work-place.

**HOW:**

Orders can be placed:  
By phone; 713-682-3000, ask for Noble Duke  
Visit our website to view the machines and how they work at [www.mirexsolutions.com](http://www.mirexsolutions.com)

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

We have worked with the University to make our systems affordable to replace the current five gallon water cooler dispensers. These systems eliminate several issues with bottled water, such as back injuries from the poor ergonomics of the bottles, storage issues, and slime or bio-film growing inside the bottled water coolers.

**INTERESTING FACT ABOUT THE COMPANY:**

Mirex Aquapure Solutions was awarded the Better Business Bureau Award for Excellence in Service and Ethics for 2005. We were one of 23 out of over 50,000 companies in Houston to receive this prestigious award.

The Law Center replaced 22 Ozarka coolers with our pure water systems. We also have systems in Human Resources, the Office of the Vice Chancellor for Administration and Finance, and many other departments around the campus.

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](mailto:sgwebb@central.uh.edu)

## Capital vs. Controlled Assets

It is important to choose the correct account when purchasing equipment. Please refer to the list below. A complete list of active accounts is located on the Finance References page under Account List:

<http://www.uh.edu/finance/pages/References.htm>

ACCOUNT	BRIEF DESCRIPTION	STATE	
		CONTROLLED	CAPITALIZED
<b>*State Controlled Equipment \$500.00 - \$4,999.99 per unit</b>			
54354	Firearms (all); TVs, Cameras, Camcorders, VCRs, Stereo Systems \$500-\$4,999.99 <u>per unit</u> and useful life of 1 year or more	X	
54355	Computers, Printers and Data Projectors \$500-\$4,999.99 <u>per unit</u> and useful life of 1 year or more	X	
54356	Fax Machines and Telecopiers \$500-\$4,999.99 <u>per unit</u> and useful life of 1 year or more	X	
<b>Capitalized Equipment \$5,000.00 - more per unit</b>			
58600	Motor Vehicles \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58601	Furnishings/Equipment \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58602	Computer Equipment \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58603	Telecom Equip \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58604	Software \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58605	Fabricated Equip (component parts, materials) total \$5,000 or more and useful life 1 year or more		X
58607	Boats/Marine Equipment \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58610	Computer Operating Systems \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
58611	Database Software \$5,000 or more <u>per unit</u> and useful life 1 year or more		X
<b>CAPITALIZED AT ANY COST</b>			
58606	Sculpture, Painting, Other Fine Art with useful life 1 year or more		CONTACT PROPERTY MANAGEMENT BEFORE USE
58900	<b>LIBRARY USE ONLY</b> - Books permanently retained		LIBRARY USE ONLY
58901	<b>LIBRARY USE ONLY</b> - Journals, Serials, and Other Periodicals permanently retained		LIBRARY USE ONLY
58902	<b>LIBRARY USE ONLY</b> - Binding and Prep Cost for permanently retained publications		LIBRARY USE ONLY
58903	<b>LIBRARY USE ONLY</b> - Film or Microfilm Library		LIBRARY USE ONLY
58904	<b>LIBRARY USE ONLY</b> - Electronic Library		LIBRARY USE ONLY



# OCTOBER 2005



SUN	MON	TUE	WED	THU	FRI	SAT
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2	3 9:00 Payroll/Finance Reconciliation	4 9:00 Requisition 1:30 Procurement Card - Cardholder	5 8:30 HR View 11:30 PS Asset Management View & Location Change 1:00 Budget Journal (Full)	6 1:30 Query Basic	7	8
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9	10 10:00 Sponsored Projects Property	11 1:30 Advanced HR/ Payroll Reallocation	12 8:30 HR View	13 9:30 Travel Forms & Rules	14	15
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16	17 9:00 Payroll/Finance Reconciliation	18 1:30 Procurement Card-Manager	19 8:30 HR View	20 8:30 Query Basic	21	22
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23	24 10:00 Sponsored Projects Property	25	26 8:30 HR View	27	28	29
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30  Daylight Savings Time Ends	31  Halloweez					
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