



# FINANCE/PAYROLL

## NOTES & NEWS



SEPTEMBER 2005

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### Updated Key Dates Calendar for FY05/FY06

Date	Day	Time	Description	Send To
09/07/05	Wed	5:00 PM	Deadline for submitting consumable/resale inventory as of August 31.	General Accounting
<b>09/08/05</b>	Thu	5:00 PM	First deadline for submitting 998 adjustments. These adjustments will be posted to the General Ledger by Payroll and General Accounting no later than Sep 12 so departments can review financial system reports Sep 13 for any additional adjustments needed.	Payroll, Gen Acctg
<b>09/08/05</b>	Thu	6:00 PM	Target close for August (period 12).	
<b>09/09/05</b>	Fri	5:00 PM	Finance sends deficit fund equity list to Division Administrators.	
09/09/05	Fri	5:00 PM	Deadline for submitting accounts receivable reconciliation as of August 31 and write-off memos.	General Accounting
			Departments review 998 financial system reports for any additional adjustments needed. These reports will not include UCI/WCI (1% of 998 salary), Administrative Charges on Auxiliary cost centers, or Indirect Cost Expenses on Sponsored Project cost centers. These expenses will post after all 998 adjustments have been entered.	
<b>09/13/05</b>	Tue	8:00 AM		
<b>09/15/05</b>	Thu	12:00 PM	Second and final deadline for submitting 998 adjustments to Payroll and General Accounting.	Payroll, Gen Acctg
09/15/05	Thu	5:00 PM	Finance sends College/Division Administrators list of proposed FY06 telephone, postage, and long distance encumbrances.	
09/21/05	Wed	5:00 PM	Deadline for submitting changes to proposed FY06 telephone, postage, and long distance encumbrances.	Kimberly Bates
09/22/05	Thu	5:00 PM	FY06 postage, telephone, and long distance encumbered in September.	
<b>09/22/05</b>	Thu	6:00 PM	Target close for period 998 for department cost centers. Only institutional cost centers should be affected after this date.	

Note: Dates in **bold** have been revised. The complete calendar is at: <http://www.uh.edu/finance/pages/Calendar.htm>

## Period 998 FAQs

Q: What is period 998?

A: The accounting period following period 12 (August), which is used to make necessary adjustments to the general ledger in the fiscal year just ended (FY05) for financial reporting purposes.

Q: What kind of adjustments can departments make in period 998?

A: Departments can submit journal entries to General Accounting for non-payroll expense reallocations and fund equity transfers, or submit payroll reallocations to Payroll.

Q: What are some of the reasons for making 998 adjustments?

A: Correct an expense charged to the wrong account or cost center, clear payroll suspense, and clear a deficit (positive) fund equity on a cost center.

Q: What about non-payroll expense reallocations between state and local funds?

A: During period 998, departments should submit all non-payroll expense reallocations on a journal entry, including reallocations between state and local funds. Finance will create the voucher to reimburse the local or state cost center for these reallocations. During periods 1-12, departments must create a voucher to reallocate non-payroll expenses between local and state cost centers.

Q: Where can I find instructions for creating non-payroll 998 journal entries?

A: On the Finance References page: <http://www.uh.edu/finance/pages/References.htm>

Q: What is the deadline for submitting period 998 adjustments to General Accounting and Payroll?

A: September 15 at noon.

Q: What does the UH System policy say about deficit fund equity cost centers?

A: SAM 03.G.01 says you must explain and correct deficit balances at the end of the fiscal year for a fund group (1xxx, 2xxx, etc.) within a department (H0001, H0002, etc.), unless one of the following exceptions apply:

- Deficits for fund group 5 (5xxx) due to fund timing issues do not require explanation. If the fund group 5 deficit is not due to timing issues, it must be explained and corrected.
- No individual fund 9 cost centers (not just the sum of fund 9 cost centers by department) should have a deficit fund equity at any time and must be corrected as soon as possible.

Q: How do departments know which fund groups have a deficit balance for their department?

A: Finance sends a report to the Division Administrators in early July, August, and September (after 12th month closes) that provides the fund equity balance by fund group for the departments in their division.

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

## Changes to Per Diem, Mileage, and Interest

The Comptroller's Office has announced the following changes, which are effective September 1, 2005:

### Per Diem for Overnight Travel in Texas

	<u>Through August 31, 2005</u>	<u>Beginning September 1, 2005</u>
Meals	\$30.00 per day	\$36.00 per day
Lodging	\$80.00 per day	\$85.00 per day



Example: Employee travels to Austin for a business trip from August 29 to September 2. The employee will receive per diem for meals and lodging of \$30 and \$80 per day, respectively, for August 29-31, and receive per diem of \$36 and \$85 per day for September 1-2.

See Out-of-State Meal and Lodging Rates at <http://www.window.state.tx.us/fm/travel/> for per diem for out-of-state overnight travel.

If you have any questions about per diem, contact AP Travel (Priya Chityala 3-8707).

### Mileage Reimbursement



	<u>Through August 31, 2005</u>	<u>Beginning September 1, 2005</u>
Mileage	35 cents per mile	40.5 cents per mile

Example: Employee uses her car to attend business meetings around Houston on August 31 and September 1. She will be reimbursed at \$0.35 per mile for mileage driven on August 31 and at \$0.405 per mile for mileage driven on September 1.

If you have any questions about mileage, contact AP Travel (Priya Chityala 3-8707).

### Interest on Late Payments



Interest charges for late payments will change as follows:

	<u>Through August 31, 2005</u>	<u>Beginning September 1, 2005</u>
Interest	5% per year	7.25% per year

Example: A check is issued late (after the Net Due Date on the voucher) on August 31, 2005 and the late interest is calculated at 5% per year. A check is issued late on September 1, 2005 and the late interest is calculated at 7.25% per year. Remember that local checks only pay interest if the calculated interest amount is greater than \$5, while state checks pay interest regardless of the amount calculated, as required by the Comptroller's Office.

If you have any questions about late interest, contact AP Audit (Cissy Bean 3-8711).

## Who's Who In Finance



- Who: Patricia Howard
- How Long I've Been at UH: 15yrs
- What Department I Work In: Payroll
- How to Contact Me: 713-743-8776
- Where to Find Me: University Business Park Bldg 2 Rm223
- When to Call Me: Reallocations, W2's prior to 2001, Texas Workforce Commission
- What I Like Best About My Job: I like all areas of my job.

## “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.

## 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 the 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.



## Payroll Adjustments to Account 16120

The clearing payroll adjustment account (16120) has balances from 2001 to present. These balances are from overpayments and adjustments that were never correctly credited or debited from the accounts. After Renee Chang does the adjustments, Pat Howard does the accounting entries to clear out the balances in 16120 and assign them correctly.

If the cost center is invalid she will call the department to assign an appropriated cost center. If you've any questions, please call Pat at #38776.



## Policy Updates 8/31/05

The following policies have been approved effective 8/31/05:

### MAPPs

MAPP Name	Reason for Update
MAPP 01.03.01 – Baseline Standards	Eliminate need for completed baseline standards, require completion of Department Responsibility Matrix
MAPP 02.04.09 – Exit Interview	Establish exit interview process
MAPP 04.00.00 – Code of Conduct – Procurement Responsibilities	Requires Finance staff to send a copy of this policy annually to certifying signatures.
MAPP 04.01.10 – Prompt Payment and Payment Scheduling	Includes the prohibition of late-payment interest expenses being charged to sponsored contract and grant (fund 5) cost centers.
MAPP 04.01.11 – Procurement Card	Include definitions of state and local P-Card and the list of prohibited items for the state P-Card.
MAPP 04.02.01A – Travel Paid from State-Appropriated Funds	Allows for the purchase of business or first class foreign travel using state funds if it is medically necessary or a lower fare is not available.
MAPP 04.02.01B – Travel Paid from Local Funds	Allows for the purchase of first-class or business foreign airfare if it is medically necessary, a lower fare is not available, or if it enables the traveler to rest so that they can begin work more quickly following the flight.
MAPP 10.03.05 – Employee Responsibilities – Telecommunications Resources	Updated to provide new methods for paying for telecommunications' expenses for employees. Method 1 involves the university paying the vendor directly for the service. In this instance, the phone/Internet service is to be used for business purposes only. Method 2 enables the supervisor to approve a monthly stipend to the employee for the use of a cell phone or Internet service. Rates for these services will be established by Finance annually.



## Policy Updates 8/31/05

The following policies have been approved effective 8/31/05:

### SAMs

SAM Name	Reason for Update
SAM 01.C.04 - Reporting/Investigating Fraudulent Acts	Updated to include current information about reporting fraud via the new anonymous web reporting system and a modified exhibit, providing definitions for fraud.
SAM 03.A.01 - Expenditure of all Funds Administered by the University of Houston System	Updated to include the provision that vouchers created with sponsored grant and contract funds (fund 5) will not pay interest, since these cost centers do not permit late payment interest.
SAM 03.A.02 – Entertainment Expenditures	Updated to prohibit the charging of alcoholic beverages to a contract or grant.
SAM 03.A.03 – Business Travel	Allow for the purchase of business or first class foreign travel using state funds if it is medically necessary or a lower fare is not available. Allows for the purchase of first-class and business foreign airfare using local funds if it is medically necessary, a lower fare is not available, or if it enables the traveler to rest so that they can begin work more quickly following the flight.
SAM 03.A.19 – Personal Use of Telecommunications Equipment	Updated to provide new methods for paying for telecommunications' expenses for employees. Method 1 involves the university paying the vendor directly for the service. In this instance, the phone/Internet service is to be used for business purposes only. Method 2 enables the supervisor to provide a monthly stipend to the employee for the use of a cell phone or Internet service. Procedures for these programs will be established and administered by the component university.
SAM 03.D.06 – Taxable Fringe Benefits	A revision has been made to SAM 03.D.06 to include Exhibit C, which provides a detailed listing of the fringe benefits, the appropriate PeopleSoft account number, and describes whether the benefit is taxable or nontaxable.
SAM 04.A.02 – Audits by Internal Auditing	Updated with a housekeeping change to replace the references to Executive Committee with Audit Committee, making this policy consistent with Board Bylaws.

## HUB VENDOR OF THE MONTH

**WHO:**

The Laser Network, Inc.

President/CEO: Charles Moore

The Laser Network, Inc. is a Texas corporation formed in 1994 in Plano, Texas. Houston office opened for business in 1997.

**WHAT:**

The Laser Network, Inc. specializes in laser printer service and supplies. Our technicians are factory trained and certified to assist you with any printer related problem that may occur. Among the many popular brands we service are HP, Minolta-QMS, Tektronix, Xerox, and Lexmark just to name a few. We also sell over 40,000 computer related products such as memory, data storage, ribbons, diskettes, new and remanufactured toner, fax and copier toner and much more.

Customers: University of Houston, Halliburton, United States Postal Service, Federal Reserve Bank

**HOW:**

Service calls or orders:

By phone: 713-334-6364 or by fax: 713-334-6348

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

With “Service after the Sale” being a rare commodity now a days, we feel that our ability to provide excellent service after your purchase is the primary ingredient for our 11 year success in business relationship building.

When you purchase your printer supplies from us, your printers will be repaired as needed **FREE OF CHARGE** parts and labor!

**INTERESTING FACT ABOUT THE COMPANY:**

After our first 4 months in business we won a contract with a Plano, Texas based fortune 500 company, DSC Communications. They averaged 12 printer service calls per day. We are able to evaluate their work load and come up with a strategic service plan that reduced their work load average to 3 printer service calls per day. In 1997 we received a “Special Recognition Award” for reducing their overall printer maintenance cost by over 50%.

**NOTE:** This vendor was an exhibitor at the recent HUB Vendor Fair. You may have had the opportunity to witness the demonstration of their laser printer and hear about the great service savings.

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

Department: Sandra G. Webb – (713) 743-5662


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



# SEPTEMBER 2005

SUN	MON	TUE	WED	THU	FRI	SAT
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4	5 <b>Labor Day</b> 	6	7 8:30 HR View 11:30 PS Asset Management View & Location Change	8 1:30 Query Basic	9	10
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11	12 10:00 Sponsored Projects Property	13 8:30 Query Basic	14 8:30 HR View	15 9:30 Travel Forms & Rules	16	17
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18	19	20	21 8:30 HR View 1:30 Advanced HR/ Payroll Reallocation	22 8:30 Query Basic	23	24
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25	26 10:00 Sponsored Projects Property	27	28 8:30 HR View	29	30	
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