

Draft CORESTAFF Central Billing Procedures

Placing an Order

- (1) A list of certifying signatories is provided to Sandi Gardea (Corestaff Representative to UH). Sandi will be added to the e-mail list to receive certifying signatory list updates.
- (2) A certifying signatory contacts Sandi to obtain on-line access to place order. Sandi verifies the certifying signatory list to make sure that the department contact is an authorized certifying signatory. (College/Division Administrators who want to designate other people to request temp employees through Corestaff should send an email to Aida Hermosilla in Accounts Payable (ahermosilla@uh.edu). Aida will forward the email to Sandi and retain a copy of the email.)
- (3) The certifying signatory enters the order information (i.e., cost center, hours, time period, etc.) in the online system and pre-approves payments. Cost Center will be validated when it is entered (front end validation).
- (4) Sandi will determine the hourly rate and complete the order. (Note: the Corestaff system now shows "titles" and "hourly rates" for each temporary agent position per contract.)
- (5) Sandi will send a confirmation e-mail to the certifying signatory and supervisor for the order.

Timesheet Process

- (1) The Corestaff system generates a timesheet for the temp employee. On a weekly basis, an e-mail is sent to the supervisor to approve the timesheet.
- (2) The Supervisor clicks on the hyperlink provided on the e-mail and approves the timesheet.

Billing Process

- (1) The Corestaff system generates payments to the temp employee and also generates electronic invoices to UH.
- (2) Corestaff places the electronic invoices and supporting spreadsheets (to be uploaded as a backup document) in their secure FTP file box. Corestaff will e-mail Accounts Payable and Financial Operations when the file is ready.
- (3) Corestaff sends an e-mail to each supervisor/certifying signatory with a summary of their charges. Each department is responsible for verifying the charges that post to their cost center.
 1. The supervisor verifies that the number of hours charged by Corestaff matches the number of hours he/she approved on the timesheet.
 2. The certifying signatory verifies that the total amount charged on the spreadsheet matches the amount posted to their cost center (after AP processes the voucher).
- (4) The Finance System generates vouchers based on the invoice.
- (5) AP processes the vouchers for payment. If there are any cost centers that do not pass budget checking, AP will change the expense account to a liability account for Corestaff (20112) and process the vouchers. Departments are responsible for clearing the liability by transferring the charge to the appropriate cost center and expense account (52208).

The above procedures capture the certifying signatory approvals prior to invoicing (pre-approval), so invoices can be centrally processed by AP.

UH departments are responsible for any outstanding invoices issued prior to the electronic invoices. Corestaff will work directly with the appropriate departments to resolve any outstanding invoices.