Adroit Procedure

Placing Orders

(1) Obtain the Job Order Form at: https://uh.edu/human-resources/talent-acquisition/temps/

(2) Complete the Job Order Form and submit it electronically by clicking on the “Submit” button.
   Adroit Contact Information:
   Yvonne Thomas
   UH Main Campus – 4367 Cougar Village Dr., Building 525
   yvonne.thomas@adroitpartners.net
   713-743-5627 (UH location) or 713-464-3800 (Adroit Office)

(3) Adroit makes sure that the form is completed, requests approval via email from the listed certifying signatory and cc’ing the current CDA for awareness, and processes the job order.

(4) UH supervisor will be given the access to the Adroit online system to approve timesheet. Adroit will email the access information to the UH supervisor.

Billing/Payment Process

(1) Adroit temporary staff completes the timesheet in the Adroit online system.

(2) UH supervisor approves the timesheet.

(3) Adroit creates and sends an invoice and spreadsheet including the following information weekly (Thursday) to UH Accounts Payable:

   Invoice number
   Invoice Date
   First Name
   Last Name
   Job Title
   Assoc WWE- associated week ending
   Cost Center- 00730 or 00783 fund/department/program code/budget reference/
   project-grant code
   Wage Code
   Bill Rate
   Total Hours
   Total Amt
   Supervisor Code
   Supervisor

(4) UH Accounts Payable creates and processes vouchers using the cost center on the spreadsheet and the temporary staff account code.
   a. If the cost center itself has issues, AP will reach out to Adroit to work with the campus partner and certifying signatory for an updated cost center.
   b. If the cost center works but there are cost center budget issues, AP will use liability account code 20114 to process local vouchers using the cost center.
      • For State vouchers with cost center budget issues AP will request that the budget office set up a zero-budget based on the pre-authorized cost center and push the payment through.

(5) UH Departments are responsible for clearing the 20114 balances or any reallocations that need to occur.