

Financial and Administrative Operating Procedures

Department of Chemistry

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INTRODUCTION

This reference guide will provide information and procedures on Department of Chemistry financial and administrative procedures. It is intended to ensure the needs of faculty, staff, and students are met in an efficient manner that is consistent with university and state policies.

Organizational Chart

The organizational chart for the Department of Chemistry can be found at: [Chemistry Organizational Chart](#)

Department Staff and Faculty Directory

A list of Chemistry Department Staff can be found at:
<http://www.chem.uh.edu/people/staff/index.php>

A list of Chemistry Department Faculty can be found at:
<http://www.chem.uh.edu/people/faculty/index.php>

Department of Chemistry Quick Reference Contact Guide

Who to Contact for help with . . .

Revised 6/27/08

Item	Contact Person/Phone	Email
Air Conditioning – Too hot or too cold	Call FIX IT at 3-4948	N/A
Audiovisual needs (TV, VCR, Overhead projector)	UH Media Services 3-1155 Front Desk 3-1927- for Department projector.	http://www.uh.edu/classrooms
Cost center Information	Mauricio Perez, 3-9899 Caleb Prestridge, 3-1670	Mjperez4@uh.edu cmprestr@central.uh.edu
Budget Transfers (non-grant accounts)	Mauricio Perez, 3-9899	Mjperez4@uh.edu
Class Rolls	Dr. Arkadiusz Czader, 3-8841 Dr. Vladimir Zaitsev, 3-8387	aczader@uh.edu vzaitsev@uh.edu
Contracts	Jessica Feil, 3-3323	jrfeil@uh.edu
Copier questions, problems, repair; Request for copies	Front Desk, 3-1927 Danielle Dellorto	chemdesk@central.uh.edu dndellor@central.uh.edu
Computer Problems	Jerry Do, 3-0217	jdo@uh.edu
Deposit of checks	Marvin Alexander, 3-7862 Caleb Prestridge, 3-2750	Malexa20@central.uh.edu cmprestr@central.uh.edu
Emergency: Police	3-3333 or 911 for emergency 3-0600 for non-emergency	N/A
UPS/DHL Shipping and Receiving	Front Desk, 3-1927 Danielle Dellorto	dndellor@central.uh.edu
Faxes	Self-serve. Front desk for assistance.	N/A
Grade Change Forms & Grade Sheets	Dr. Arkadiusz Czader, 3-8841 Dr. Vladimir Zaitsev, 3-8387	aczader@uh.edu vzaitsev@uh.edu

Graduate Student issues GATF, health insurance waivers, tuition bills, etc.	MyTrang Beccam, 3-4341	mbaccam@uh.edu
Guest arrangements (travel/hotel for seminar speakers, guests)	Marvin Alexander, 3-7862	Malexa20@central.uh.edu
Invoice Payments	Anh Nash Jessica Feil	annash@uh.edu rfeil@Central.UH.EDU
Key Requests	Front Desk, 3-1927 Danielle Dellorto	dndellor@central.uh.edu
Light Replacements	Call FIX IT at 3-4948	N/A
Lost & Found	Front Desk 3-1927	N/A
Payroll & New Hire	Crystal Gonzalez, 3-0916	Clgonza5@central.uh.edu
Payroll Reconciliation & Corrections	Darius Miller, 3-4822	dmiller@central.uh.edu
Purchasing & Pcard	Jessica Feil Anh Nash	rfeil@Central.UH.EDU annash@uh.edu
Reimbursements	Anh Nash	annash@uh.edu
Seminar calendar and announcements	Front Desk, 3-1927 Danielle Dellorto	dndellor@central.uh.edu
Stipend Payments	Darius Miller, 3-4822	dmiller@central.uh.edu
Online TRAM issues	Crystal Gonzalez, 3-0916	Clgonza5@central.uh.edu
Travel	Marvin Alexander, 3-7862	Malexa20@central.uh.edu
Tuition Waivers	MyTrang Beccam, 3-4341	mbaccam@uh.edu
Tutors	Dr. Arkadiusz Czader, 3-8841 Dr. Vladimir Zaitsev, 3-8387	aczader@uh.edu vzaitsev@uh.edu
Undergraduate enrollment, classes, etc.	Dr. Arkadiusz Czader, 3-8841 Dr. Vladimir Zaitsev, 3-8387	aczader@uh.edu vzaitsev@uh.edu
Work Requests (Plant Operations and Telecommunications)	Front Desk, 3-1927 Danielle Dellorto	dndellor@central.uh.edu

GENERAL ADMINISTRATION

Key Requests

To obtain keys for Chemistry facilities:

1. Send your key request to the Front Desk and DBA via email. The information needed:
 - Room number, key number, & building name
 - Name, PeopleSoft ID., and telephone number of person requesting the key
 - Name of supporting faculty member
2. You will be notified when your keys are available for pick up. Normal processing time is 3-5 days.

Mail-Outs/Federal Express Shipments

Business-related mail-outs and shipments are handled by the front office staff within the Department of Chemistry. In order to have items mailed/shipped for you, please do the following:

1. If the item is being sent via regular mail, simply drop it in the box labeled "To be metered-Domestic" or "To be metered-International" located in the front office.
2. If you are sending bulk mail, contact the front office staff for details.
3. If the item is inter-office mail (campus), it should be placed in an inter-office envelope (available in the front office) and addressed with recipient name, department, and mail code. The envelope should then be placed in the "Inter-Office" mailbox located in the front office.
4. If a shipment needs to be sent via courier (i.e. UPS – domestic / UPS – Int'l), please complete a "Shipment form," (available at the front desk) attach it to the item to be sent and submit it to the front desk. A pick up order will be scheduled.

Upon receipt of the courier invoice, the account number you provided on the "Shipment form" will be used to pay for the invoice.

Notes about Mail

For personal mail services, there is a U.S. Post Office located in the UH Bookstore. Additionally, for pre-stamped personal mail, there is a box in the front office labeled "Stamped Mail."

Mail is delivered/picked up from the department twice a day by the UH Postal Services Department, once in the morning and once in the afternoon. All incoming mail is sorted by the front desk staff and placed in appropriate mailboxes.

Telecommunications

The following are the procedures to either request a phone, set up a new voice mail, obtain a long distance code, or report telephone problems.

1. To request a new phone, activate/transfer an existing phone, or request voice mail or other telecommunications services, please email or speak to the front desk staff. You will need to provide the following information:

- Person's name, PeopleSoft i.d., complete location where phone should be installed, activated or transferred
- what account to charge, and
- the jack number (located on the plug)

Upon receipt of this information a telecommunications work order will be completed to request the service.

2. In order to obtain a long distance code, a request must be made with the front desk staff.
 - a) The request must be approved by the employee's supervisor and DBA.
 - b) After approval, the request will be sent to Telecommunications. Telecommunications will then call and inform you that your code is ready for pick-up.

Notes about Telecommunications

1. There is a three-day turn around in Telecommunications for all work requests.
2. If it is an emergency CTS may do a rush job, but there will be a fee charged for expediting the work so please make sure to inform the staff of any emergency work requests and the proper cost center to charge.

Plant Operations Work Requests

To request facilities, building, utility and key services, contact the front desk staff. A Plant Operations work request may be required.

Parking

Parking decals are obtained from the Office of Parking and Transportation.

Employees should purchase a parking permit within PASS, "myParking Account".

Renewals of annual parking applications for returning employees, including Teaching Assistants or Research Assistants, are processed online during open enrollment for Parking.

Temporary decals for guest parking should be made in advance. Contact the front desk staff for details.

Copiers

There are four copiers in Fleming Room 112. Use is limited to research, teaching, and administrative uses only. **Copying textbooks is not allowed.** The copiers are equipped with accounting software. Suspected abuse will be investigated.

ANNUAL CERTIFICATIONS AND EVALUATIONS

Annual Compliance Certification Forms

Each year, in accordance with [MAPP Policy 04.00.00](#) and SAM policy 02.A.10 and [SAM policy 02.A.09](#), faculty and staff shall complete the following annual certifications:

Consulting and Professional Services Reporting Form

- Required for full-time benefits eligible faculty and exempt staff.
- To be completed at the beginning of each new fiscal year with information for the prior year reporting period.

Related Party Disclosure

- Required for all faculty and staff who have authority to initiate purchase orders or influence purchasing decisions.

Conflict of Interest

- Required for all academic staff.

State-Mandated Training

In accordance with Texas Labor Code 21.010, all new employees must be trained in Equal Employment Opportunity, including Sexual Harassment within 30 days of their employment. In addition, all state employees are required to have refresher training every 2 years.

The course is available online to provide employees with a convenient way to complete this mandatory professional development training. Details may be obtained from the department payroll coordinator.

Staff Performance Appraisals

Staff performance appraisals are conducted annually for all benefits-eligible staff employees, including research staff. Appraisals are not required for temporary staff or student employees. If an evaluation is not completed, the staff member cannot be recommended for a merit increase during the next fiscal year. Additionally, a minimum performance score must be obtained for eligibility for an increase. See department payroll coordinator for details.

Instructions for conducting appraisals will be distributed prior to the date due.

([MAPP 02.01.04](#))

ACCOUNT INFORMATION

An account, referred to as a **cost center**, is set up for each grant and non-grant award. The **speed type** value of a cost center is the number most commonly used to identify the account.

Each time a purchase or payroll transaction is requested, the account is checked for sufficient available balance and allowability. If you travel, every time a Travel Request is prepared, the full amount of the request will be encumbered on your account and the figures will be adjusted when you return and claim your reimbursement.

When a new Award Account is opened, the PI should inform the Payroll Coordinator of any salaries that must be encumbered against the new account.

Account Status Summary (Monthly Reconciliation)

A monthly reconciliation report, known as the Account Status Summary, is prepared and given to the PI/account manager each month for review.

The Account Status Summary is real-time and is updated as salaries, fringe, purchase orders, travel requests and other financial transactions are placed on your account.

PeopleSoft is the official financial record of the University of Houston. After each month closes, usually between the 5th – 10th of the following month, the monthly Account Status Summary is reconciled to the official record of the University. Professors will receive an e-mail notification that the accounts have been reconciled.

The professor should review the report and advise of any errors/omissions/corrections required to the Reconciler or Department Business Administrator by e-mail. If for any reason you do not receive your monthly updates, please notify the DBA immediately.

As recommended by the Internal Audit Review, a signed copy will be kept on file showing Principal Investigator's receipt of monthly Cost Center Status Summaries.

Cost Transfers

Cost Transfers, known at the University of Houston as reallocations, have been addressed in the Manual of Administrative Policies and Procedures Number 05.02.03 which specifies that reallocations must be processed within 90 days of the original transaction date. This policy can be viewed online at: <http://www.uh.edu/mapp/05/050203.pdf>

Untimely cost transfers will be approved only when a charge is being moved from a research project to a source other than a research project. It is essential that costs are correctly charged at the time of the expense and not moved at a later date. Principal Investigators should review their monthly Status Summary reports carefully and notify any errors to the Reconciler or Department Business Administrator for immediate action.

GRANT ADMINISTRATION

Proposal Transmittal Forms - In order to ensure efficient management of your grants, please route all proposals via MyDash Board portal within Access UH. For help with the new system transmittals download the [PeopleSoft Grants Transmittal User Guide](#) on the UH DOR website. Faculty members needing assistance with the proposal and budget process may contact the [NSM Office of Research Office](#) for assistance.

Award approval notices - When you receive an approval notice from the sponsor, please communicate the information to the DBA to ensure timely set up of your award, and if needed, request interim funding until the actual funds are received at the university. If the proposal is not approved, please notify the DBA so that the departmental records can be updated.

Cost Sharing – Faculty must communicate with the DBA when cost sharing is required on a project. The department is required to track only *mandatory* and *voluntary committed* cost sharing. The amount of cost sharing required and the method of meeting the requirements will be indicated on the Notice of Award (NOA). Departments are responsible for setting up cost sharing folders and electronic tracking devices to track cost sharing.

Principal Investigators can cost share on a grant and contract in three ways:

- **Mandatory Cost Sharing** is cost sharing required by the sponsor.
- **Voluntary Committed Cost Sharing** is the cost sharing the PI indicated on his proposal that was not required by the sponsor.
- **Voluntary Uncommitted Cost Sharing** is a requirement of A-21 which requires that faculty document in the payroll accounting system, time and effort that is over and above that which is committed for the sponsored agreement.

Account management – PI's will be provided with a monthly reconciliation of their accounts and should verify the posted transactions. Necessary corrections must be reported immediately as there is only a 90-day window to process reallocations.

More information on Grant Management is online on the [UH Division of Research](#) website.

EQUIPMENT

The Manual of Administrative Policies and Procedures, Number [03.03.01](#) defines Capital Equipment (Assets) as a single unit having a value of \$3,000 or greater on state funds or \$5,000.00 or greater on local funds and with an estimated useful life of more than one year.

Purchasing Equipment

Purchasing Equipment on an Award (grant) should be within the Terms and Conditions of the Award. If, in the course of your research, the requirements change, application to the Sponsor to vary those terms/budgets can usually be made.

The award will specify whether the Ownership of Equipment purchased is vested in the University of Houston or belongs, and must be returned to, the Sponsor. If Ownership is vested with the University, Property Management will issue a Tag to be fixed to the Equipment and a record of where the equipment is being kept. **This is an Annual Audit Event.**

If equipment is to be taken off Campus, Form PRP-2 must be completed. The form is online on the [UH Property Management](#) website within the Forms section.

Equipment to be purchased within **6** months of the expiration of an Award must be authorized by the Sponsor.

The procedures for purchasing equipment are contained in the Purchase Orders section of this Guide.

Inventory of Equipment

Each year, the department must conduct a physical inventory of all equipment items in accordance with university and state policy. The department will conduct the inventory process as follows:

- Prepare a list of equipment assigned to each faculty member's group.
- Set up an appointment to meet with the faculty member, or with the assigned representative, and conduct a walk thru to verify the location of each item.
- Complete the official inventory forms and submit to UH Property Management Department.

For more information, please visit the [UH Property Management](#) website.

PURCHASING

There are many rules and regulations set by the State of Texas and the University of Houston dealing with purchasing supplies and equipment. For a detailed explanation of these rules you can visit the [UH Purchasing website](#).

To simplify the process, it is important to know that there are three main procurement instruments: vouchers, requisitions, and purchase orders

A **voucher** is a document that a staff member may generate directly from the Department to obtain goods under \$15,000 on local funds or \$10,000 on state funds.

A **purchase requisition** is the document that begins the process for more substantial procurement over the \$15,000 on local fund or \$10,000 on state fund threshold.

A **purchase order** is the document that essentially guarantees payment of these major purchases once a vendor is selected.

Notes about purchasing

Sole Source. All purchases over \$5,000 on local funds or state funds are considered capital equipment purchases. These purchases must be sent out for competitive bidding. If you find that the product you need to purchase can only be obtained from one manufacturer, you must complete a Sole Source Form to justify the reason competing vendors could not provide the same product. More details on sole source are provided on succeeding pages.

HUB Vendors. Whenever possible, purchasing from HUB vendors is encouraged by the university. More details are provided later in this section.

Fabricated Equipment. If you plan on building a piece of equipment from scratch, you must obtain a tag number. Each time an item is purchased for the equipment, you must provide this tag number with the order.

Cost Sharing. Some grants require equipment or supplies be cost shared (i.e. purchased with non-grant funds). If you have a grant that requires cost sharing, you must specify cost sharing and reference the grant number when placing the order.

The procedures for how our staff will handle each of your procurement requests will be outlined on the following pages.

Want to purchase something *UNDER \$5,000.00?*

There are several things that are needed from you to begin the ordering process:

Completion of an order form:

The order form is available in hard copy in the Chemistry Financial Office or may be placed on-line via MyNSM. Instructions for using MyNSM are explained in detail on the following pages. Your Order Form should include the following information:

- **Product details:** quantity, catalog # (if available), description and unit price of the item.
- **Company details:** Company name, contact person name, company address and phone. The web page link would be helpful if available.

- **Cost Center information:** include the speed type of the cost center you would like the item charged.
- **Purpose and Benefit:** What is the purpose of the order? How is it going to benefit the Project/Grant that is being charged?
- **Date Needed:** Identify the date you need the product (1 DAY, 3 DAY, ground service)
- **Cost Share and Commitment details:** if the order is part of cost sharing or other commitment, please provide details.

After the order has been placed:

Once your order is received via MyNSM, the following process takes place:

1. The order is reviewed to ensure there is adequate budget and to ensure compliance with university, state, and federal policies.
2. A purchase voucher is created and a number will identify the order.
3. The order is placed with the vendor.
4. An e-mail will be sent to you informing you that your order has been placed and you will be given an estimated time of delivery.
5. The purchase voucher will be kept on file until the order is complete (packing slip and invoice received).

When the product arrives:

Once your product arrives, the following will happen:

1. An e-mail or phone call from the Front Office staff will be placed to you informing you that your shipment is here.
2. There should be a packing slip inside your shipment; sign and return the packing slip to the Front Desk. *It is very important for payment purposes.*

Not happy with your order?

If for some reason you are not happy with the order:

1. Send back all items received with shipment to Chemistry Financial office.
2. We will take care of the return process (i.e. getting a return authorization, shipment back to vendor).
3. Once shipment has been approved to be returned, an e-mail will be sent to you.

Notes about Purchase Vouchers:

1. Purchase vouchers are done same day if received by 2:00 pm. If not, then first thing next business morning.
2. If for some reason the vendor you have chosen is not a UH vendor, this company will need to be set-up. This will delay your purchase order about 2 business days.

IF FOR SOME REASON THERE IS A PROBLEM WITH YOUR ORDER YOU WILL BE INFORMED VIA E-MAIL.

Want to purchase something **OVER \$3,000 with Federal Funds or over \$5,000.00 with Non-Federal Funds?**

Completion of an order form:

The order form is available in hard copy in the Chemistry Financial Office or may be placed on-line via MyNSM. Instructions for using MyNSM are explained in detail on the following pages. Your Order Form should include the following information:

- **Product details:** quantity, catalog # (if available), description and unit price of the item.
- **Company details:** Company name, contact person name, company address and phone. The web page link would be helpful if available.
- **Cost Center information:** include the speed type of the account you would like the item charged.
- **Purpose and Benefit:** What is the purpose of the order? How is it going to benefit the Project/Grant that is being charged?
- **Date needed:** identify the date you need the product (next week, next month)
- **Cost Share and Commitment details:** if the order is part of cost sharing or other commitment, please provide details.
- **Fabricated equipment:** if the product is part of fabricated equipment, please provide the tag number.

After you complete the order form:

Once your order form is received the following process takes place:

1. The order is reviewed to ensure there is adequate budget and to ensure compliance with university, state, and federal policies.
2. A purchase requisition is created and a number will identify the order.
3. A Sole Source Form, if applicable, will be sent to you for completion and signature. Return the form to the Chemistry Financial Office.
4. Additional approval signatures will be obtained.
5. The purchase requisition will then be sent to the UH Purchasing Department.
6. The UH Purchasing Department will obtain bids and create a purchase order.
7. Once the bidding process is complete, the order is placed with the vendor selected by UH Purchasing Department.
8. Once a copy is sent back to our office informing us that your order has been processed, you will receive an e-mail with this information.
9. A copy of the purchase requisition will be kept on file until the goods arrive. Then a receiving report is generated for signature and sent to AP.

When the product arrives:

Once your product arrives, the following will happen:

1. An e-mail or phone call from the Front Office staff will be placed to you informing you that your shipment is here.
2. There should be a packing slip inside your shipment; sign and return the packing slip to the Front Desk. *It is very important for payment purposes.*

Not happy with your order?

If for some reason you are not happy with the order:

1. Send back all items received with shipment to Chemistry Financial office.
2. We will take care of the return process (i.e. getting a return authorization, shipment back to vendor).
3. Once shipment has been approved to be returned an e-mail will be sent to you.

Notes about Purchase orders:

1. Purchase orders take about one business week to process. Processing through the UH Purchasing Department is dependent on workflow, time of year, and the bidding process.
2. If for some reason the vendor you have chosen is not a UH vendor, the company will need to be set-up. This will delay your purchase order about 2 business days.

IF FOR SOME REASON THERE IS A PROBLEM WITH YOUR ORDER YOU WILL BE INFORMED VIA E-MAIL

MyNSM

Orders may be placed via the College's online purchasing system, called MyNSM. MyNSM allows professors to manage their purchasing electronically. Students can initiate purchases that can be approved by the professor from any place in the world. It provides real-time process status information. This feature gives professors the ability to track the status of their purchase orders, without having to call the departmental purchasing agent.

To use MyNSM:

1. You must have a CougarNet account. Request needed access from:
https://forms.mynsm.uh.edu/output/forms/nsmit-request/nsmit_request.php
2. The MyNSM system can be found here: <https://mynsm.uh.edu/>
3. Click on the link that states, Click here to log in.
4. MyNSM login appears, use your cougarNet username and password, click LOGIN
5. A list of Apps and Google Apps are provided. Click on the Finance app on the top row.
6. To make a Purchase Request, click on the link for steps to follow.
7. <https://sites.google.com/a/nsm.uh.edu/user-manuals/home/nsm-finance-user-manual/purchasing-overview-1/purchase-request>
 - a. When submitting your order request, before you click on the Submit for Approval button, you **MUST** click on the Send Email option or the approver will not receive an email notification that they have an order pending review and approval.
8. Once the request is sent, the faculty member will receive the request via email to review and approval the order.
9. Once approved, the request is sent to my purchasing staff, who will notify you when the order is placed.
10. Please be sure that your orders have a Purpose and Benefit statement listed. It can be added to this field.

Sole Source Forms

According to purchasing:

“Sole Source” purchases are justified only when equivalent product or service competition is not available. If the specification requirement limits consideration to one manufacturer, one product, or one service provider, a written justification must be provided. Should a formal bid be required according to established bid limits, the proprietary specification must be stated in the Invitation for Bid. Also, proprietary purchases made on state funds under delegated authority are subject to review by the GSC, which may take exception to the justification.

The written justification must be done on the form and include:

- 1) An explanation of the need for the proprietary spec (what restricts the purchase to one manufacturer or provider?)
- 2) The reason competing products are not satisfactory (details indicating that the requestor has canvassed the marketplace should be included)
- 3) A discussion of the negative effects on the department if the purchase were to be made from another source.

Some instances for which sole sources may legitimately apply are:

- Continuity of research
- Continuing Supplies
- Repair/Replacement Parts
- Equipment compatibility

The sole source justification is not merely a formality; it is an overt act. Therefore, it must be founded in fact. It must hold up in a court of law. It must not eliminate competition unnecessarily. The form is online on the [UH Purchasing](#) site.

HUBS

The Texas Building and Procurement Commission conducts the State of Texas Historically Underutilized Business (HUB) Program for minority and women-owned businesses. The goal of the HUB Program is to ensure all HUBs, as described in the Texas Government Code, are eligible for HUB certification with the State, and list them in the HUB Directory to ensure they have maximum opportunities to participate in the State's procurement in the awarding of contracts and subcontracts. For the HUB Program's objectives please see: <http://www.uh.edu/hub/>

The University's policy is to actively assist HUBs in learning how to conduct business with the UH System and to attempt to increase the participation of HUBs in the purchasing process by selecting bids or proposals submitted by such businesses whenever those bids or proposals are comparable to other bids or proposals received, and whenever such a selection does not conflict with state or federal law. Please see the attached vendor directory for a listing of participating vendors.

The Financial Administrative Computing System will provide summary reports on HUB vendor participation for each division and work with each HUB Coordinator to ensure that a correct and accurate HUB report is prepared. Each component shall report annually,

coinciding with the state-generated HUB reports to the Vice Chancellor for Administration and Finance on HUB-related activities.

For more information regarding HUB operations and on the University's policies related to HUB vendors go to: <http://www.uh.edu/hub/>

For a list of HUB vendors, view it online at: <http://www.uh.edu/hub/>

Texas Building and Procurement Commission has a website designed for a HUB search, view it online at: <http://www.window.state.tx.us/procurement/cmb/hubonly.html>

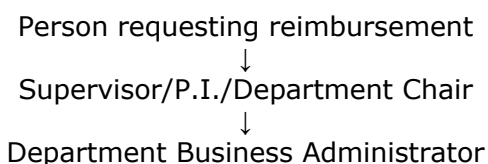
REIMBURSEMENTS

Reclaiming Expenses?

Follow these procedures for an error free reimbursement:

1. Please bring all original receipts in an orderly fashion (i.e., taped to a blank sheet of paper or in an envelope) along with a Reimbursement Request Form. The form can be obtained from the Chemistry Finance office (Room 112 Fleming).
2. Once all required information is received a reimbursement voucher will be created. If you have never received reimbursement from the university before, it is necessary to fill out an individual set-up form in order to be put into the system. This form can be obtained from the Chemistry Finance office.
3. The Voucher will then go through for approvals.
4. If you are requesting that mileage be reimbursed to you, please fill out the mileage report located at the [UH Administration and Finance Travel Forms](#) site.

TYPICAL SIGNATURE CYCLE:



Notes on Reimbursements:

1. There is a three day turnaround in-house on all reimbursements. This means your reimbursement contingent on signatures and completeness of the documentation should be delivered to AP no later than 3 working days.
2. If you are requesting a reimbursement for something you have purchased, remember that sales tax cannot be reimbursed.

To avoid this headache, if you are purchasing goods within the state of Texas you can take with you a State Tax Exempt form either from the financial office or it can be downloaded at anytime from: [Texas Sales and Use Tax Exemption Certification](#)

When will my direct deposit arrive?

- Within 2-3 days if reimbursement is from local funds and if all documentation and paperwork is correct.
- Within 3 to 5 days if reimbursement is from state funds because the request must be forwarded from the UH AP Department to the State Comptroller's Office in Austin.
- Checks will be direct deposited.

Business Meal Reimbursements

The University limits the amount that can be reimbursed to employees for non-travel related business meals. The Department of Chemistry has additional limitations, as follows:

Graduate Student Meal Reimbursement Amounts

Lunch: \$25/person but not to exceed \$75 total per meal

Dinner: \$45/person but not to exceed \$135 total per meal for dinner

If two potential recruits are in attendance, for example, the meal limits would be \$25/person but not to exceed \$150 total per meal for lunch and \$45/person but not to exceed \$270 total per meal for dinner.

Faculty Meal Reimbursement Amounts

1. **Seminar**/Faculty Recruiting Lunches
\$30 per attendee or \$120 total, whichever is less.

2. **Seminar**/Faculty Recruiting Dinners
\$100 per attendee or \$300 total, whichever is less.

If you go over the limit, you may request to use your own funding to cover the difference. Whether the request is granted will depend on the type of money you have available in your accounts.

Reimbursement of meal expenses for spouses, significant others, family members, etc. of speakers, faculty recruits, and faculty members can be problematic. In any case, it is not permitted without prior written approval. If you anticipate inviting extra guests to lunch or dinner, please contact Elsie or me prior to the meal.

The Chair must approve in advance exceptions to the Department limits and expenses for a spouse and/or family members in attendance. See [MAPP 05.02.02](#) for current limit.

Refreshments for Seminars

The Department of Chemistry provides refreshments for departmental and graduate student seminars. Typically, the seminar host or assigned graduate students purchase the refreshments and request reimbursement. The reimbursement limit is as follows:

Departmental and Graduate Student Seminars: \$50/seminar

PAYROLL

Hiring Policies and Procedures

Prior to making an offer to any candidate, benefits eligible staff and faculty jobs must be posted onto the Human Resources Oracle software system (Taleo). The job must be posted 10 business days and a Request to Make an Offer (RFO) must be approved, prior to making an offer to the candidate. Details about account, length of assignment, number of work hours per week and salary must be provided to the Assistant DBA Payroll Coordinator & the DBA to ensure compliance with university and state policies.

Professors should complete a Payroll Assignment form **prior** to making a hiring commitment and submit it to the Asst. DBA Payroll Coordinator. If hiring a non-US citizen, contact the Tommie Trevino, Assistant DBA to arrange for H1B visa application.

All new employees must complete sign up in the Department no later than the first day of employment.

All new **benefits-eligible** employees must attend New Hire Orientation (NHO). NHO is held every Monday, except when Monday is a holiday, and then it is held on the following Tuesday. The employee must be registered for NHO by noon on the Friday prior to the scheduled attendance.

International employees must check in with the UH International Student and Scholars Services Office (ISSSO) upon their arrival at UH. They must also check in with the Chemistry Department Assistant DBA as this is the person who coordinates all H1B international visas for the department.

Does the new employee need a visa?

Please email the Asst DBA Payroll Coordinator, Crystal Gonzalez, giving her as much information as possible including name of the person, an email address, cost center to be charged for both salary and visa costs. The supporting faculty member should provide all pertinent information required to initiate a DS-2019 for them.

Once the DS-2019 is filled out, then the DS-2019 will be printed and sent out for the Advisor / PI signature. Once all needed signature are obtained, it is then submitted via PSS SC Voucher to the International Student and Scholar Services Office (ISSSO) with either a \$50 for half a year or a \$80 for the full year. The ISSSO will call the listed department contact when it is ready to be picked up. It is then copied, a personnel file is started, and the documents are then sent via express mail to the individual requesting a visa. The individual must take the form to the U.S. embassy in their country. It usually takes a week to process a DS-2019 internally at UH. It could take up to a month to get a visa on the foreign individual's end. Please allow 6 weeks to 2 months for processing.

Once the individual arrives he/she must check in with the ISSSO office located in the University Center North Room 203.

Does the new employee need an H-1B Visa?

Contact Shahab Tayyab at 713-743-7069 or via email to request an H-1B

Costs:

- New petitions & extensions: \$325.00.
- Premium Processing: \$1,225.00. May be paid by the beneficiary or department.
- Fraud Prevention & Detection Fee: \$500.00. Must be paid by the department & may not be passed on to the beneficiary/ employee.

Must be Money Order or Cashiers Check Only. Departments to process voucher payments if being charged to the supporting faculty member's cost center.

Make it out to: United States Citizenship & Immigration Service. Checks should be sent to the department and provided to the Immigration Specialist, who will mail packet to USCIS.

In addition, effective March 8, 2005 we must pay 100 % of the Prevailing Wage established by the Texas Workforce Commission for new petitions & extensions.

Copies of the current visa and passport will be needed (family also).

Payroll Assignment Changes

Any changes to current payroll assignments must be submitted to the Asst. DBA Payroll Coordinator **prior** to the effective date of the change.

Termination

Professors must notify the Asst DBA Payroll Coordinator & the DBA in writing via email **prior** to the employee's last day of work with the following information: employee name, last day of work, reason for termination. A letter of resignation is required for voluntary terminations. The employee will need to complete termination via PASS.

Semester Round-up (Payroll Assignment Review/Changes)

Two month before a new semester begins (Fall, Spring, Summer) the Asst. DBA Payroll Coordinator will send out support memos to professors showing a listing of who is currently employed under each of cost center/award. Professors must review the memo, indicate any additions, deletions, or changes, sign and return the memo to the Asst. DBA Payroll Coordinator. The Asst. DBA Payroll Coordinator will prepare the appropriate Personnel Action Requests (PAR) and Position Requests (PR). All changes submitted will be reviewed to ensure compliance and available budget.

Summer Research Salaries

As early as possible professors should advise the DBA and the Asst. DBA Payroll Coordinator of which cost center they would like their summer salary charged. The Asst. DBA Payroll Coordinator and the Departmental Business Administrator will then look into the parameters of the awards and make sure that the cost centers are charged in accordance with their award guidelines so as to avoid any reallocations later.

Timesheets

The University of Houston TRAM process is an online electronic process to collect bi-weekly employee time. More information is located on the HR website: [UH HR Payroll Services](#)

Cost Sharing and Time and Effort Reporting on Time sheets

In accordance with [MAPP 02.05.02](#), the time sheet must include the percent of effort devoted to sponsored projects and other activities while the individual is paid from institutional (non-sponsored project) funds. The time sheet should reflect reasonable estimate of percent of time devoted to instructional activities, contract and grant activities, cost sharing, and departmental administration.

To assist faculty in reporting their time and effort, the University's Division of Research has implemented an Effort Reporting System (ERS). For more information, see links below:

[**Effort Reporting System \(ERS\) Certification Tutorial**](#)

[**University of Houston Division of Research Effort Reporting Training**](#)

Paychecks

Paychecks are distributed once per month (normally on the 1st) for exempt employees and biweekly (every other Friday) for non-exempt employees. For more paycheck information, please visit [UH Payroll Services](#) site.

Paychecks will be direct deposited.

Filled out a Foreign National Tax Exempt form and still got charged tax?

Please see the Asst. DBA Payroll Coordinator for information on IRS form 843, Claim for Refund Request for Abatement. Fill out and mail to IRS or contact Elizabeth Giron, International Tax Expert, at 713/743-8987 for more information.

Staff Work Hours and Leave Policy

[MAPP policy 02.05.02](#). III.A states in part that "State law requires that regular, full-time employees must work a minimum of 40 hours per week, unless on approved leave status. Normal university hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Employees are required to work whatever hours are necessary to satisfactorily accomplish the job."

WORK ACCOUNTABILITY

"All university employees are required to account for 100 percent of their time during regularly scheduled workdays in an accurate and timely manner--time worked, time away on approved leave or compensatory time, and any other time away or categories of work subject to special pay requirements." (MAPP 02.05.02. I.)

Continued tardiness or excessive absenteeism, including absence without approved leave, improper use of sick leave, or repeated failure to report for duty at the assigned time and place are causes for disciplinary action and/or dismissal. (MAPP 02.04.03)

TIME REPORTING

All employees must update their leave within PASS Time Reporting system within People Soft in accordance with MAPP 02.05.02.

ABSENCES AND LEAVE POLICY

Notifying Department

Employee must call **both** the immediate supervisor and the Chemistry Department front office for each day of **unplanned** absence. All other absences must be approved at least one week in advance by completing the Leave Request form. Staff should change their voice mail greeting and post a notice on their door to communicate the absence to others.

Completing Leave Request

Leave Requests must be submitted in advance for days/hours absent from work. In instances where the absence is not known in advance, the employee must complete a Leave Request form immediately upon return to work. Sick leave absences of 3 days or more require a doctor's note to return to work.

Per MAPP 02.05.02.IV.H, each employee is responsible for tracking his/her leave balances and ensuring leave is available. If sick leave is unavailable, time will be charged to vacation. For exempt employees, if vacation is unavailable, absences must be reported as unpaid leave.

Recording Leave

All leave taken must be recorded within PASS Time Reporting system within People Soft.

OVERTIME AND COMP TIME

Only biweekly employees are eligible for overtime and comp time. **All overtime must be pre-approved by the employee's supervisor in advance and in writing.** Working unauthorized overtime may subject a non-exempt employee to disciplinary action up to and including termination. ([MAPP 02.04.02.III.B](#))

MEAL AND REST BREAKS

Per MAPP 02.04.02 III.D: Meal and rest breaks,

- A. Each employee is provided a meal break near the middle of the work day. The meal period is normally scheduled for 60 minutes. Meal breaks of different lengths may be approved where departmental work schedules require it and daily schedules are adjusted accordingly. An employee will not be paid for meal breaks.
- B. Employees may take periodic rest breaks. The time for rest breaks for non-exempt employees is decided and scheduled by departmental management with appropriate regard for work load. Time spent on approved rest breaks will be compensated.
- C. Management may alter or amend meal or rest break schedules as necessary to ensure efficient operations.

COLLEGE PROGRAM

The College Program is an educational benefit available to all full-time, benefits-eligible employees who have completed at least six months of employment. The program allows full-time employees release time from work to attend college courses. In general, courses may be job-related, degree-related or for UH career development. *A maximum of three hours per week can be allowed for course attendance, and requests to take courses at other college campuses may be approved. Prior to registering for a class during work hours, an employee must obtain written approval from his supervisor.*

STAFF CLASSIFICATIONS

The following are the classifications of staff employees in the Department of Chemistry:

Research Staff

The work hours of research staff are determined by the faculty supervisor. It is the supervisor's responsibility to monitor the employee's hours and certify that the employee works a minimum of 40 hours per week. Due to the nature of these types of jobs, most research staff work in excess of 40 hours per week.

Office Staff

Office staff include the departmental staff in financial, payroll, advising, and clerical positions. Some office staff are assigned to various Department Offices and faculty. All office staff are expected to work the normal hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Some exceptions may apply, but the exceptions must be approved by the supervisor, DBA, and Chair. Additionally, the hours should not begin before 7:00 a.m. or end prior to 4:00 p.m.

Part Time & Temporary Office Staff

This group includes student and temporary office personnel. Work hours are scheduled by the DBA.

Service Center Management Staff

This group of employees includes the managers and support personnel of the Department of Chemistry Service Centers (Machine, Glass, X-ray, NMR, and Mass Spec Shops). Work hours vary from shop to shop and typically range from 7:00 a.m. to 6:00 p.m. Monday through Friday and some Saturdays and Sundays as needed. The nature of the work sometimes requires the hours to be adjusted to provide maximum operational efficiency of the center. Nonetheless, shop employees are expected to work and account for a minimum of 40 hours per week.

Information Technology (IT) Staff

The IT Staff includes those positions responsible for the computing and information technology needs of the Department. Normal hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The hours may vary to provide maximum operational efficiency and to handle technical problems when they arise. These positions are subject to emergency call response.

Laboratory Staff

This group includes personnel working in the undergraduate labs and stockroom area. The work hours will vary depending on the course schedule. These employees are required to work a minimum of 40 hours per week including periods when classes are not in session. Vacation leave may be taken upon supervisor/DBA approval when classes are not in session. The work hours will be determined by the Undergraduate Director and the Chair.

PASS (Employee Self Service)

Access the online "PASS" system at <http://my.uh.edu/pass> to:

- View benefits, paychecks, sick & vacation accruals
- Change address, telephone, email, emergency contact, name, marital status
- Request W-2 reprints
- View/Change W-4
- Time Reporting

Change of Address

To ensure that your payroll, benefits, and tax records are up-to-date, please provide change of address as follows:

- 1) Log on to UH PASS system **AND** notify the department Payroll Coordinator in writing or by screen print of your PASS change.

TRAVEL

A travel request is required **BEFORE ALL** business related travel is initiated otherwise the traveler will NOT be reimbursed by the University. This travel request is required even if the travel is for insurance purpose only including foreign travel.

Travel Request/Reimbursement Information

Domestic Travel Request:

- Includes: U.S., Canada, and Mexico
- Advance Notice: Two weeks
- Pre-trip Signatures Required: traveler, supervisor, and certifying signatory (DBA)
- Pre-trip documents: conference itinerary/invitation email, hotel reservation (if available), flight itinerary (if available)
- Canada & Mexico: Pre-trip Export Controls & Travel Embargo form required

Foreign Travel Request:

- Advance Notice: 4 weeks
- Required pre-trip documents:
 - Foreign travel specific statement addendum (FTSSA). Note: FTSSA must list a ***daily itinerary*** to account for **every single day**, including departure dates for each destination, and personal days.
 - Export Controls & Travel Embargo Form
 - Airfare Itinerary. Note: if airfare has not been purchased upon submitting a travel request, a mock itinerary must be submitted with a quoted price from the airline being utilized for travel.
 - Conference program and/or invitation email and/or schedule of events from host that reflects dates of events. **Note:** If the dates of events do not correspond with the beginning and end dates of travel, according to the airfare itinerary, then the extra days must have a justification as to how they pertain to business or be declared as personal days.
- Dates of Travel: Must match airfare itinerary on **ALL** required forms above.
- Pre-Trip Signatures Required: traveler, supervisor, certifying signatory (DBA), and Provost. Note: College level review is also performed
- Required post-trip document: Foreign Travel Agenda & Trip Report

Allowable Chemistry Travel Card Pre-Trip Expenses:

- Airfare
- Registration
- Lodging: **ONLY** if part of program registration.
- Required for TCARD to be charged: Approved travel request

Unallowable Chemistry Travel Cart Pre-Trip Expenses:

- Rental Car
- Lodging not included with registration

Hotel:

- Overnight travel to Texas Destinations: (instate) shall not exceed \$220 per day for hotel and meals (excludes hotel taxes): MAPP 04.02.01B ~ IX Travel Reimbursements ~ E. Overnight meals and lodging
- Hotel receipts: must be itemized to separate room rate, taxes, parking, room service, etc. and reflect a balance due of \$0.
- In-hotel dining expense: if claiming actual meal expenses, an itemized receipt must be produced for any in-hotel dining expense that is reflected on the hotel bill.

Meals:

- Overnight travel to Texas Destinations: (instate) shall not exceed \$220 per day for hotel and meals (excludes hotel taxes): MAPP 04.02.01B ~ IX Travel Reimbursements ~ E. Overnight meals and lodging
- Non-overnight: meals are not reimbursable.
- Overnight travel: meal expenses may be reimbursed via per diem or actual expense. Actual expense **requires** itemized receipts.
- Business meals: not reimbursable as a travel expense and should be requested via a business meal reimbursement form, by which a regular reimbursement will be processed.

Incidentals:

- Allowable: claims up to \$75 without a receipt. (Examples: Taxi, parking, and tips for baggage)
- Unallowable: over \$75 without a receipt
- Mileage: can only be claimed when using personal vehicle. If carpooling, mileage may be claimed for trips out of state.

Travel on Local Funds:

- Out of State hotel tax: reimbursable on local funds.
- Texas state hotel tax: not reimbursable
- Grant funds: travel must be in accordance with the rules and regulations of the grant. **Note:** Federal grants require the use of U.S. air carriers for foreign travel
- Costs: should be minimized when possible.
- Personal Days: Cannot outnumber business days. Note: if personal days outnumber business days, airfare cannot be reimbursed. Only expenses incurred on business days can be reimbursed in this instance.

Travel on State Funds:

- State contracted vendors required: Link to State Travel Management Program below for more information
- - Airlines (varies, must check website)
- - Hotels
- - Rental Car
- Non-use of State Vendors: Requires addendum B form to be completed. This form can be found on the UH Finance Travel website (link below).

- International Travel: Allowable
- Taxes: not reimbursable for in-state hotel stay
- Washington DC: requires submission of travel information to the Office of State and Federal Relations if traveler is engaging in one or both of the following activities:
 - To obtain or spend federal funds
 - To impact federal policies
- Responsibilities: State and University policy require both the traveler and travel preparer to be aware of state regulations regarding travel

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Travel Links

UH Finance Travel Link:

http://www.uh.edu/finance/pages/AP_Travel.htm

Department of Chemistry:

Travel information:

<http://chem.uh.edu/resources/staff-resources/travel/index.php>

Forms:

<http://chem.uh.edu/resources/staff-resources/forms/index.php>

Domestic per diem rates:

<http://www.gsa.gov/portal/category/21287>

Foreign per diem rates:

<http://www.gsa.gov/portal/content/103168>

State Travel Management Program (STMP (state funds only):

<http://www.window.state.tx.us/procurement/prog/stmp/>

UH MAPP Policy on State Travel (state funds only):

<http://www.uh.edu/af/universityservices/policies/mapp/04/040201A.pdf>

Textravel (state funds only):

<https://fmx.cpa.state.tx.us/fmx/travel/texttravel/>

TELECOMMUNICATIONS POLICY FOR FACULTY

The Department of Chemistry will fund telecommunications equipment and services for faculty members as follows:

Telephone Equipment

The department will pay the monthly fee for one (1) standard office phone with voice mail and one (1) standard lab phone with voice mail. Exceptions may be requested for additional lab phones if the labs are not in close proximity to the office or research area.

Long Distance

Faculty members are responsible for funding his/her own long distance costs.

Fax Machines

Faculty members are responsible for funding his/her own fax machine costs.

Exceptions

Any exceptions to this policy must be requested in writing and approved by the Chairman.