

Employee Reference List for Services Provided by UHV

Category	Contact	Phone Extension	Form/Registration needed	Description
Required Training:				
New Employee Orientation	Eunice Mesa	4366	Registration	Held on the 3rd Thursday of each month. Notification of orientation will be announced by email
New Hire Mandatory Training	Eunice Mesa	4366	Registration	New employee will automatically be enrolled within 30 days of hire and will be notified by email when training is available
Role Based Training:				
PeopleSoft Finance Training (to create vouchers, journals, etc.)	Vangie Kolesar	4180	Form	Complete the "PS Financial Training" form found at: http://www.uhv.edu/Finance/forms.aspx and e-mail to KolesarM@uhv.edu
PeopleSoft HR Database training	Karen Pantel	4805	Registration	Contact Karen Pantel
Cash Handling	Finance Cashier	4382	Form	Complete the "Authorization to handle cash/check/payment card receipts" form found at: http://www.uhv.edu/Finance/forms.aspx and send to Finance Cashier
Physical Needs:				
Keys	Departmental Secretary		Form	Department secretary to complete Key Request form and send to Facilities Services for issuance
ID Badge	Departmental Secretary		Form	Complete form and arrange a time with Human Resources (ext 4806) to take ID badge photo
Furniture (for staff)	Departmental Secretary		N/A	
Furniture (for faculty)	Provost Office	4325	N/A	
Telephone	Departmental Secretary			Department secretary to notify Telecommunications Services for phone set up
Telephone Directory (UHV)	UHV website	N/A	N/A	Online directory website: http://www.uh.edu/uhvdirectory/ Phone directory list: http://www.uhv.edu/telco/pdf/UHVAlpha.pdf
Computer/Printer Equipment	Departmental Secretary			
Business Cards	Departmental Secretary			
Parking Permit	Business Services	4858		
Campus & Building/Floor maps	Departmental Secretary		N/A	Maps can be found on the UHV Facilities Services webpage
Departmental Organization Chart	Departmental Secretary		N/A	Organizational charts will vary
Office Nameplate	Departmental Secretary		N/A	
Procurement/Company Charge Card	Departmental Secretary			
Administrative Services:				
Technology Services:				
Computer/Printer Problems	Help Desk	4399		
Software Requests/Problems	Help Desk	4399		
Benefits/Payroll				
Insurance/Retirement	Benefits/HRMS Manager	4805		Employee to meet with Benefits Mgr before or on 1st day of work
Verification of Prior State of Texas Service	Benefits/HRMS Manager	4805		Benefits/HRMS Manager will coordinate with prior State of Texas agency to verify service time
Payroll/TRAM*	Payroll Manager	4803		
Room Reservations				
Meeting/conference rooms	UHV Website			http://www.uhv.edu/ ; Events ; Submit Event
ITV Rooms & Computer Labs	Megan Perez	4142	Form	http://www.uhv.edu/it/Equipment/ComputerLabReservation.aspx
Travel needs/reimbursement				
Travel preparation & reimbursement	Departmental Secretary			
*TRAM = Time Reporting Absence Management				