UNIVERSITY *of* **HOUSTON**
BUDGET OFFICE

JOURNALS

- ► Originating departments should always check the workflow list for journals that have been returned and/or denied.
- ► To determine if a journal has been processed, the "Edit/Hdr Status" will read "Posted."
- ► As a general rule, transfers must be within the same fund codes.
- ► When using the salary and wage account, check list for appropriate budget node. See reference link:

  www.uh.edu/finance/Doc_Ref/Sal_Wage_Budget_Nodes_Accts.doc

- ► When a transfer is processed between two different cost centers, attach a current copy of the 1074 report.

POSITION REQUESTS

- ► Please be aware of the difference between FTE distribution and funding distribution.
- ► Position request forms can not be back-dated. When choosing an effective date, please refer to the Payroll calendar to select an appropriate effective date.
- ► When processing a College Work-Study position request, always include the proper distribution. For students paid from federal and state funding, the distribution is 75/25 for FY2006.
- ► If a position is funded from a grant, an end-date must be included.
- ► All position request forms must reflect the proper signature authority.