

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.