Departmental Resources *(as of 6.20.17)*

Office of the University Controller		
Who to Contact	**When to Contact**	**Contact**
Chart of Accounts (COA)/Non-Sponsored Projects	If you have COA or Non-Sponsored related inquiry or set up request or would like COA Training.	coa@finance.rutgers.edu
Cash Receipt Journals	If you have questions related to cash receipt journals.	cashjournal@sa.rutgers.edu
Cloud Access	If you have questions related to obtaining Cloud Access or your current access.	cloudaccess@finance.rutgers.edu
Reports/Queries	If you have a request for a new report, an enhancement to an existing report, or a problem with a report.	finance_helpcenter@finance.rutgers.edu
Report Data	If you have a question regarding actual data in your reports.	
Project Cost/Revenue Transactions and Balances	If you have a question regarding Non-Sponsored Project Cost/Revenue Transactions and Balances	
Training - Oracle Cloud GL, Non-Sponsored Projects, and Reports; PeopleSoft	If you have a question regarding training in Oracle Cloud GL, the Non-Sponsored Project application, or in Reports. In addition, if you require PeopleSoft training.	
GL Journals, Balances and Transactions	If you have questions related to General Ledger (GL) journals, GL balances, and/or GL transactions.	
Financial Management Help Desk	General questions regarding the financial management system at Rutgers	(848) 445-2100

University Human Resources and Payroll Services

Who to Contact	When to Contact	Contact
University Human Resources (UHR) Service Center	Email: General questions regarding human resources at Rutgers	info@hr.rutgers.edu
University Human Resources (UHR) Service Center	Help Desk (avail from 8am - 5pm): General questions regarding human resources at Rutgers	(848) 932-3020
Human Capital Management (HCM) Unit	Questions regarding employee data changes (transfers, new hires, terminations / separations, etc...) in PeopleSoft	HCM_Action_Status@hr.rutgers.edu
Absence Reporting Administrator	Questions regarding the Absence Reporting system used to track paid and unpaid absences for staff employees (for questions regarding Leaves of Absence, contact the UHR Service Center)	ARS@hr.rutgers.edu
Payroll Services (Time and Labor)	Questions regarding hourly payroll and payments, incorrect hours, overtime, timesheets, and W-2s	(848) 445-2112
Payroll Services (Salary)	Questions regarding salary payroll and payments, employee charging instructions, contract pay, wage garnishments, over / underpayments	(848) 445-2113
UHR Online Access Request System	To request access to PeopleSoft (HCM, Time and Labor, and / or Commitment Accounting) and Absence Reporting	https://hrapps.rutgers.edu/pars/
Absence Reporting -- Administrator Access Request Form	For departments that do not have access to the online system for Absence Reporting, they can submit this form to HR to request access	https://uhr.rutgers.edu/sites/default/files/form_applications/Form_ARS_2014.pdf
HCM Blog	Helpful tips and system notifications for PeopleSoft Preparers and Approvers, and Absence Reporting & I-9 administrators	http://hcmblog.rutgers.edu/
Payroll Cutoff Schedule	Refer to this schedule of deadlines by which time must be entered into PeopleSoft in order to be paid	http://payroll.rutgers.edu/sites/payroll/files/riaspayschedule2017.pdf
Salary and Wage Redistribution & Justification Form	When Employee Charging Instructions cannot be changed using the ECI screen under Commitment Accounting in PeopleSoft	http://payroll.rutgers.edu/payroll-resources/commitment-accounting

University Procurement Services

Who to Contact	When to Contact	Contact
Procurement Help Desk	If you have Procurement and/or Expense Management related questions	procurement_helpcenter@finance.rutgers.edu
Vendor Hotline	If you are contacted by a vendor regarding past due invoices	rusuppliers@finance.rutgers.edu
Accounts Payable - Processing Invoices	If you have questions in regards to purchase order invoices, check requests, and processing payments	accountspayable@finance.rutgers.edu
Accounts Payable - Cancel Check, Reissue Check or Stop Payment	If you need to stop a payment, or have a check cancelled or reissued	checkinquiries@finance.rutgers.edu
RU Marketplace Approval Hierarchy / Access Request Form	Form to be completed to request RU Marketplace system access	http://procurementservices.rutgers.edu/policies-forms/forms-repository
Internal Purchase Order (IPO) Request Form	Form to be completed to request new internal supplier setup.	
Procurement (RU Marketplace) and Expense Management Help Desk	General questions regarding RU marketplace or expense management at Rutgers	(848) 932-4375