

## If your Department is splitting into several Divisions...

---

### 1. PHONES *(Keep in mind we only deal with "273" phone numbers at HSC and "294" at VetMed)*

#### What we will need

- a. Your new department name.
- b. Your new department 8 digit PeopleSoft account number.  
If you are part of Dentistry it begins with "34.....", if you are part of Medicine it begins with "29.....". Ask your fiscal person for this number.  
Note: If you are part of Shands you will NOT have a PeopleSoft number.
- c. Your fiscal contact information: name, address, phone, fax, email.
- d. You will need to contact Campus Telecom (CNS) & obtain a NEW **CNS customer number**  
Your CNS customer number is on your monthly CNS telephone invoice, but because you are splitting into two or more divisions, you will need a separate CNS customer number.  
Campus needs to update their files because they will continue to invoice you for any Long Distance charges associated with the "273" phones, as well as a misc. fee of \$1.50 per phone per month.
- e. If you have given HealthNet your CNS customer number and all requested information then HealthNet will load the new department into the billing system and you are ready to send an email to: [ipphone@healthnet.ufl.edu](mailto:ipphone@healthnet.ufl.edu) to inform HealthNet what phone numbers you want moved to the new department.  
This email will come to our IP Phone Team. Keep in mind that if the "move" is say on the 10<sup>th</sup> of the month, one department will be invoiced for 10 days use, the new department will be invoiced for 20 days use. Our billing system pro rates the charges. The HealthNet monthly rate for OFY 9/10 will be \$6.24

Please send your new department fiscal information to Linda Sheets Hoffman at: [lsheets@ufl.edu](mailto:lsheets@ufl.edu)

#### What we will do

- a. AFTER you give us your PS department ID number, your new CNS customer number & all of the fiscal contact information, we will load your new department information into our billing system.
- b. The phone invoices are set to run beginning at 6:00pm on the first of each month. If your invoice starts out with "T-1-...." then that invoice is for services for January, if your invoice starts out with "T-2-..." then that invoice is for services for February, etc. The invoice is emailed to the fiscal person.
- c. If you are on the UF side, then we request that you fill out a form in myUFMarket to HealthNet. We will do the vouchering. Please do NOT voucher.  
If you do not have PeopleSoft money, we will send you an invoice & you can pay by check.

## If your Department is splitting into several Divisions...

---

### 2. COMPUTER PORTS

- a. If you are splitting your department into two or more divisions you will need to contact the people at the UF Space File: 273-4006, 273-4007. The UF Space File dumps monthly into HealthNet's data base. This is how we know how many ports to bill your department.
- b. The Space File team will need to know the name of your new department and the 8 digit PeopleSoft number associated with same. If you are on the Shands side, then the Space File team may assign you a number like "8301" then 2 or 3 initials identifying your department.
- c. Invoices for Computer Port Charges run around the first week of the month. They are emailed to the departments.
- d. We can ONLY split you into several departments when you have an official university change. For example: we cannot create six new departments for your six research doctors; it must be an official change. After HealthNet vouchers and if you have not made an official change, then you will need to do an E2E to get the amounts charged to the proper accounts.

#### Notes:

- (1) Please continue to check our website at <http://www.healthnet.ufl.edu> for updates.
- (2) If you have any questions please call Linda Sheets Hoffman at 273-5349 or send email to [lsheets@ufl.edu](mailto:lsheets@ufl.edu).