

The prior Service Center contact list has been replaced by an Online Service Center PeopleSoft Module. The Online module can be found at: MYPACKPORTAL/Main Menu/Financial Systems/Service Center/Overview. Individuals with PeopleSoft Basic Financial Access can view the Overview tab.

Overview

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Facility Code: begins with ▼ 🔍

Facility Name: begins with ▼ 🔍

Department: begins with ▼ 🔍

Status: = ▼ ▼

Project ID: begins with ▼

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

In the overview search screen above, individuals can search for service centers, services and rates in multiple ways:

- 1-Facility Code. If you know the Facility Code number, you can enter it. If not, you may click the magnifying glass and choose the Service Facility of interest, OR
- 2-Facility Name-If you know the Facility Name, you can enter it. If you know a keyword in the name, you can choose “Contains” and enter the keyword. You may also click the magnifying glass to get a complete list of Facilities, OR
- 3-Department-You can select “begins with” and choose the two, four or six digit department.
- 4-Status-You may choose between Active, Inactive and Pending, OR
- 5-Project ID-If you know the project ID, you may enter it. You may also select “contains” and enter a portion of the project ID number.

Once you make your selection, the overview tab allows individuals to view service center rate status, current rates, effective date, expiration date and whether the service is approved to charge Contract & Grant and/or External Federal Customers.

If you have questions regarding the Overview component, please contact Jeannie Chen, Office of Facilities and Administrative Analysis at 5-1885 for further assistance.