Mary Dickerson and Will Moon

IT Security Update
Mary distributed updated brochures on IT security tips, including safe social networking, legal music downloading, internet security, email security, and computer security. IT is meeting with computer support staff in all of the departments to discuss security procedures.

IT hired some UH students to help communicate to other UH students about IT security. Also, IT with the help of some students created a brief video on YouTube about IT security that is aimed at students, though faculty and staff are welcome to view it as well. Visit the IT Security website for more information and a link to the YouTube video: www.uh.edu/infotech/security

Identity Finder Deployment
Identity Finder software is now available to help locate and protect sensitive information (social security numbers, credit card numbers, passwords, etc.) that is stored on computers, servers, web browsers, and in email messages and attachments.

All UH System faculty/staff can use Identity Finder for their UHS-owned computers at no charge. Students can use Identity Finder Home Edition on their personal computer at no charge, and faculty/staff can purchase it at a 50% discount to use on their personally-owned computers. Faculty/staff must enter their UH email address when ordering Identity Finder Home Edition to receive the discount.

Identity Finder gives users the option of (1) deleting files with sensitive data, (2) scrubbing the file to remove the sensitive information while leaving the rest of the file intact, or (3) moving files with sensitive data to an encrypted “quarantine” area where no one can see them, so that you can review them later.

Visit www.uh.edu/identityfinder to learn more about it and download the software.

Joan Nelson

PCD Deadline
The deadline for submitting Performance Communication Development (PCD) forms to Human Resources has been extended to March 31, 2010.

Furloughs
UH administration is planning to give nearly all UH employees one day of leave without pay later in FY10 as a cost saving measure. The Friday and Tuesday before and after Memorial Day weekend are being considered as a possible time to do this. Some employees would be off one day and the rest would be off the other, so that the university stays open.

Employees on a H1B visa (whether paid from state or federal funds) would be exempt from the furlough. In addition, UH administration is considering whether to exempt employees who earn less than a certain dollar amount ($30,000, $40,000 or $50,000 per year). Some departments are considering additional voluntary furloughs in their area to reduce cost.
New Training Specialist
Mindy Stallings (x31338) recently joined HR as a Training Specialist.

Sara Chelette

Compensation Pay Structure
Each UH position has a job which is assigned to a grade and each grade has a range of salary from minimum to maximum (i.e., compensation structure) based on similar positions outside UH (market). The mid-point in the UH pay grade is intended to be close to 90% of the average market salary for jobs in that grade. However, UH benefits (insurance, retirement, etc.) account for 20-35% more than the base salary and should be considered when comparing UH salary to one outside UH.

HR conducts an annual review of market data to determine if our compensation structure needs to be changed. Last year, salaries were flat in the market so HR did not change the compensation structure. HR also prepares a bi-annual report on compensation for UH administration. The next bi-annual report is due in December 2010.

Sara recommends the following compensation guidelines when hiring employees:

<table>
<thead>
<tr>
<th>Pay Range</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum to 1st Quartile</td>
<td>Minimum qualifications and experience or requires significant training</td>
</tr>
<tr>
<td>1st Quartile to Mid-Point</td>
<td>3 to 5 years above minimum qualifications</td>
</tr>
<tr>
<td>Mid-Point</td>
<td>At least 5 years above minimum qualifications</td>
</tr>
<tr>
<td>Above Mid-Point</td>
<td>Requires more than 5 years above minimum qualifications</td>
</tr>
</tbody>
</table>

Quantify job-related degrees and directly related experience to use the above table. Compare the minimum qualifications for the job (as stated on the job description) to the applicant’s qualifications. For your information, Compensation uses the following estimates to quantify job-related degrees: a Bachelor’s degree counts for four years, a Master’s for two years, and a Doctorate for two years.

Any starting pay rates above the mid-point requires prior approval from the appropriate vice president (Provost for academic areas) and HR. Justification for the higher salary must be entered in the Request for Offer page in the Online Job System (OJS). The Request for Offer must be approved prior to making the offer to the candidate. HR can provide recommendations to departments regarding starting salary based on market data and the applicant’s experience. Please contact your Compensation Analyst for assistance.
Emily Messa

Campus Recycling
UH is ranked 22nd in the country in RecycleMania’s waste minimization category among colleges and universities. UH currently generates about 9 lbs of landfill waste per person per year.

University Services is working with Evergreen Fiber Sales to rollout a new program in which all office paper to be recycled will be transferred to a Boise paper mill in Jackson, Alabama, which will be used by the mill to create more paper. University Services will deploy UH students to help departments get started in the new program.

The 40th anniversary of Earth Day is April 22 and University Services is planning to demo a “green office” that exhibits best practices in sustainability. Also, University Services and Property Management will coordinate a “free cycling,” in which departments can exchange computers, printers, furniture, and office supplies.

Part of sustainability is buying and using less paper. We are working with TBS to develop an affordable program for departments to purchase paper with 30% recycled content.

We are also looking into a method for shredding sensitive campus documents that is safe and cost effective. Details will be announced later once the service is in place.

Margie Hattenbach

FY2011 Budget

Budgeting Fund Balance – BDM11
During the FY11 budget cycle, departments should not budget fund balance in state cost centers (fund 1xxx) or in designated tuition (fund 2064).

Salary Pool Increase Calculation
Any salary pool increases will be calculated using information entered in the Budget Development Module (BDM). Therefore, make sure that BDM has current information for salary rates and funding cost centers. Jobs must be base budgeted to receive merit. If job salaries are greater than budget node salary pools, increases will be calculated on the lesser salary pool amount.

Mike Glisson

Water Filtration Units
UH has signed a contract with DS Waters (DBA Sparkletts and Sierra Springs) to provide water filtration units to UH departments that want this service. The water filtration units cost $17.99/month and can be paid by P-Card or voucher. More information about the units is located on the Finance References page: http://www.uh.edu/finance/pages/References.htm
Office Supplies
Today’s Business Solutions is the only UH-contracted office supply provider. Today’s, a HUB vendor, provides office supplies at discount prices. Finance is working with Today’s to revise their online ordering process and offer even deeper discounts on frequently purchased items. We will re-introduce Today’s to UH departments when the new features are in place.

Office Equipment
Finance is looking at ways to save money on office equipment (printers and copiers) by making sure that departments have the right equipment for their printing and copying needs. Mike is reviewing our options for evaluating needs and providing the right equipment to departments and will report back to the administrators in the near future.