Hurricane Harvey Update 9/01/17

We are Texas Strong. We are Houston Strong. But above all...

We are Cougar Strong!

We know this has been a very difficult week for our community and we understand how hard it may be for some to even think about work right now. As you know President Khator has announced that the University of Houston will reopen Tuesday, September 5, 2017. The following information will assist employees in their return to work:

Returning to Work

- Employees who are able to return to work safely are expected to do so on September 5, 2017.
- We realize that some employees may be facing transportation, housing, or child care needs and may require a flexible schedule or other work-related accommodations. Please check the Harvey updates daily at http://www.uh.edu/2017-harvey/ for any additional options we may have going forward. We encourage you to contact your supervisor to request return to work accommodations.
- If you are not able to return to work, extended emergency leave may be available to you. Please notify your supervisor to report your status.
- Supervisors should contact your Human Resources Business Partner for guidance with employee requests for return to work accommodations.

Payroll

- Payroll direct deposit for monthly and biweekly employees was delivered September 1, 2017. Employees who do not have direct deposit can pick up their check on September 5, 2017 at the Treasury Department located in the basement of E. Cullen.
- During the campus closure (beginning 1:00 p.m. August 25th and ending September 1st), Weather Emergency Leave was uploaded in payroll for all benefits eligible employees. Biweekly employees should not enter time during this period unless they worked during the campus closure. Therefore, all benefits eligible employees will be paid during our closure.
- Any adjustments to time entered will be corrected on the next pay period.
Employee Resources

- Employees who need confidential counseling during this difficult time may call UTEAP at 713-500-3327 or 1-800-346-3549 for support. More information on UTEAP is available at [http://www.uh.edu/human-resources/wellness/employee-assistance-program/](http://www.uh.edu/human-resources/wellness/employee-assistance-program/)

Consistent with President Khator’s message, please remember that some members of the University of Houston community are still coping with the impact of Hurricane Harvey. As such, Human Resources will continue to update our HR webpage [http://www.uh.edu/human-resources/](http://www.uh.edu/human-resources/) with important information as we receive it.