

College/Division Administrator Meeting
Room 302, Melcher Hall
October 10th 2019 - 9 AM to 11 AM

Meeting Minutes

Jill Victor, Compensation Manager

Updates on Compensation initiatives

- Compensation is currently staffed with two analysts: Krista McElroy and Alejandro Briceno; one vacant position is to be filled.
- The Compensation website has been updated and will be kept current:
 - Forms have been updated to current versions.
 - FAQs are coming soon.
- A Compensation listserv has been created, go to <http://www.uh.edu/human-resources/compensation/listserv.php> to sign up.
- Compensation 101 training is being developed:
 - The target groups are people that are involved in e-form processing or in hiring and compensation.
 - A survey will be distributed to obtain information on general knowledge, needed knowledge, and desired format of training.
 - If you get the survey, please forward it to anyone that has a role in compensation. HR wants as many responses as possible.
 - The survey is available at https://forms.office.com/Pages/DesignPage.aspx#FormId=vboLF_CikEytSw6PDwxCWYIZvW_ivvBLvc6pPbBlr7tUNTJUQTQzNzJQNExWSDFVVEs2V1oxVDdFTi4u&Token=dd05c1f8d93142cd8dfba75876613bd9
- Hiring Manager Training is being updated to provide business process information, including working with Compensation on job offers earlier in the process.
- The Job Description link has been down since 2018 as descriptions were not the current versions:
 - Contact Compensation if you need a copy of a job description.
 - Job Descriptions are being updated in the database.
 - Future accessibility is being determined.
- Standard Operating Procedures are being reviewed and updated. Changes will be communicated and on the website.
- E-Performance for CY2019
 - Self-evaluations are due by December 2nd
 - Confirm that all of your employees are in your list early
 - Reminders will be sent by HR using a variety of listservs and their website
 - While the self-evaluation is strongly recommended, it is an internal departmental decision as to whether it should be mandatory.
- Pay structure reviews are under discussion.

Robin Johnson, Benefits and Wellness Manager

Updates on Benefits initiatives

- Customer Service
 - Creating a central benefits email address to help ensure that all questions are answered
 - Cross-training team members to ensure service continuity
 - 1 new team member

- Reviewing all events to ensure that meaningful information is provided to employees for their physical, financial, emotional, and social well being. Events may change as needs are better defined.
- Compliance
 - Reviewing leave of absence processes
 - There are gaps in the FML eligibility review process that are being addressed
 - A Leave of Absence self service tool is being developed so that departments can see due dates and whether or not documentation has been received.
 - Access will be available to persons currently involved in leaves of absence
 - The link to the LOA SharePoint site will be sent when the site is complete.
- Communication
 - The website will be updated in November for easier navigation
 - The department will identify persons involved in the Leave of Absence process for improved communication
 - A calendar of events will be developed
 - The newsletter is being reviewed for improvements
 - A communication strategy is being developed

David Navarro, Payroll and HRIS Director

Weather Leave

- Weather leave has been loaded for Imelda
- Time will be approved by HR
- HR will reverse absences during the leave time, if not already done

Independent contractors vs. employees – Worker Classification Checklist Guidelines

- Consider the nature of the working arrangement when responding to the questions. The real question is control – if the University controls the work, then they are likely an employee.
- HR reviews the checklist for things like job title, control over the work, use/provision of tools, relationship, and profit.
- The checklist should be completed before you contract.
- Some specific things to consider are:
 - Working hours: just because the University defines the working hours and locations does not automatically make someone an employee. The University has defined hours of business and work occurs in specific locations.
 - Financial Controls: if the individual is a true contractor, they usually have their own tools. While the University may provide the tools, we wouldn't have to provide them for the job to get done.
 - Total Cost of Work: if the individual is a true contractor, they bear the total cost of work. The University is responsible only for payment of the bid/agreed upon amount, even if the University agrees to increase the payment amount.
 - Profit: if the individual is a true contractor, they are not prohibited from realizing a profit.
 - Employment: contractors work for many entities, employees work for one entity. If they only work for UH, they are probably an employee.

Elyse Davis, Division Administrator

Extensions on Internal Awards and Research Investments

- Effective December 1, DOR will only accept extension requests for Research Investments and Faculty Startup that have expired in the previous 90 days
- DOR has distributed this via various listservs to help ensure that everyone is informed
- Internal Award extensions will depend on the terms of the specific awards.
- Internal Award extension guidelines are on the DOR webpage at:
<http://www.uh.edu/research/funding-opportunities/internal-awards/>
- The guidelines have been updated for FY20

Karin Livingston, Controller

Year End Status

- Endowment entries that affect departmental cost centers should be posted the end of the week or early the next week, and the final 998 close notification will be sent.

Vendor Set Up Update

- Modified procedures exist for student, employee, and refund-only vendors to allow the College to submit the forms when necessary. These forms will be emailed to the CDA listserv rather than published on the website, so as to avoid unnecessary confusion.
- The fax line was converted into a secure fax server that loads faxes into a secure server. Busy signals should no longer be an issue.
- AP will continue to work with departments that have unusual situations where standard processes are causing difficulty for the vendor. Contact Samantha Yurus or Cissy Bean.
- Current turnaround time is 2 to 3 days for a complete vendor packet and 7 to 10 days for an incomplete vendor packet (or a packet that requires additional review and confirmation). The additional time is due to response time for contacted vendors.
- New vendors generally get the Vendor set up packets from the departments that they are working with. Please inform your vendors of the following:
 - Always get the forms from the website. Some forms (Direct Deposit) are not UH forms, but Texas forms and can change.
 - Always include the UHS Contact's email address. If we need to independently verify anything and are unable to find contact information, this is our contact to obtain information.
 - Make sure that the same Vendor Name is used on all forms submitted
 - Make sure that the taxpayer ID number matches on all forms submitted
 - Signatures must be actual physical signatures, either hand written or electronic with a date and time stamp. Typed signatures are not accepted.
 - Direct Deposit Form
 - For new vendors, sections 1 – 3 and 5 - 6 must be completed. Section 4 is providing the banking information currently on file at UHS, and if the vendor is new, there should not be any banking information currently on file.
 - For existing vendors, sections 1 – 6 must be completed.

FY2019 HUB Contest Results

- First Place: Division of Student Affairs
- Second Place: College of Natural Sciences and Mathematics
- Third Place: Division of Academic Affairs
- Departments should contact Karin Livingston to determine the best method of ordering and payment for prizes.

FY2020 HUB Contest and Goals

- FY20 goals are based on FY19 actuals

- Colleges/Divisions with actual rates of 20% or more are 110% of the FY19 actuals (FY19 actuals x 1.1)
- Colleges/Divisions with actual rates below 20% are 125% of the FY19 actuals (FY19 actuals x 1.25)
- Minimum goal is 5%
- FY20 prizes will all be catering from the Fresh Fork

HUB Vendor Fair

- The HUB Vendor Fair was scheduled for October 30, 2019, but is being rescheduled due to conflicts.