

University of Houston – Hiring Compliance Issues

October 13, 2011

ePARs: Why Be Prompt?

1. Prevent unemployment benefit fraud/overpayments and prevent fraudulent use of other government support programs for the unemployed.
2. Stay in compliance with Texas New Hire Reporting Laws or risk a fine.
3. Ensure availability of Worker's Compensation in case employee is injured on the job.
4. If benefits-eligible, ensure the widest selection of benefits during the eligibility period.
5. Confirm work eligibility (I-9).
6. Ensure prompt receipt of pay.
7. Confirm that the assignment will not constitute an overload or a visa violation.
8. If benefits-eligible, get employee signed up for New Hire Orientation.
9. Make sure Cougar Card, Parking, Library access, Blackboard access, etc, are available.
10. If GA, ensure GATF eligibility.
11. If GA, ensure prompt insurance enrollment.
12. Ensure continued service access for employees whose access to UH services is based on a POI.
13. Review and eliminate potential visa issues up front, such as:
 - a. Review of employee hours eligibility
 - b. Review pay rate
 - c. Confirm dates of employment are acceptable
14. Ensure correct calculation of taxes (FICA).
15. Confirm that the correct recruitment method was followed and the salary is appropriate.
16. General liability and credibility of the university and its representatives.

Initiated ePARs Compared to Employee Start Dates:

1. Out of 1540 ePARs initiated between 8/25/2011 and 10/10/2011:
 - a. 767 (50%) were initiated after the employee's start date
 - b. 1109 (22%) were initiated prior to the start date but fewer than five days before
 - c. The top five colleges with ePARs initiated after the start date were:
 - i. 167 out of 288 (70%)
 - ii. 143 out of 234 (74%)
 - iii. 109 out of 172 (83%)
 - iv. 64 out of 80 (89%)
 - v. 49 out of 77 (75%)
2. The jobs most likely to not have ePARs initiated prior to start date were:
 - a. Instructional Assistant: 115 out of 138 (83%)
 - b. Lecturer: 63 out of 87 (72%)
 - c. Temporary Staff: 125 out of 181 (69%)
 - d. Research Assistant: 77 out of 122 (63%)
 - e. Teaching Assistant: 91 out of 149 (61%)