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2010 HR Update

Pause and Work Smart!

US Dept. of Labor-OFCCP Audit

❖ UH has been randomly selected for an Office of Federal Contract Compliance Programs (OFCCP) Audit

❖ Phase 1-Desk Audit has been submitted to the OFCCP as of February 10th.

❖ Next Steps….

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I-9s

We have reviewed all stages of the I-9 form.

❖New Hires

❖Rehires

❖Transfers

Compliance - Areas of Concern

- **Recruitment Procedures**
  - Posting Positions
  - Tracking Applicant Data
  - Temp to Hire positions
- **Research Positions**
  - Inconsistent Hiring Practices
  - Foreign National Processing
  - Recruitment process
- **Generic Position Titles too Broad**
  - Program Manager
  - Program Director
  - Some Skilled Labor Jobs

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Process Changes
to Address Compliance Issues

❖ **ePARs process**
   ❖ Must be processed at least 5 Days in advance of date of hire
   ❖ Direct Deposit must be in PASS prior to ePAR approval to HR

❖ **ROAR Registration**
   ❖ All benefits eligible faculty and staff will be enrolled in ROAR by HR
      ❖ HR obtain copy of offer letter
      ❖ HR ensures I-9 and Direct Deposit is completed prior to NHO

Non-registered employees will not be allowed to attend NHO. Non-registered employees without an ePAR are not able to get parking permits, Cougar One cards and are not submitted to ERS or TRS for benefits.

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Process Changes
to Address Compliance Issues

- ❖ **Recruitment Procedures**
  - ❖ All open positions must be posted
    - ❖ Unless a Posting Waver has been approved by AA Office
  - ❖ All Research Positions must be posted

- ❖ **Generic Position Titles too Broad**
  - ❖ HR will work with CBAs to evaluate Positions of concern

- ❖ HR will establish a team to assist in mapping out procedures to resolve all compliance issues.

ePerformance and PCD's

PCD's are due in HR on March 15th

❖ **ePerformance Pilot Group in Place**
  - ❖ Police
  - ❖ IT-Admin
  - ❖ It-Technical
  - ❖ Research
  - ❖ Legal
  - ❖ Plant Ops
  - ❖ Admissions

ePerformance and PCD's

❖ **Timeline:**

    ❖ ePerformance will be rolled-out to the campus throughout 2010 and all benefits-eligible staff employees will be evaluated on the electronic system in 2011.

PCD Information

www.uh.edu/hr

(select employee relations)

Contact your HR Generalist

Connie Kemp, HR Manager x3-5703

Robyn Hill-on Feb. 22

Anna Barron x3-5754

Retirement Manager

On-line management of TDA and ORP Accounts

- Enroll in TDA, make changes to contributions, make changes to vendor selection from approved vendor list

- Accessible 24/7 from any computer with internet access

- Coming March 1st!

HR Customer Service Survey

Thank you for your participation and

Support of HR!!!