

College/Division Administrator Meeting Minutes  
February 11, 2010

**Bill Spindler**

Greening Telecom

The following Telecom reports are currently available on the web:

- Detail Usage Report
- Summary Usage Report
- Summary Report

Departments are encouraged to request web access to the above reports. See the Telecom Reports Handout for instructions.

University Information Technology (UIT) will continue to print and distribute the above reports for the next couple of months. The March 2010 report (printed in April) will be the last one distributed by UIT.

The Work Order Report is not available on the web yet and will continue to be printed and distributed by UIT until it becomes a web report. Some administrators said they do not receive this report. Bill will investigate.

UIT is working on options for departments to approve long distance (LD) charges electronically, rather than printing the LD reports and signing them. In the meantime, Bill will determine if the existing LD reports can be formatted so that all LD charges are on sequential pages, so that departments don't have to spend time finding and printing the individual pages with LD charges.

**Andre Washington**

Gift Transmittal Form Training

On February 18 from 2:00 PM to 3:30 PM in room 305 McElhinney Hall, University Advancement will provide training on recent changes to the Gift Transmittal Form (GTF). Development officers, business administrators, and support staff responsible for gift proposals and GTF processing are encouraged to attend.

The primary change to the GTF is adding a proposal number to track gift proposals. See the GTF Training Announcement and Sample GTF.

If you plan to attend the training, send an email to Andre Washington at [awashington@uh.edu](mailto:awashington@uh.edu).

**Mike Lovelady**

"Direct Reports To" Maintenance Page Demo

Mike demonstrated the "Direct Reports To" page in the HR System test database that administrators will use (once it is in production) to update the supervisor for each benefits-eligible position. This information will be used in ePerformance (online employee evaluations) to indicate which supervisor should complete an evaluation for each benefits-eligible employee.

ePerformance is currently being used by several departments in a pilot project and all UH departments will be trained to use ePerformance during calendar year 2010, so that beginning in calendar year 2011 all departments will use ePerformance instead of the paper evaluation forms.

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Only department and college/division administrators will be given access to update the “Direct Reports To” page. Administrators can sort the “Direct Reports To” page by clicking on the column title they want to sort, and can update as many positions on the page as they want to at one time. Mike will investigate the possibility of exporting this information to Excel.

Administrators indicated that they do not want the “Direct Reports To” page populated from Time Approvers in Time and Labor. Their preference is to update this information once this page is made available to them.

Direct reports indicated on the ePAR will also update the “Direct Reports To” page. However, the “Direct Reports To” page has nothing to do with Time Approvers in Time and Labor. Updating the “Direct Reports To” page will not update Time Approvers or visa versa. Both are required, Direct Reports for online evaluations and Time Approvers for timesheet approval.

#### Total Rewards Demo

Mike demonstrated the Total Rewards page that will soon be available to employees in P.A.S.S. (employee self-service). The Total Rewards page shows employees their total compensation and benefits, including the amount contributed by UH toward their retirement and insurance. This information is provided in both dollars and graphs. In the future, employee training and scholarships will be added to the page, so that employees will have a more complete picture of their total compensation.

#### Electronic Leave Request Design

Several administrators participated in a group that designed the proposed Electronic Leave Request, which is still in development. Mike discussed the proposed design, which includes the following features:

- Employees will be able to enter leave up to 12 months in advance
- The employee’s supervisor will receive an email that leave has been requested and can click on a link in the email to go directly to the page to review/approve the request
- Vacation and sick leave will appear as the default leave categories (more categories can be selected if needed) in the left column of the Electronic Leave Request
- The default period shown on the Electronic Leave Request will be the entire pay period, instead of a week
- The Electronic Leave Request will also serve as the Timesheet, so there will not be a need to reconcile the Leave Request to the Timesheet
- The Electronic Leave Request will eliminate the need for a paper Leave Request
- Time Approvers and Payroll Approvers will still need a way to verify whether employees actually took the leave requested (e.g., Excel spreadsheet, Outlook calendar, etc.)

Bi-weekly employees will not use Electronic Leave Requests until we implement bi-weekly Time and Labor (implementation date is unknown). Mike will ask a group of administrators to evaluate the proposed Electronic Leave Request and provide additional suggestions.

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**Joan Nelson**

US Department of Labor - Office of Federal Contract Compliance Programs (OFCCP) Audit

UH was randomly selected to participate in an OFCCP Audit. The last time UH was audited was 10 years ago. Phase 1 of the audit is the "Desk Audit" in which HR provides requested information to the auditor offsite, which was done February 10. Next, the auditor may either request additional information offsite or come to UH to conduct their remaining fieldwork. If they come to UH, they may visit campus departments to ask questions and/or request documentation. HR will keep the college/division administrators informed about the progress of the audit.

I-9 Cleanup

Human Resources conducted a review of the I-9s and found that some are missing or incomplete. HR has notified administrators which employees in their department need to come to HR so the I-9 can be completed or the department can arrange for a HR representative to go to the department's location if there are several employees to process. Now that we have an electronic I-9 process in place and all new employees are required to complete an I-9 before they begin work, I-9s should stay in good order after the current I-9 cleanup is completed.

Recruitment Procedures

HR determined that several positions filled at UH in FY09 were not posted. Some of those positions received a posting waiver from Affirmative Action, but some did not. It is critical that all positions are posted to collect required information about applicants and new employees.

Research Positions

HR found inconsistent hiring practices for research positions (e.g., Post Doctoral Fellows, Research Professors, etc.). These positions must be posted for the minimum posting period (i.e., 5 days), just like other positions. Also, new employees who are foreign nationals (many are in research positions) must be processed in a timely manner in accordance with federal rules.

Planned Changes to the New Hire Process

HR plans to make the following changes to the new HR process to improve compliance:

- ePAR must be processed at least 5 days before new employee begins work
- All benefits-eligible faculty and staff will be enrolled in R.O.A.R. (new employee orientation) by HR, instead of the hiring department
  - This means the department must send HR a copy of the offer letter as soon as they receive it, so HR knows to enroll the new employee in R.O.A.R.
  - HR will ensure the I-9 and payroll direct deposit are completed prior to R.O.A.R.
- All open positions must be posted (including research positions), unless a waiver was obtained by Affirmative Action
- HR will discuss generic position titles with administrators and try to create more descriptive, job-specific titles for these positions

HR will discuss these and other planned changes with a group of administrators to ensure smooth implementation.

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e-Performance

PCDs (paper evaluations) are due to HR on March 15. All departments will be trained so they will complete online evaluations using ePerformance starting in calendar year 2011. Contact your HR Generalist if you have questions: <http://www.uh.edu/hr/hrcontacts/hrmanagers.htm>

Retirement Manager

Starting March 1, Retirement Manager will be available to employees who have tax-deferred annuities (TDAs) and/or optional retirement plan (ORP) accounts. Retirement Manager is a web application that allows employees to enroll in TDA/ORP accounts, change their contribution, and select a vendor from the approved vendor list at any time. HR will provide more information when the program is implemented.

Salary Increase Hold Extension

The freeze on salary increases has been extended until UH administration can assess the effects of state budget cuts.

See the HR Update 2-11-10 document, which was presented at the college/division administrator meeting.