

Ruth Cutting, Director of Advancement Information Services

Donor and Alumni Records Update

- Sara Haynes, Manager of Donor and Alumni Records, is retiring on January 13.
- Ruth Cutting will take over Sara's responsibilities on an interim basis. University Advancement will determine at a later time whether to fill Sara's position.
- UH departments needing to accept donations should contact Ruth. Donor and Alumni Records can arrange for donations to be accepted by credit card, check, or ACH. If you wish to have an event where donations will be made or could be part of event registration, please also contact Ruth.
- Ruth's contact information is as follows:
 - rcutting@central.uh.edu Ruth's email
 - 713-743-8904, office
 - 713-743-8917, fax
 - dar@uh.edu centralized Donor and Alumni Records email (answered within 1 business day)

Selesta Hodge, Executive Director, Research Services

Introduction of New Division of Research Employees

- Cris Milligan, Director of Core Research Facilities, 713-743-9201, cmilligan@uh.edu
- Kirstin Rochford, Director of Research Compliance, 713-743-9740, kmrochford@uh.edu
- Brooke Gowl, Research Liaison Officer, 713-743-4061, bagowl@uh.edu

Overview of Division of Research Organizational Structure

- Research Division organizational charts are located at: <http://www.research.uh.edu/Home/DOR-People.aspx>
- Currently, all Directors and Executive Directors within the Research Division Office are reporting directly to Dr. Bose, Vice Chancellor/Associate Vice President for Research and Technology Transfer. Any future decisions affecting reporting structure will be communicated by the Division of Research.

Mary Dickerson, Executive Director, Information Technology Security

Roberta Puryear, Assistant Treasurer

Payment Card Industry (PCI) Compliance with Online Registration Forms

- Departments that need to accept credit card payments for goods or services should contact Treasury as early as possible to apply for a merchant ID and complete an online registration form. Treasury will ask IT to get involved if needed.
- UH can accept all types of credit cards, but does not accept payments through PayPal.
- Each UH merchant must maintain up-to-date written procedures for processing credit card transactions in their department that are compliant with Payment Card Industry (PCI) Standards and must have a PCI representative who is the primary contact for credit card issues.
- UH merchant employees who handle credit cards must complete annual training for Credit Card Data Security and Credit Card Processing, and all employees who prepare or approve credit card deposit journals must complete Credit Card Accounting annually.

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- Merchants must review and update their online registration form at least once each year to make sure the information is still accurate.
- Departments that have a one-time event, such as a conference, in which they will need to accept credit card payments should contact Treasury for alternative procedures to requesting a merchant ID.

Sandy Coltharp, Director, Training & Development

Soft Launch of the New On-line UH Directory

- Check out the new on-line UH Directory at <http://www.uh.edu/search/directory-beta/>. Please review your information in the on-line directory to ensure accuracy. You can go in P.A.S.S. to update your work address or phone number, and all other changes should be addressed through your business administrator, who will notify Diane Trippel in IT.
- This information will be distributed through the following avenues: A & F Newsletter and website; Human Resources Communication and website; Faculty Senate; Staff Council; and CBA/DBA meeting.

ePerformance Status

CY10 ePerformance Documents

- As of this 12/9/11, 68.1% of the FY10 documents are complete, 21.1% of the documents are within workflow, and 10.8% of the documents do not have the criteria or evaluation completed.

CY11 ePerformance Documents

- HR will send managers reminders about deadlines next week. March 1, 2012 is the deadline for completion of FY11 ePerformance documents.
- Attachment functionality is in Test. We are working on the types of documents that will be able to be attached such as documentation of outstanding behavior or performance improvement plans. This function will be available soon.
- The ePerformance Ratings Report was just moved to Test. Susan Nester will be contacting CBA/DBAs to set up security, as this report will have its own security set up.

CY12 ePerformance Documents

- 2012 documents will be created before the end of January. If managers have completed the establish criteria for 2011 by January 27, the 2011 job responsibilities will be copied over to the 2012 documents. Otherwise, the job responsibilities will need to be re-entered in 2012. (Note: Goals and competencies do not roll forward and need to be re-entered because they may change from year to year.)

Mike Glisson, Controller

Representation Letter for State Auditor's Office

- The President, CFO, and Director of Scholarships and Financial Aid must sign a representation letter that is presented to the State Auditor's Office each year prior to the Statewide Single Audit, which focuses on compliance with financial aid and sponsored project rules and regulations.
- The letter has a long list of assertions related to the accuracy of the university's financial statements, compliance with federal and state laws, implementation of internal controls, and any occurrence of fraud that would materially affect the financial statements.

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- On January 11, Mike emailed the representation letter to the college/division administrators to remind them of their important role in implementing the internal controls discussed in this letter to maintain compliance, reduce the risk of fraud, and ensure the accuracy of our financial statements. He also reminded them that their spending authority is delegated from the Chancellor/President to the CFO, through Craig Ness for academic units, to the college/division administrator, and that their authority can and will be removed if the administrator does not maintain adequate oversight of their units.
- Mike also emailed the UH certification letter to the college/division administrators, which is similar to the State Auditor's representation letter. It also asserts that management believes the financial statements are true and correct and that management is responsible for implementing internal controls to ensure their accuracy. The certification letters are signed by each of the campus Presidents, CFOs, and chief accounting officers and presented to the UH System Board of Regents each year.

Updated Travel Forms

- The **Travel Request**, which is completed prior to a university business trip, has been updated to indicate two sets of dates: (1) the Departure and Return Dates (i.e., dates of travel) and (2) the Travel Dates to be Reimbursed/Paid by UH. University funds can only cover expenses for those days where conducting university business is the primary activity. If travelers choose to take one or more days off during their trip for site seeing or other non-university activities, expenses for those days will not be paid or reimbursed by UH.
- In addition, the statement to check a box if the **Travel Request** is for insurance purposes only has been removed, since UH does not carry traveler's insurance anymore. A Travel Request must be completed for all overnight university business travel, whether UH will pay/reimburse the travel expense or not.
- The **Travel Expense Report**, which is used to document travel reimbursements paid with local funds, has been updated to provide a relevant list of expense accounts that correspond to the type of trip selected on the Travel Expense Report. Thanks to Paul Roch in Academic Affairs for helping Accounts Payable make the TER more user friendly in this respect.
- In addition, the **Travel Expense Report** now contains a formula that will indicate whether the Supervisor/Unit Head needs to sign the Travel Expense Report. According to UH policy, the Supervisor or Unit Head needs to sign the Travel Expense Report if the total actual travel expense is greater than 110% of the amount approved on the Travel Request. A box was added to the Travel Expense Report to indicate the total amount approved on the Travel Request.
- The above travel forms, travel procedures, links to travel policies, and Accounts Payable travel contacts are located at: http://www.uh.edu/finance/pages/AP_Travel.htm