College/Division Administrator Meeting Minutes
January 8, 2009

Monica Lawrence

- Changes to New Hire Process
  - Effective February 2, 2009, HR can no longer accept expired documents for I-9 purposes.
  - Employees who do not attend orientation on their first day of work must go to the Employee Service Center (325 McElhinney) on or before their first day to complete the I-9 Form.
  - HR will try to fit all aspects of new hire orientation into one day, so that employees do not need to return another day for benefits information.
- FMLA Changes
  - Members of the Armed Forces are allowed additional FMLA time.
  - Only use the FLMA forms on the HR website, which are updated when changes are made, instead of using copies that might be out of date.
  - Currently, HR sends an email to employees going on FMLA and their supervisor with the number of hours available to the employee. In the future, HR will copy the department business administrator as well.
  - See the "FMLA Walk-Through" document for additional information, and the "FMLA Tracker" document, which helps track leave taken on FMLA.
- Payroll Direct Deposit
  - Currently, about 1,100 UH employees have not elected direct deposit for payroll.
  - Cody Pelletier is scheduling banking presentations with the colleges/divisions that have the largest number of employees without direct deposit.
  - Employees without direct deposit have also been sent individual emails encouraging them to sign-up for direct deposit.
- TDA/ORP Funds
  - Effective January 2, 2009, all TDA/ORP funds flow through AIG to the employee's selected investment company.
  - The January 2 transfer from AIG to Fidelity, ING, and Lincoln Financial was delayed. The transfer should occur by January 9.
  - Beginning in March, employees will be able to view the transfer of their TDA/ORP funds through AIG on an AIG website.
- W-2 Forms
  - HR will notify employees by email when they can elect and access electronic W-2 Forms for 2008.

Cindy Romero

- Mandatory Training Update
  - 82% of employees at UH have completed FY09 mandatory training so far.
  - January 31, 2009 is the deadline for existing employees to complete training. FY09 training will not be available to existing employees after that date.
  - New employees have 30 days from their start date to complete training.
  - Employees who do not complete mandatory training are not eligible for merit increases and subject to disciplinary action up to and including termination per SAM 02.A.11, Staff Performance Appraisals.
  - Cindy will send the College/Division Administrators the training results for their college/division every other week for the remainder of January. Administrators can run the training query in the HR System more often if they like.

- The External Consulting and Related Party Disclosure form can only be completed one time in WebCT. If someone leaves WebCT without answering all of the required questions, they cannot login to complete it unless the form is reset. Email Cindy to reset the form, if needed, at cfromero@central.uh.edu.
- Employees who need their password reset to access online training should call the IT Help Desk at x31411. Otherwise, employees can call the Employee Service Center at x33988 or Cindy at x35753 for other training questions or problems.

Karin Livingston and Martha Tamez

- GL Interface Issues/PSSA Item Types
  - Everything that happens on a student account (ex: paying a fee that earns revenue for a department or receiving a scholarship that causes an expense to a department) is based on an Item Type.
  - Item Types identify the cost center so that it can be posted in the GL.
  - When cost centers are inactivated, transactions can't feed to the GL. These cost centers are re-activated and then the department has to transfer the item and re-inactivate the cost center.
  - When cost centers have no budget, transactions can't feed to the GL. These cost centers have zero budgets set up.
  - By the end of April, Student Accounting will send a list of Item Types with cost centers that will identify inactive cost centers to the Division Administrators (Academic Affairs, Administration & Finance, Chancellor/President, Student Affairs, and University Advancement) and Athletics. Updated cost centers should be sent to General Accounting or Student Accounting.
  - By the end of June, Student Accounting will send a list of Item Types with cost centers that will identify cost centers with no budgets for the upcoming fiscal year. If you plan to use these cost centers, please budget them.
  - The Office of Scholarships and Financial Aid will be modifying their Scholarship Award Memo form to include the Item Type, a check box for whether the cost center has changed, and a space to put new cost centers.
  - See the "PSSA Item Type Info" document for a more detailed explanation of the above information.
- General Information on Item Types
  - Item Types and Cost Centers usually have a one-to-one relationship, but it is possible to put up to 4 Cost Centers with the Item Type. The split is on a percentage basis rather than a by-award or by-student basis.
  - If you're changing a cost center, send new cost center information to Patty Benoit in Student Accounting or Karin Livingston in General Accounting.
  - If you need a new Fee item type, contact Academic Affairs.
  - Scholarship item types are created by the Office of Scholarships and Financial Aid based on Scholarship Award Memos.
  - If you receive funds during the year for new scholarships, the expense must be budgeted. Use the "Request to Budget New Revenue" form on the Budget Forms page at: http://www.uh.edu/finance/Departments/Budget/budget_forms.htm