

College/Division Administrator Meeting Minutes
January 9, 2014

Joan Nelson, Executive Director, Human Resources

TRAM Update

- HR is planning to schedule the next phase of TRAM (Time Reporting and Absence Management) rollout during the second week of February.
- Susan Nester will contact the affected department administrators to schedule TRAM training.
- Each TRAM rollout should take 4 to 6 weeks.

Payroll Encumbrance Update

- Payroll is running the extra payroll encumbrance test process in Sandbox. If all test results look good, Payroll will start running the additional payroll encumbrance process in production on January 17, 2014.
- Payroll proposed to run the payroll encumbrance process for both monthly and bi-weekly employees on each on-cycle payroll (at least 3 times a month) instead of processing the payroll encumbrance weekly (the previous proposal).
- Some CDAs had concerns with the proposed schedule since a bi-weekly pay cycle is often within a couple of days of the monthly pay cycle, which would mean that the encumbrance process would be run twice within a couple of days. The CDAs preferred the weekly (Friday or Monday) payroll encumbrance schedule.

Other Items

- HR will stop pre-notification for payroll direct deposits in February 2014. Pre-notification is the process where UH confirms that the bank account and routing number listed for direct deposit is valid before issuing a direct deposit to the employee. Instead of new employees receiving a paper check for their first paycheck, they will receive a direct deposit, provided the bank account and routing number are entered correctly by the employee.
- W-2 Forms for 2013 will be available for on-line download on January 15, 2014.
- HR would like to start forming the HR Advisory group. Division Business Administrators and Susan Nester will be members of this group. Purpose of the HR Advisory group is to review and streamline HR processes.
- CDA group related complaints from employees about HR's lack of assistance to employees who are filing for retirement. Joan Nelson explained that retirement filing is between employee and TRS. HR is not part of the retirement filing process.
- CDA group would like to be informed when employees request Family Medical Leave. Joan Nelson agreed that HR will review the FML notification/approval process.
- Sabrina Hassumani indicated that job descriptions published on the HR website are out of date and requested that revised job descriptions be uploaded whenever changes are made.
- Joan Nelson mentioned that Human Resources is in the process of re-organizing itself into two groups - HR Operations (including Payroll Operations) and HR Services. Joan will send the HR Org Chart to CDA group.

**Valerie Coleman-Ferguson, Associate General Counsel, Office of the General Counsel
Toeur Khuth, Immigration Specialist, Office of the General Counsel**

B1/WB (Business) Visa Process

- Discussion regarding the regulations and eligibility criteria of foreign nationals who enter the US on a B1/WB versus a B2/WT (Tourist) Visa. A reference memo was provided to the CDAs.
- Advised the CDAs that the foreign national should have a B1 Visa or WB stamp if they want to receive an honorarium from UH. B2 Visas and WT stamps are generally **not** used for business purposes and, therefore, **are not** the appropriate visa for an honorarium. Contact the Office of the General Counsel/Immigration Services if you have any questions regarding this visa type.
- Catherine Chan and Sabrina Hassumani requested electronic copies of the packet to be emailed to Mike Glisson and Sabrina Hassumani so the packets can be distributed to appropriate department personnel.

H1B Visa Process

- H1B process chart was provided to the CDAs.
- The CDAs should contact Immigration Services as soon as possible if the department wants to change the foreign national's job duties, location, title, rate of pay, etc. Immigration Services will need to do an assessment to determine whether an Amended Petition should be filed.
- Requests for filing fee checks should be submitted to Immigration Service in a timely manner to avoid a delay in filing.
- Toeur indicated that there was long delay in obtaining H1B Visas for UH employees due to the last federal government shutdown in October 2013. Toeur recommended that departments submit all outstanding Labor Condition Applications (LCA) to the General Counsel's Office by end of this week (1/10/2014) to hopefully avoid delays in the event another government shutdown occurs on January 15, 2014.

Permanent Residency

- CDA group raised concerns about requests submitted by sponsoring staff that do not meet the criterion set forth in the internal procedures for permanent residency. Office of General Counsel and Human Resources will work on a detailed policy for UH sponsoring staff for permanent residency. The policy is based on the existing internal procedures.

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Catherine Chan, Director of Financial System Operations

FY13 Transaction Statistics

- Mike Glisson will distribute FY13 transaction statistics to the CDAs shortly.

UH Post-Payment Audit

- The Comptroller's Office will be conducting a Post-Payment Audit of UH in early February. The audit will cover state voucher, P-Card, and payroll payments between December 1, 2012 and November 30, 2013.