

College/Division Administrator Meeting Minutes  
October 11, 2012

**David Johnson, Executive Director of Technology Services and Support**

Phone Equipment Billing

- Technology Support Services (TSS) eliminated monthly billing for phone equipment and long distance in FY13.
- Phone equipment expense will be billed at one time in FY13 based on FY12 charges.
- Domestic long distance will no longer be billed at all because the cost of processing and distributing the bill is greater than the actual long distance charges themselves. Employees can contact the UIT Support Center at 713-743-1411 to request a long distance report if they need one.
- International long distance will continue to be charged, but not monthly. TSS is working on the frequency and method of billing for international long distance.
- TSS will also charge for installing phone/data jacks but will no longer charge for transferring phones to employees, issuing phones to new employees, or other back office services.
- David handed out a memo to each College/Division Administrator (CDA) with the amount to be billed in FY13 for phone equipment.
  - Administrators should review the review the memo and contact David shortly if any changes are needed. David will send a final memo next week indicating FY13 charges, including any changes requested by CDAs.
  - Phone equipment will be charged to a state or local (non-grant and non-auxiliary) cost center, unless the CDA indicates that a grant or auxiliary cost center must be charged.
  - Charges to auxiliary or grant cost centers will be based on a Service Level Agreement between TSS and the college/division that indicates the level of service provided and the rate.
  - David prefers that CDAs charge all of their phone equipment to one cost center, but he will talk to Pat Sayles about whether they can accommodate more cost centers.
  - Pat will coordinate the creation of journal entries in late October or November to transfer the expense for FY13 phone equipment to the cost center indicated.
- David's goal is to reduce the cost of phone equipment over the next couple of years, which should be possible with the campus moving to Lync (VOIP) phones. There are currently 2,400 Lync phones on campus and all phones should be switched to Lync by 2014.

Phishing Increase

- Mark Cooper noted that there appears to be an increase in Phishing emails recently in which someone is trying to gather personal information.
- David said employees should visit the Infotech webpage (<http://www.uh.edu/infotech/index.php>) where they can learn how to recognize a Phishing email. There is also a link to report Phishing emails to UIT Security, which can block future emails campus wide from that email address.

ISO, IRM, and TM Updates

- David will send an email asking CDAs to update the list of Information Security Officers (ISOs), Technology Managers (TMs), and Information Resource Managers (IRMs) in their college/division.

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**Joan Nelson, Executive Director of Human Resources**

Time and Labor Update

- The current target date to roll-out Time and Labor (T&L) for bi-weekly employees and Absence Management (AM) for all employees is February 2013. However, HR plans to implement a few departments first to make sure the process is working and then implement other departments in stages.
- HR is creating two groups, a Project Team and a Process Team, to help with the implementation:
  - The Project Team, which consists primarily of HRMS and IT employees (Susan Nester, Mike Lovelady, etc.), will have weekly meetings to review the development of T&L and AM. Development is already 90% complete; we are in the process of testing the functionality.
  - The Process Team is a System-wide group consisting of HR/Payroll employees from each campus and some College/Division Administrators. This group will meet bi-weekly and look at policy and process changes, as well as oversee the training of employees to clock into a web clock or time collection device (TCD).
- Most departments will use the web clock to record when their bi-weekly employees sign in and out for work.
- Departments with bi-weekly employees who do not have access to a computer will use a time collection device that HR has selected. HR purchased 50 of these devices and will distribute them to departments using TCDs with the most bi-weekly employees. Some of these devices will also go to UHCL, UHD, and UHV. Additional departments that need a TCD can purchase one for \$2,185 plus \$339/year maintenance.
- Susan Nester may be able to demonstrate the time and labor and absence management modules at the next CDA meeting.
- Susan will send the CDAs a survey to see which departments need a time collection device.
- The time and labor will automatically calculate shift differential, so that employees who work a 2<sup>nd</sup> or 3<sup>rd</sup> shift will receive a rate increase for that work automatically.

Staff Changes and Openings in HR

- Lori Kauniste has been promoted to Compensation Manager.
- Current vacancies in HR include Compensation Analyst, HR Generalist, and Sr. Training Specialist.

Other Issues

- In October, Payroll began running off-cycle payrolls twice a month, instead of weekly, to catch anyone whose timesheet or ePAR was submitted late. However, Payroll will not be issuing manual checks.
- If HR/Payroll makes an error, they will correct it.
- Call Joan Nelson if you are having trouble receiving your bi-weekly timesheets on time.
- All bi-weekly employees received a form attached to their timesheets in August explaining their responsibility for completing their timesheets. Joan will confirm that new bi-weekly employees are also receiving this information in new employee orientation.

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**Christopher Burton, Purchasing Director and HUB Coordinator**

Purchasing Update

- Purchasing has been short staffed for the past three months. Christopher has been trying to cover for the vacant Buyer 2 position in addition to his other duties but has fallen behind in meeting some deadlines.
- Most requisitions received by Purchasing should be turned into POs in 3 to 5 business days, unless they are required to be posted on the Electronic State Business Daily (ESBD) for 14 to 21 calendar days, which normally applies to orders over \$25,000. However, the turnaround time for Christopher's POs has not been as fast.
- Christopher hopes to fill the Buyer 2 position very soon. He sent an offer letter to the final candidate yesterday.
- Rhonda Stafford suggested that Christopher create a focus group to review the Furnishings & Equipment Agreement process after the new Buyer is hired and trained. The F&E Agreement is required whenever a PO includes installation or training by the vendor. Christopher agreed to form a focus group.
- Ruby Haroon said that some of her departments are not being notified when a PO is issued. Purchasing is supposed to do this. Christopher will remind the Buyers in Purchasing to notify the department contact when a PO is issued to the vendor.
- Mary Benham said that some of her employees have not received returned phone calls or emails from Purchasing. Christopher said that departments can always copy him on any emails to the Buyers and he will make sure that they reply. He will also speak to the Buyers about returning phone calls and emails in a timely manner.
- Contact Christopher Burton at [ceburton@central.uh.edu](mailto:ceburton@central.uh.edu) if there are any additional concerns about Purchasing. You may also contact Mike Glisson at [mtglisson@central.uh.edu](mailto:mtglisson@central.uh.edu).

**Mike Glisson, Controller**

Certifying Signature List by Dept ID

- Facilities Management (FM) requested that we provide a list of which Dept IDs can be approved by each certifying signatory, so that they can enter the information into their FAMIS software.
- This would enable FAMIS to send an automated email to the appropriate certifying signatories for approval when a work request is submitted. It would also allow FM to limit access in FAMIS for certifying signatories to review work requests that only apply to their departments.
- Mike will send the CDAs a request for this information with an October 19 due date.
- This information will be posted on the Finance website and may be used by other departments that check for certifying signatures.

P-Card and Travel Card Review

- Accounts Payable uncovered fraudulent activity on P-Cards and Travel Cards in the past few months. Some of the investigations are still in progress.
- College/Division Administrators are responsible for oversight of P-Cards and Travel Cards in their college/division. See the P-Card and Travel Card Guidelines (referred to in MAPP) on the Finance website:

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- P-Card Guidelines: [http://www.uh.edu/finance/pages/AP\\_Pcard.htm](http://www.uh.edu/finance/pages/AP_Pcard.htm)
- Travel Card Guidelines: [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm)
- Additionally, certifying signatories, who must sign the monthly Expense Report, along with the cardholder, are responsible for verifying that the backup documentation is complete, benefits the university, and matches the transactions on the Expense Report. Certifying signatories must actually look at the backup documentation, not just sign the Expense Report.
- Red flags that should be investigated further by the department include:
  - Missing receipts/invoices
  - Receipts/invoices that do not contain a clear description of what was purchased
  - Receipts/invoices that do not list the name and address of the vendor
  - Receipts/invoices that appear to be altered
  - Cardholder claims to have no knowledge of the transaction. It could be a mistaken charge by the vendor, but the cardholder should contact the vendor to request a reversal of the charge on the credit card, document the request in writing, and attach the documentation to the Expense Report. If the vendor refuses to reverse the charge or does not do so by the end of the next billing cycle, the cardholder must complete a Statement of Disputed Item Form and send it Citibank with a copy to Accounts Payable and the cardholder's business office. (These instructions are in the P-Card and Travel Card Guidelines.)
  - PayPal payments. Verify the transaction is legitimate. Request a copy of the email confirmation from PayPal when the payment was made. PayPal should only be used if the vendor does not accept MasterCard. It is harder to dispute a charge made through PayPal because PayPal is the intermediary between Citibank and the vendor.
- If unsupported or erroneous charges appear on an Expense Report, the department should independently verify the source and nature of the transaction. Don't just depend on the cardholder to verify it.
- If the department suspects fraud, it must be reported in accordance with SAM 01.C.04, Reporting/Investing Fraudulent Acts: <http://www.uh.edu/af/universityservices/policies/sam/1GenAdmin/1C4.pdf>
- CDAs should ask Accounts Payable to cancel any cards that they feel are not being used properly, where the cardholder is not providing sufficient documentation, or if the card is no longer needed.

Accounts Payable Payments Audit

- Finance contracted with Broniec Associates to perform a review of Accounts Payable payments from September 1, 2008 through February 29, 2012.
- If any overpayments are found, Broniec will ask AP to verify that they are actual overpayments and that a refund from the vendor has not been deposited. Once confirmed, Broniec will attempt to recover the overpayment from the vendor. Broniec will be paid a percentage of the actual recovered overpayments.
- Employee and student payments will not be reviewed.
- This audit is not required but considered a best practice. In addition to recovering overpayments, Broniec may offer suggested changes to university procedures to prevent future overpayments.

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Finance System Upgrade

- The Finance System will be upgraded from 8.4 to 9.1 in December. The upgrade is scheduled to be completed as follows:
  - Thursday, December 6, 7 PM – Upgrade begins. Finance System is not available to users, though a copy of Finance will be available for running reports and viewing information.
  - Tuesday, December 11, 7 AM – Upgrade completed. Finance System in 9.1 environment will be available.
- The 9.1 version is not significantly different than our current 8.4 version. One difference is the way that budget checking works, due to a change made by Oracle. Unfortunately, it will be slower in 9.1 but IT will try to make improvements to it.
- After the upgrade, we can make other improvements to the Finance System, such as:
  - Implement a PeopleSoft Accounts Receivable module
  - Implement a PeopleSoft Grants module and related modules that support Grants
  - Explore the implementation of a Travel and Expenses module
  - Explore the implementation of an eProcurement module
- Upgrade training (online and classroom) will occur after Thanksgiving in the two week period before the upgrade.

**Rhonda Stafford, Division Administrator, Research Division**

Research Administration Certification Program

- The FY13 Research Administration Certification Program (RACP) started on October 9. Anne Sherman and Beverly Rymer are the instructors.
- The training will be a combination of online and classroom, will include homework assignments, and tests will be given that must be passed to receive the certification.
- Employees who approve expenditures on sponsored projects, including internal UH awards, must successfully complete this training at least once every 5 years. Employees enrolled in the FY13 training are also eligible to approve research expenditures during FY13.
- Rhonda will send a list of employees enrolled in FY13 training to Internal Audit next week and post the list of all employees who have completed the training within the past 5 years and those enrolled in FY13 training (i.e., those eligible to approve research expenditures) on the Research Division website.