

College/Division Administrator Meeting Minutes
October 8, 2009

Spencer Moore

Facilities Inventory

Facilities, Planning, and Construction (FP&C) will be conducting an inventory of building space owned and rented by the university over the next couple of months, which will be used for several purposes, including:

- Required reporting to the Texas Higher Education Coordinating Board
- Preparation of a Facilities and Administrative Rate Proposal, which is used to determine the overhead (indirect cost) rate charged to research projects
- Use by administration, departments, and facilities for planning purposes.

Lillian Wanjagi, Director of Facilities Information, will be responsible for collecting updated space reports from UH departments. (Lillian's phone and email is x35541 and lwanjagi@central.uh.edu.) Mike Glisson will send Lillian a list of UH department administrators, which she will forward to the college/division administrators for review.

In November, Lillian will send department administrators space inventory reports, which they will update and return by December (Lillian will provide a specific deadline). This will be an annual process, though it will not be necessary to review 100% of space every year after this year. About one-third of space will be reviewed annually. See the "Facilities Space Reporting" document for more information.

Carla Ponzio

Overpayment Process

Payroll proposes the following procedures to recover accidental overpayments to employees through payroll, depending on whether the individual is still employed at UH System:

- Terminated employees – Payroll will send the former employee up to two registered letters with 15 day response times each (30 days total) requesting repayment. If no response, Payroll will turn the matter over to the General Counsel's Office for collection.
- Current employees – Handled on a case-by-case basis. Small overpayments may be deducted from the next paycheck, while large amounts may be deducted over two paychecks. Payroll could also reverse a direct deposit and reissue the correct amount.

While Payroll is responsible for notifying the employee that he/she was overpaid and the actions that will be taken to recover the overpayment, Payroll will notify the appropriate college/division administrator as well, so that he/she is informed of the situation. Payroll will also notify Student Financial Services in accordance with MAPP 05.03.01, Employee Financial Responsibility.

Carla will send the college/division administrators written procedures for the recovery of payroll overpayments for their review and comments.

Direct Deposit/Pay Card Statistics

As of October 5, 2009, 593 UH employees were not enrolled to receive their paychecks by direct deposit or through a pay card.

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Paycheck Printing Changes Effective 1/1/10

Effective January 1, 2010, Payroll will stop printing paper paychecks. All employees must be signed up for direct deposit or they will receive a pay card. However, new employees will continue to receive a paper check their first one or two pay days until their direct deposit begins. Carla will send the college/division administrators a list of employees who are not currently enrolled in direct deposit to request their assistance in getting these employees signed up.

Though employees who are not signed up for direct deposit are supposed to receive a pay card, Bank of America maintains that employees must give their consent to receiving a pay card by signing a form. Therefore, the employee's cooperation is needed. Payroll is working on a plan to overcome this obstacle if the employee does not wish to cooperate. Payroll will issue detailed procedures about these changes in the near future.

FY09 Year-End Statistics

In August, Payroll processed about 2,500 payroll reallocations and entered 4,000 late or corrected timesheets. Also, payroll suspense in August was about 500 pages long. Carla will review business processes to determine how the volume of work can be reduced at year-end.

According to some administrators, much of payroll suspense appears to be out of the departments' control. For instance, fringe benefits sometimes go into suspense when the associated salaries and wages do not. Carla said she would investigate why this happens.

See the "Payroll/HRMS Updates" document.

Joan Nelson

New Hire Orientation Enrollment Process

In order for new employees to receive their Cougar Card on their first day of work, they need to be completely setup as a new employee in the HR System prior to their first day. The Cougar Card System receives a nightly feed from the HR and Student Systems with data for new employees and students. See the "Cougar Card and Parking Permit Process" document.

In order for new employees to be completely setup in HR, they need to present their I-9 documents to HR, give their department the HR document that shows the I-9 process is complete, and the department must upload the HR document and other required documentation to the ePAR and send it to HR prior to the employee's first day of work.

Parking and Transportation also receives a nightly feed from the HR and Student Systems, but employees/students who have not been fed over can receive a parking permit by paying with cash or credit card at the Parking Services Office in the Welcome Center. If anyone does not want to pay with cash or credit card, Parking will issue a one-week permit at no charge.

Mandatory Training

Since mandatory training was not available until October 7 (instead of October 1), the deadline for all UH System employees to complete mandatory training will be December 4 (instead of November 30).

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H1N1 Business Procedures

According to MAPP 02.02.03, employees must provide a written statement from a health care provider indicating the cause or nature of their illness if they are absent more than three consecutive days. However, employees who are unable to attend work because of the flu are not required to provide a written statement if they are absent five consecutive days or less. If they are absent more than three days for a non-flu illness or absent more than five days for the flu, a doctor's note is still required. Each employee is only allowed one flu-related absence of five days or less without a doctor's note. See the "HR/Payroll Business Continuity Plan" document.

HR Communication Web Page

Human Resources is developing a web page to store procedural changes, updates, and other announcements of interest to UH employees, so that they are easy to find. HR will continue to communicate urgent announcements by email but these announcements, along with other changes/updates, will be stored on the HR communication web page.

ePerformance

Human Resources is changing the PCD (employee evaluation) form to an electronic process, as well as the review period. Proposed changes will be discussed with the HR Focus Group.

Mike Lovelady

ePRF

HRMS wants to demo the new ePRF (electronic Position Request Form) for user feedback before it is implemented. Some college/division administrators will be invited to the demo.

eLeave Request

The electronic Leave Request, which is still in development, will replace the current paper form. One of the challenges to implementation is identifying each employee's supervisor. Mike asked for volunteers to participate in a focus group to find a solution to this challenge.

Mike Glisson

HUB Report

In FY09, UH utilized historically underutilized businesses (HUBs) for 25% of eligible purchases, which is the same as FY08. However, UHSA's HUB use increased from 34% to 54% in the same period primarily due to HUB subcontracting for a new building at UHS Sugar Land. For the second year in a row, the Graduate School of Social Work had the highest HUB use (35.53%) among UH and UHSA colleges and divisions. See "UH and UHSA HUB Report by College Division for FY09."

HUB reports by department are on the web: http://www.uh.edu/finance/pages/HUB_Reports.htm