

College/Division Administrator Meeting Minutes  
October 8, 2015

**Sandra Armstrong, Director of Operations, Human Resources**  
**Jennifer McMillin, HRIS Application Director, Human Resources**

Late ePARs

- Over 3,000 late ePARs were submitted this fall System-wide (2,168 for UH).
- Jennifer passed around a breakdown of late ePAR statistics by college/division.
- Starting September 1, 2015, all new employees must complete the eVerify process no later than three days after their start date. The federal government will likely issue fines and penalties to UH for late eVerify processing.

PeopleSoft Upgrade

- The HR System is scheduled to be upgraded on January 11, 2016. The HR System is scheduled to go offline starting the evening of Thursday, January 7 and will come back up following the upgrade in the morning on Monday, January 11.
- HR is planning to use “Reports To” in the HR System as the time and leave approver in TRAM, instead of using Time Approvers and Payroll Approvers. Therefore, HR will be sending CDAs a list of the current Reports To, Time Approver, and Payroll Approver for each employee in their college/division. CDAs should update the Reports To information and return the list to HR by November 13. HR will also provide a query to pull this information.
- A “Reports To” individual will be able to nominate one proxy to approve time and leave on their behalf for a limited period of time (e.g., while out on vacation or sick leave).
- Please do not submit requests for new Time Approvers and Payroll Approvers, if possible, since they will be replaced by Reports To in the near future.
- All unapproved time and exceptions must be approved prior to the upgrade in January. Managers do not have access to approve time or exceptions older than 90 days. Therefore, HR must approve them, but will contact the responsible manager to confirm the time or exception should be approved.

Other HR Updates

- The Online Jobs System (OJS) will be replaced by a new system in 2016 called Taleo, which is used by several other Texas institutions. We should be able to feed the HR System with the information in Taleo, so that the application to hiring process should go more smoothly.
- eRAF (electronic payroll reallocation forms) are ready to be implemented. HR will provide demonstrations for using eRAF and has printable instructions on its website.
- Most of the HR Department will be out of the office on October 15. However, the Customer Service Center will be open.

**DeSandra Torbor, Research Administrator, Office of Contracts and Grants**

Maximus Effort Reporting System

- UH is now using Maximus to document effort reporting for individuals who work on research grants.
- October 30, 2015 is the deadline for completing effort reports for September 2014 through May 2015. So far, 19% of effort reports are complete.

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- DeSandra will provide a list of individuals who have access to run Maximus reports by college/division. CDA's access in MAXIMUS will allow them to view all outstanding effort forms for departments assigned to them. If someone does not have access to their correct area, please email [doreffort@uh.edu](mailto:doreffort@uh.edu)
- See the presentation posted with these minutes for additional information.

**Mike Glisson, Controller**

Travel Management System Update

- Concur will be made available to all UH departments starting November 1, 2015.
- Accounts Payable will hold two auditorium training sessions to review how to create and approve Travel Requests and Expense Reports – October 26 and 30 from 9 AM to 11 AM in room 170 Melcher Hall. Registration is not required.
- Corporate Travel Planners (CTP) will hold one or more training sessions in early November for booking travel in Concur (location, date and time to be determined).
- Accounts Payable posted printable instructions and training videos on the AP Travel page: [http://www.uh.edu/finance/pages/AP\\_Travel.htm](http://www.uh.edu/finance/pages/AP_Travel.htm)
- Travel Requests completed outside of Concur before November 1 do not need to be completed in Concur. The department can upload the approved TR to the Concur Expense Report.
- The CDAs agreed that Accounts Payable can override any budget checking errors on vouchers and journals created by Concur, rather than creating a liability that needs to be corrected by a department-created journal.