

College/Division Administrator's Meeting October 9, 2008

Marli Bober

Payroll Direct Deposit and Printing Advices

- 51% of University employees have voluntarily elected to stop receiving printed advice stubs.
 - Instructions to voluntarily discontinue advice printing are at <http://www.uh.edu/adminservices/PASS/paystub.htm>.
- On December 31st Payroll will discontinue all printing of advice stubs. Information will be disseminated to all employees about this change through many different avenues in the near future.
 - Employees can view this information via PASS.
 - Instructions to view paystubs in PASS are available at <http://www.uh.edu/adminservices/PASS/paycheck.htm>.
 - This will significantly reduce paper waste and printing costs.
- The next initiative will be to increase the number of employees receiving direct deposit pay to 100%.
 - Payroll is producing monthly off-cycle pay via direct deposit. Off cycle direct deposits for bi-weekly employees will begin soon.
 - ACH Processing will require 48 hour lead time which means that both hard check and direct deposit off cycle pay will be paid on Fridays instead of Wednesdays.
- Payroll and General Accounting are reviewing paychecks not cashed within the last year for the escheatment process to send unclaimed funds to the state.
 - Please return any found checks to Payroll.
 - Stale dated checks cannot be cashed 90 days after issuance.
 - Notify Payroll if a replacement check is needed.
 - Payroll will request a replacement check from Accounts Payable.
 - Karin Livingston will distribute a list of outstanding pay to CDAs.

Sara Chelette and Anita Bhakta

Person of Interest Process

- PeopleSoft POI option was created to assist service departments with tracking non-students/non-employees so that they could use a PeopleSoft ID # rather than the person's social security #.
 - POI forms should be submitted to HR for non-faculty POI types, and to Faculty Affairs for faculty POI types.
- Information Technology now requires a PeopleSoft ID to set up an account (cougarnet, email, etc.)
 - If a non-employee/non-student requires an IT account the following should occur:
 - Complete a POI Form and submit it to HRIM
 - Instructions can be found at <http://www.uh.edu/af/survival/HR/hrimcompletpoi.htm>.
 - The Customer Service Center will email the sponsor and the form creator the new ID # once the form has been processed.
 - Complete the Sponsored Account Application and submit it to the IT Help Desk.
 - The form and instructions can be found at http://www.uh.edu/infotech/php/template.php?account_id=72.
- Discussed possibility of automatic account disables with "Termination" job action in HRMS.
 - Will look into further and bring topic back to the administrators.

Monica Lawrence

TDA/ORP-Final Deadline Extension to 12/1/08

- Previous 10/1/08 deadline to transfer all Tier 3 TDA/ORP accounts to Tier 1 extended to 12/1/08.
 - This deadline will not be extended again as this is the federal deadline.
- If Tier 3 ORPs are not transferred to Tier 1 by 12/1/08, they will be automatically moved to a Fidelity default account.

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- If Tier 3 TDAs are not transferred to Tier 1 by 12/1/08, they will remain in the same Tier 3 account; however, no deduction will be taken from the employee's paycheck to be deposited to their TDA account.

AIG/Merrill Lynch Update

- AIG has just received support from the Federal Government.
 - Correspondence from AIG states that the retirement operations are stable and separate from their troubled sectors.
- Merrill Lynch will discontinue their TDA/ORP retirement programs.
 - Employees with Merrill Lynch retirement accounts should select another Tier 1 provider.
 - Merrill Lynch will allow employees to leave their funds in the Merrill Lynch program; however, employees will be unable to contribute to these accounts.

Cell Phone Initiative for Emergency Communication

- Text messages were the most effective and reliable form of communication during Hurricane Ike.
- Campaign to increase cell phone numbers for emergency communications.
 - Currently 20% of faculty, 30% of staff, and 50% of students provide UH their cell phone numbers.
 - Cell phone numbers will only be used in the event of an emergency.
 - They will not be published in any directory.
- Employees and students who have not provided their cell phone number will be sent individualized emails in the next week or so encouraging them to provide this information for emergency purposes only.

Cougars Helping Cougars – Hurricane Ike Relief Fund

- Donations will be accepted through December 31, 2008.
 - For more information go to <http://www.uh.edu/af/cougarhelp.htm>.

Hurricane Ike Appreciation Event

- Held to honor those who volunteered during Hurricane Ike.
 - Free tickets, tail-gating and t-shirts for the October 9th UH football game.
 - More information at <http://www.uh.edu/about/offices/president/after-storm/cougars-care/#appreciation>.

Emily Messa

MAPP Exceptions

- Should be initiated by the college/division administrator and addressed to Dr. Carlucci.
 - Colleges should route requests through Craig Ness to Emily.
 - Divisions should route requests to Emily.

Administration & Finance Focus

- Construction – Dave Irvin
- Safety, Security & Emergencies – Malcolm Davis
- Finance – Tom Ehardt, Interim
- Services – Emily Messa
 - Printing & Postal and Parking and Transportation have moved to Emily's areas.

Sara Carter

Reports on Mandatory Training

- Administrators voted to have reports emailed.
 - Send individual college/division status report to administrator.
- The following queries can be run in HRMS production to monitor training status:

Query Name	Description
UHSTRAIN_FY09_MANDATORY_DEPT	ByDept-All FY09 Mndtry Trn
UHSTRAIN_FY09_MANDATORY_COLL	ByCollege-All FY09 Mndtry Trn
UHSTRAIN_FY09_MANDATORY_DIV	ByDivision-All FY09 Mndtry Trn

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- Reports will be emailed every two weeks in October and weekly in November and December.
- New hire reports will be emailed monthly following the mandatory training period (January through September).

Developing an electronic termination checklist

- Using online accounts to monitor submitted terminations.
- Sara will follow up with an emailed request to submit information to create these accounts.

Mike Glisson

Vendor Direct Deposit Campaign

- Developing a page in PASS where employees can set up direct deposits for reimbursements.

Ruby Haroon

Bailout: What's Next?

- Open discussion led by Bauer Finance Faculty.
- October 22, 2008 at 6 pm in 160 Melcher Hall
- For more information go to: <http://www.bauer.uh.edu/news-center/events/index.asp?id=1367&dte=10/22/2008>

Helen McDonald

Cougar Grounds

- Student run coffee shop located next to Barron's in the Hilton.
- Soft opening is October 20, 2008.
- Grand opening scheduled for November 1, 2008.