

College/Division Administrator Meeting Minutes
October 9, 2014

Sandra Armstrong, Director, Human Resources Operations

HRMS Updates

- Building Code Conversion / eForm Modifications
 - All buildings on the UH campus are being converted to secure access control, which requires that every employee be assigned to a building and room. Most employees are already assigned but HR will send the CDAs a list of employees who have not been assigned yet.
 - When creating eForms in the HR System, such as hires and job changes, users will be required to indicate the assigned building and room number to whom the eForm applies.
 - HR will send the CDAs a periodic report of employees and assigned building and room numbers for their reference.
- eTermination Checklist
 - The eTermination Checklist was launched October 6. Forms will be routed via workflow to the appropriate departments that need to verify that a terminating employee has returned all University property and/or remove access to University systems. The Checklist does not automatically remove access, but notifies units that access needs to be removed.
 - The responsible department or the terminating employee can initiate the eTermination Checklist or the system looks at job data and if there is a termination date within the next 30 days it will create a Termination checklist for benefits eligible employees. (HR will determine if the number of days for creating the eTermination prior to termination can be shortened.) The system does not send an email to the employee, but only sends emails to those with work items on the list.
 - HR will put a guide on the web for the eTermination process and can provide training on request.
 - For now, terminating employees must deliver their keys to Key Control, parking permits to Parking and Transportation, P-Cards/Travel Cards to Accounts Payable, etc. However, HR will consider designating one location where all University property can be returned, so employees don't have to walk to various buildings to return items. At this moment, this is not possible because of issues with P-Cards and keys.
 - Some CDAs indicated that it would be nice if department-issued items could be added to the list, such as department equipment, tools, or uniforms issued to employees. HR will determine whether this is possible.
- Database Split
 - On October 20, the HR and Campus Solutions database will split into two databases.
 - Both systems will be down to prepare for the split during the weekend of October 18 and 19.
 - Queries that use both HR and Campus Solutions tables will not work after the split. Recurring queries will need to be rescheduled after the split.
 - HR users will access the HR System through PASS, so the HR icon will go away.

HR Operations

- Time Reporting and Absence Management (TRAM) Update

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- TRAM is 99.9% implemented. Bi-weekly employees at Campus Recreation are in the process of being implemented because some of them have several job assignments and the HR System had to be modified to accommodate multiple assignments.
- HR is now looking at how to make TRAM more efficient.
- Time Collection Devices (TCDs)
 - To avoid confusion, TCDs now have four time punch designations (in, start meal, end meal, and out), instead of three (in, meal, out). The Web Clock (computer) can only have three (in, meal, out).
 - An email notice about the change was sent to TCD users, time approvers, and payroll approvers.
 - If additional TCDs are needed and requested by departments, they will be ordered.
 - HR is revisiting the rounding formula currently used to calculate time worked and will discuss with management whether it should be eliminated.
- HR Advisory Committee
 - The HR Advisory Committee was established to help provide feedback to HR on operations and planned changes, but the Committee has not met for some time.
 - Sandra will contact the CDAs to restart the Committee.

HR Services

- Annual Mandatory Training
 - FY15 mandatory training is from October 1 to November 21. This is an acknowledgment year, so employees should have no trouble completing that portion of the training.
 - Annual role-based training is also completed during this time based on an employee's job responsibilities, such as P-Card cardholder, credit card merchant, cash handler, etc. This training involves viewing a video and completing a quiz.
 - Each employee will receive a weekly email of their mandatory training status. In addition, HRMS will email reports to the CDAs periodically to indicate who has and has not completed training.
- Benefits Fair
 - The HR Benefits Fair will be held October 22 at the Campus Recreation and Wellness Center.
- HR Roster
 - HR will resend an updated HR Roster to the CDA listserv.

Maria Honey, Assistant Director of Marketing and Communications, University Services

UH Sports and Entertainment

- UH contracted with Aramark Sports and Entertainment to manage UH campus Athletic facilities and the Cullen Performance Hall. Aramark will provide event management, facilities maintenance, and catering for these facilities.
- Departments should continue to use Catering on Cullen for their on-campus catering events, but can also contact Aramark S&E if they need help additional help.
- Maria introduced the following Aramark representatives, who can be contacted for questions:
 - Valerie Roux, Interim General Manager for Sports and Entertainment, 832-842-3103, Roux-Valerie@aramark.com

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- Sarah MacPherson, Manager for Food and Beverage, 832-842-3111, macpherson-sarah@aramark.com
- Darius Dunn, Associate Director – Event Operations, 832-842-3102, darius.dunn@entertainhouston.com
- Robert Guillen, Associate Director – Booking, Cullen Performance Hall, 832-842-3120, robert.guillen@entertainhouston.com
- Jeff Kossow, Executive Director - all other events, 832-842-3101, jeff.kossow@entertainhouston.com
- The website for upcoming events is www.entertainhouston.com

Mike Glisson, Controller

Travel Management System Implementation

- Concur and UH Enterprise Systems are still working on the financial connector between Concur and UH PeopleSoft. Once the financial connector is completed and tested, we will begin rolling Concur out to all of the departments.
- Concur works best when employee travel is booked with an Individual Travel Card in their name, rather than a Department Travel Card. All receipts and credit card charges appear in the traveler's Expense Report, instead of creating a separate Department Travel Card Expense Report for some receipts and credit card charges.
- Accounts Payable can assign an Individual Travel Card number to each employee traveler, if requested by the department administrator, so that the travel arranger can book airfare, hotel, or rental car in Concur with that card instead of using the Department Travel Card. The Individual Travel Card will not be given to the employee traveler because he/she will not use it. Since the employee traveler will not use the card, he/she will not be required to complete Travel Card training or undergo a background check. AP will update the Travel Card Guidelines to indicate this procedure.

Tax Workflow

- The Tax Department recently added some accounts to the list that the Tax Department needs to be review during voucher workflow. After further discussion, the Tax Department removed some of the new accounts from the list.
- The current list is posted on the Finance References page under “Voucher Workflow Information” as “Voucher Workflow Matrix for Scholarships and Tax-Related Payments”: <http://www.uh.edu/finance/pages/References.htm>
- In general, vouchers should be sent to the Tax Department when they involve payments (fees or expenses) to a foreign national contractor or university guest, a taxable (or possible taxable) fringe benefit, such as moving expenses, and when receipts are submitted to the department more than 60 days after a university trip or a non-travel expenditure.
- Mike Glisson will discuss with General Counsel the possibility of modifying standard agreements to include a statement about whether the contractor or university guest is a foreign national, so that it is clear when departments should send contractor payments to the Tax Department through workflow.