

College/Division Administrator Meeting Minutes
November 11, 2010

Christopher Burton, Director, Purchasing

Introduction

- On November 8, 2010, Chris Burton joined UH as the Director of Purchasing and HUB Coordinator.
- Chris previously worked as the Director of Procurement at the Texas Higher Education Coordinating Board and the Texas Youth Commission, and was the Statewide Purchasing Director for the Texas Building and Procurement Commission.
- Chris can be reached at 713-743-5671 and ceburton@uh.edu

Joan Nelson, Executive Director, Human Resources

HR Department Updates

- Payroll and HRMS, which recently relocated to McElhinney, are now part of Human Resources in order to improve efficiency and customer service.
- Monica Morgan is working on a special project from home. Contact Joan Nelson or Carla Ponzio if you need assistance with an issue that was previously handled by Monica.

Revised Family Medical Leave / Parental Leave Form

- Human Resources revised the FML/Parental Leave form to include the supervisor's and college/division administrator's signature.
- The new form is posted on the HR Forms page under "FMLA/Parental Leave Application": <http://www.uh.edu/hr/resources/hrforms.htm>

Exit Interview Program

- Employees who are leaving UH are encouraged to complete the online Exit Survey, which is available at: <http://www.uh.edu/hr/emprelations/exitsurvey.htm>
- A link to the Exit Survey was also added to the Termination Checklist.

ePerformance

- Only about 100 employees do not have "Reports To" (supervisor) information completed in the HR System currently, which is required for ePerformance.
- Online ePerformance training for managers is available on the HR website: http://www.uh.edu/hr/emprelations/eperformance_training.htm
- Staff training is being conducted in person for now but will be available online in the future. To register for in-person staff ePerformance training, select the desired class on the HR Training Calendar <http://www.uh.edu/hr/training/hrtraining.htm> and register for the class in P.A.S.S.

Mandatory Training

- Mandatory training will be completed between November 15, 2010 and January 31, 2011.
- All employees will receive an email on November 15 notifying them of the required training, as well as a weekly email reminding them of the training they have not completed.

College/Division Administrator Meeting Minutes
November 11, 2010

- Rather than listening to a presentation and completing a quiz this year, mandatory training will be in the form of an online acknowledgment by the employee after he/she reads a summary of the information covered in the training material.
- Role-based finance training will require the employee to pass a quiz, as in previous years.
- HR will provide periodic reports to the College/Division Administrators summarizing who has/has not completed training.
- Employees will receive an email confirmation within one week after all required training (mandatory and role-based) has been completed.
- Reminder and confirmation emails will be sent out once each week.

Carla Ponzio, Interim Executive Director, Payroll/HRMS

Payroll Updates

- Carla handed out a list of Dept IDs by Payroll Administrator for reference. This list is also available under “Department Breakdown List” at: <http://www.uh.edu/hrms/>
- Payroll will begin offering Time & Labor training for payroll processors in January 2011.

Sara Chelette, Compensation and HRIM Manager

Additional Compensation Procedures

Sara handed out revised Additional Compensation Procedures. Key changes include:

- Employees may not receive additional compensation for more than 90 calendar days (1 semester for teaching faculty) without additional approval.
- Employees may not receive additional compensation for performing work within their primary department.
- Sponsored project funds cannot be used for additional compensation.
- Employees cannot work more than 100% FTE if their salary is paid in part with federal A21 sponsored project funds.
- Employees on an H-1B visa may not receive additional compensation.
- For exempt staff, any work outside of their regular assignment, regardless of FTE, is considered additional compensation.
- For faculty, only work greater than 100% FTE is considered additional compensation.
- Non-exempt employees cannot receive additional compensation by working in exempt positions. Non-exempt employees must be paid hourly for additional assignments.
- All signatures must be obtained on the Additional Compensation Form prior to performing work.

Proposed Staff Interim Pay Adjustment

Sara discussed proposed restrictions and an approval process for interim assignments. Key aspects of the proposed changes include:

- Interim assignments are only allowed to cover vacant positions, temporary reassignments due to an extended absence by another employee, or specific short term duties outside the scope of their normal job.
- Interim assignments are limited to six months.
- Human Resources will recommend amounts to pay for interim assignments based on the level of the assignment.

College/Division Administrator Meeting Minutes
November 11, 2010

- Interim assignments must be pre-approved on the Interim Assignment Approval Form, which Sara handed out. Sara requested feedback on the form.

Mike Glisson, Executive Director, Finance

New Corestaff Payment Process

- Accounts Payable has developed a more efficient process for paying Corestaff invoices, which will begin with Corestaff invoices issued on November 28, 2010 (Corestaff issues their invoices on Sunday), as well as a new process for requesting Corestaff temp staff.
- The new procedure was announced in an October 27, 2010 email to the UH College/Division Administrators, the November A&F Focus Newsletter, and is available on the Finance References page: <http://www.uh.edu/finance/pages/References.htm>

New State Contract for P-Card and Travel Card

- Following a competitive process, the Comptroller's Office awarded the state P-Card and Travel Card contract to Citibank.
- The transition from Chase, the current P-Card/Travel Card vendor, to Citibank will be completed by the end of February 2011.
- Accounts Payable will notify the administrators about when the new credit cards will be issued as soon as they receive that information from the Comptroller.
- P-Card and Travel Card Business Officer training will not be included in FY2011 role-based training, since these trainings focus on using Chase's online credit card system, which will be replaced by Citibank's system. However, employees may voluntarily enroll in Business Officer training if they like. P-Card and Travel Card Cardholder training is still required, which primarily covers proper use of these cards.

Mirex Solutions Rental Contracts for Water Filtration Units

- Departments that want to terminate their contract with Mirex Solutions should notify Mirex in writing as early as possible to avoid an automatic 12 month contract extension.
- One department recently tried to cancel their contract with Mirex after 11 months of the first 12 month contract extension but was told that their cancellation would not be effective until a year later because they did not give at least 60 days notice prior to the contract extension anniversary date.
- Following a competitive process, UH recently awarded a contract to DS Waters for water filtration units. See price and ordering information under "DS Waters Water Filtration Units" on the Finance References page: <http://www.uh.edu/finance/pages/References.htm>

Muhammad Soonasra, Application Developer, Research Information Center

Updated Demo of Research Administration Management Portal (RAMP)

- Muhammad demonstrated several enhancements to RAMP, which became available in May 2010.
- The Research Division encourages faculty and staff to suggest improvements to RAMP, so that it meets their needs.
- Muhammad can give a demonstration of RAMP or hands-on training to individuals or groups as requested.