

College/Division Administrator Meeting Minutes  
November 12, 2009

**Joan Nelson**

Mandatory Training Update

As of November 9, 2009, 42.9% of UH/UHSA employees completed mandatory training. The deadline to complete FY10 training is December 4, 2009. Beginning this week, Human Resources will be sending weekly updates to administrators and division heads to inform them who has/has not completed training.

Salary Increase Hold

As explained in the November 5 memo from Human Resources, staff pay increases are currently frozen due to budget restraints and will be re-evaluated in January 2010 to see if the freeze will be lifted. Joan Nelson and Craig Ness will meet to discuss pay increases that were in process within Academic Affairs when the freeze was announced. Other division administrators should contact Joan if there are any situations they would like for HR to consider.

Direct Deposit/Paper Paycheck Distribution

The number of UH/UHSA employees receiving paper payroll checks has reduced from about 600 to 198 (111 bi-weekly and 87 monthly) over the past few months. The goal is to have 100% of employees using direct deposit for payroll by January 1, 2010. Joan will send the college/division administrators a list of employees who are not on direct deposit for payroll, so they can help encourage these employees to sign up for direct deposit.

**Nicole Broyles (substituting for Bill Spindler)**

Green Telecom

University Information Technology (UIT) will form focus groups in January to discuss how to (1) eliminate the printing and distribution of monthly Telecom reports to departments and (2) share improvements underway for the Telecom Work Order process. Although UIT currently offers monthly reports online, some administrators noted they receive the printed reports as well. System configuration necessitates all or no reports be printed at the UH level. Colleges or departments can request they not be distributed to them, so long as the request is for their entire units' reports.

**Mike Lovelady**

Electronic Leave Requests

The design phase of the Electronic Leave Request is expected to be completed in December 2009, and implemented in late spring 2010. Some college/division administrators participated in a group that recently reviewed and provided feedback for the proposed design and process.

In order for Electronic Leave Requests to work, each employee's supervisor must be defined in the HR System. The Position Budgeting page in the HR System will be used to identify an employee's supervisor, but administrators will have access to a new page to modify this information for leave request approval purposes if needed.

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**Margot Frye**

Faculty and Staff Fundraising Campaign

The FY10 Faculty and Staff Fundraising Campaign began in mid-September and will continue throughout the fiscal year. The Campaign provides a way for UH employees to financially support UH programs. Contributions are tax-deductible and can be made by cash, check, credit card, or pre-tax payroll deduction. Payroll deductions can be designated to continue for 12, 24, or 36 months or open-ended (continues until the employee stops it).

Participation in the Campaign increased from 12% in FY08 to 16% in FY09. The goal for FY10 is 20%. The College of Technology had 35% participation in FY09 and is trying to match or exceed it in FY10.

Contact Margot Frye at x38951 or [mfrye@uh.edu](mailto:mfrye@uh.edu) if you have any questions. The Campaign website is [www.uh.edu/uhgivesback](http://www.uh.edu/uhgivesback)

**Mike Glisson**

AP Direct Deposit and Payment Inquiry

On November 15, the following changes will be implemented to better serve employees:

- Employees can enter/update bank information in P.A.S.S. for AP direct deposits (payroll direct deposits are not affected), which will immediately update the Finance System
- Employees will receive an automated email each time they enter/update bank information in P.A.S.S. for AP direct deposit
- Employees can review their AP payments (checks and direct deposits) in P.A.S.S. going back to September 1, 2001
- Employees will receive an automated email whenever an AP direct deposit payment is issued to them

On November 16, Mike Glisson will send an announcement to Finance Listserv about these new features, as well as advertise them through other email lists and newsletters. A link to instructions posted on the Finance website will be included in the announcements.

Cost Center Verifications

Internal Audit has raised concerns about how some departments document the review of cost center verifications by cost center managers. Guidelines previously published by Finance indicated that departments only needed to document that the manager had received an email with the verifications attached or had received an email notifying him/her that they were on a share drive. However, Audit would like the cost center managers to provide positive confirmation by email or signature that they reviewed the verifications. Mike will clarify with Audit the acceptable methods for documenting cost center review by cost center managers and provide updated guidelines to departments.

Administrators asked if verification reports could be run by cost center manager, rather than departments creating and maintaining a run control of active cost centers for each manager. Mike will ask the technical group if this is possible.