

College/Division Administrator Meeting Minutes  
November 13, 2014

**Raymond Bartlett, Treasurer**

**Karin Livingston, Executive Director, Accounting Services**

Consolidation of Cash and Check Receipts

- About 95 locations at UH currently receive cash and/or checks for deposit.
- Dr. Carlucci has asked that we limit the number of locations that receive cash and/or checks to one per college/division, primarily to improve internal controls over cash handling and reduce the risk of loss. (This does not mean that several locations can collect cash/checks and then take them to one location in the college/division to prepare a deposit. It means that only one location should initially receive cash/checks in the college/division.)
- Clinics (e.g., Student Health Center, University Eye Institute, etc.) would be an exception and could continue to receive cash/checks from patients at their location.
- Raymond distributed a list of cash/check receipt locations by college/division and asked the CDAs to indicate which locations would be consolidated. The updated list should be returned to Raymond by February 1, 2015.
- The target date to complete consolidation of cash/check receipt locations is June 1, 2015.
- Alternatives to receiving payment by cash or check are:
  - Receiving payment through the Student Financial System when the payment is for a service provided to a UH student
  - Receiving payment by credit card (swipe machine or web interface), which requires coordination with Treasury and credit card merchant training
  - Receiving payment through ACH direct deposit (see Electronic Payment Guidelines on the Finance References page: <http://www.uh.edu/finance/pages/References.htm>)
- When checks are received, colleges/divisions may want to consider depositing the checks remotely, in which the checks are scanned through a device that electronically sends them to Bank of America over a secure internet connection for deposit, rather than asking the UH Police to deliver the checks to the Cashier's Office. The paper checks are then shredded after 14 days. A cash deposit journal still has to be completed, but the method of sending checks to the bank for deposit is different. Remote deposit is expected to be available in February 2015 and will be offered at no cost to UH colleges/divisions.
- Raymond's presentation is posted on the web with these minutes.

**Valerie Coleman-Ferguson, Associate General Counsel**

**Kate Hammons, Immigration Specialist**

Introduction of Kate Hammons, Immigration Specialist

- Kate Hammons joined the General Counsel's Office in August 2014 as the Immigration Specialist.

H1B Update

- Kate discussed the H1B application for renewal, which can be submitted as early as six months in advance of the expiration date. However, applications submitted less than one month in advance definitely will not be renewed in time.
- H1B request procedures are on the web at: <http://www.uh.edu/immigration/non-immigrant/h-1b/h-1b%20requests/index.php> (Navigation: [www.uh.edu/immigration](http://www.uh.edu/immigration), click "Non-

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Immigrant (Temporary Visa) Worker”, click “H-1B Specialty Occupation”, click “H-1B Request Procedures”).

- The Request to Petition for H-1B Worker in Specialty Occupation form was updated on the above website.
- Kate noted that the signature page (page 4 or 4) of the “Export Control Office Recommendation as to Completion of I-129, Part 6” needed to be updated on the above H1B request procedures website, and she passed out the correct signature page to use until the website is updated. The form on the web is now up to date.
- Kate handed out a flowchart for the H1B Petition Process, which is saved with these minutes.
- Kate will begin offering immigration training in the spring. Her phone number is 832-842-7085.

**Sandra Armstrong, Director, Human Resources Operations**

Introduction of Jennifer McMillin, HRMS Director

- Jennifer McMillin joined UH as the Director of the Human Resource Management System (HRMS) in May 2014, but had not been introduced to the CDAs previously.

Introduction of Luane Shull, Compensation Manager

- Luane Shull joined UH on November 10, 2014 as the Compensation Manager.

End of Calendar Year Updates

- CDAs are asked to help remind employees to verify their personal information (name, address, and SSN) in PASS before W-2s are issued in January.
- Temporary employees should go to Human Resources to confirm their SSN is correct.
- In early January, employees can consent to receive electronic W-2s, instead of by mail.
- The December Payroll Calendar has been revised. It is critical that approvers meet the deadlines in December in order for bi-weekly employees to be paid correctly.

Stipend Payment

- Employees eligible to receive a \$1,500 stipend received an email on November 12 or 13.
- Joan Nelson will send the Division Administrators a copy of the email template that went out and restate the guidelines used for determining who was eligible to receive the stipend. Joan will also post the guidelines on the HR website.

**Cris Milligan, Interim Assistant Vice President for Research Administration**  
**Beverly Rymer, Executive Director, Office of Contracts and Grants**

A-81 Uniform Guidance Implementation and Changes

- Cris and Beverly reviewed upcoming rule changes for federally funded projects, which become effective December 26, 2014.
- Federal grant auditors will begin reviewing for A-81 compliance in FY16 (starting September 1, 2015).
- One of the biggest changes is in procurement rules. Purchases over \$3,000 must be competitively bid. UH will make the following changes to MAPP policy for this change:

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- P-Card purchases that are charged in whole or in part to federal funds may not exceed \$3,000
- Purchases over \$3,000 that will be paid in whole or in part with federal funds must be processed on a purchase requisition
- These policy changes will be effective December 26, 2014
- See the presentation saved with these minutes for a summary of changes related to A-81

**Pam Muscarello, Division Administrator, Research Division**

Guidelines for Use of Division of Research Funding

- Pam discussed the proper use of various fund codes related to internally-funded research.
- See the matrix of internally-funded, research-related fund codes and their appropriate use saved with these minutes.

**Mike Glisson, Controller**

Travel Management System Implementation

- Concur and UH Enterprise Systems are getting closer to completing the financial connector between Concur and UH PeopleSoft. Functional testing of the financial connector should begin before the December holiday break.
- Campus-wide implementation of Concur is targeted to start in February 2015.

Operational Cash Advance Procedures

- Mike discussed new operational cash advance procedures, which will start December 1, 2014.
- Departments will request an operational cash advance with a SC voucher instead of regular voucher. Also, the cash advance will be delivered by UH Police from the UH Cashier's Office to the fund custodian, so that the employee does not have to go to their bank to withdraw the advance and bring it back to campus.
- Some administrators asked if the fund custodian could have the option of picking the advance up from the UH Cashier's Office in those cases where it is difficult to coordinate the delivery to the fund custodian.
- See attached Operational Cash Advance Procedures, which have been modified to include the option of picking up the cash advance from the UH Cashier's Office. They are also posted on the Finance References page: <http://www.uh.edu/finance/pages/References.htm>

Signature and Approval Guidelines

- Mike discussed acceptable and unacceptable methods of approving documents.
- See attached Signature and Approval Guidelines saved with these minutes.