

Susan Nester, Director of Compensation and HRMS

TRAM Project Update

- Programming is complete on planned changes to the Time Reporting and Absence Management (TRAM) process.
- Five new reports have been created, which are under Manager Self Service / Time Management / Time and Labor Reports in the HR System:
 - TRAM Absence Audit Report – Shows who requested and who approved leave and the dates requested and approved.
 - TRAM Absence Report – Shows leave requested and whether it was approved but does not show who approved the leave. Breaks leave down by First Day Hours, Last Day Hours, and All Day Hours.
 - TRAM Available Leave Report – Shows current leave balance (sick and vacation), leave pending processing, projected leave balance, and the maximum vacation balance that can be carried forward at the end of the fiscal year.
 - TRAM Time Audit Report – Shows corrections (Add, Change, Delete) made by Time Approvers or Payroll Approvers related to bi-weekly employee punches and who took those actions and when.
 - TRAM Time Report – Shows Reported Time status (Approved, Needs Approval), punch in and punch out times, calculated hours and minutes worked based on punches, Payable Time status (Approved, Needs Approval, Taken by Payroll), and calculated hours and minutes worked rounded to nearest ¼ hour.
- There is also a new report in development that will show projected negative leave balances, which can occur when leave corrections are made in Time Reporting by a Time Approver or Payroll Approver. Absence Management prevents employees from driving their own leave balance negative by requesting more leave than they will have available.
- Time collection devices (TCDs) are working with minimal issues now. HR is creating a work order system (similar to FAMIS) for reporting TRAM-related problems.
- Susan expects to complete draft HR policy changes related to TRAM by Thanksgiving. The policies (SAMs and MAPPs) will be routed for approval as normal.
- HR will designate the next pilot group (500-600 bi-weekly employees) for TRAM implementation after Thanksgiving. Setup and training of Time Approvers, Payroll Approvers, and bi-weekly employees will take a few weeks, so the bi-weekly employees will not start using TRAM until January at the earliest.
- A key difference between TRAM and paper timesheets is that Time Approvers (supervisors) must continually monitor the hours worked by their bi-weekly employees and document any adjustments to punches to TRAM in a timely manner. TRAM requires much more active monitoring of bi-weekly time recorded.
- HR will provide hands-on computer training for TRAM. Training will be mandatory for Time Approvers who have bi-weekly employees and all Payroll Approvers.

Mary Dickerson, Executive Director of Information Technology Security

Recent IT Security Incidents

- Mary reviewed three recent IT security incidents and IT's response to those incidents.

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- CDAs can help protect their departments as follows:
 - Review department file share permissions.
 - Verify only essential personnel have write access to share drives.
 - Create an internal process for regular review of file share permissions and removal of users as appropriate.
 - Consider business process changes.
 - Example: Never email forms to employees. Instead, post forms in a department file share or Sharepoint site. Notify employees that all forms will be on the share drive so if they receive a form by email that appears to be from the department they will know it is not official and should not open it.
 - Pre-communicate with employees about emails they will receive, especially any that contain links or documents.
- IT will send an email to employees with elevated access roles in PeopleSoft to make them aware of their responsibility to maintain IT security.
 - Elevated access = increased responsibility.
 - Safeguard account information at all times.
 - Do not use the same/similar passwords for UH and non-UH accounts (Gmail, Facebook, etc.).
 - Requirement for maintaining computer systems.
 - Operating systems, applications, and anti-virus software must be kept fully patched and updated at all times.
 - Anti-virus software must be configured for regular virus scanning.
 - Regular use of Identity Finder.
- As requested, CDAs are being emailed the attendance status of their Information Security Officers at the monthly ISO meeting. An ISO meeting is scheduled for November 19 to specifically discuss the recent security incidents. The next regularly monthly ISO meeting will be December 5.

Mike Glisson, Controller

Signix Digital Signature Discussion

- On November 20, 2013, Finance and IT will host a discussion with a representative of Signix, who will explain the Signix digital signature process, answer questions, and discuss ideas for possible applications on the UH campus.
- UH currently has a contract with Signix and is using this solution for student housing agreements.
- Mike will re-send the meeting time and location to the CDA listserv to encourage employees who are interested in attending to RSVP.

Policy Exception Memo Process

- On September 25, 2013, Mike announced that UH departments would begin using the Policy Exception Memo to request an exception to a MAPP or SAM policy. The memo is located at: <http://www.uh.edu/finance/pages/forms.htm>
- On the first page of the two-page memo, the department indicates (1) which policy was violated or requires an exception, (2) what action is requested (pay a vendor, reimburse an

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employee, etc.), (3) why the policy was not adhered to or an exception is needed, and (4) what the department will do to prevent the need for an exception in the future.

- After the department completes the first page of the memo and types the names of the individuals who will sign the form, from the department to the responsible vice president, on the second page, the memo is emailed to the Controller for review. (Departments should save the file in its original format (PDF) and email it to the Controller. They should not print the form or obtain any signatures before emailing it to the Controller.)
- The Controller verifies that a Policy Exception Memo is needed for the action requested and that approval of the exception will not violate known state or federal rules or regulations. The Controller then assigns a number to the memo, enters it into a log, signs the memo, and returns it to the department to be routed for approval signatures.
- If all of the designated individuals approve the memo, include the Executive Vice Chancellor / Executive Vice President for Administration & Finance, who has the ultimate approval authority, the department attaches the approved memo to the document they are trying to process (voucher, etc.).