

College/Division Administrator Meeting Minutes
December 10, 2009

Monica Morgan

ePRF/ePOI Implementation

- Electronic position request forms (ePRF) and electronic person of interest forms (ePOI) will be available starting December 11. These processes will eliminate the need for printing and signing PRF and POI forms, and will reduce the processing time required.
- Paper POIs will no longer be accepted after January 1 and paper PRFs will no longer be accepted after January 31.
- Employees who use these forms can choose from several instruction methods, including online training videos, a downloadable training manual, and classroom training sessions. Visit <http://www.uh.edu/hr-communications/Compensation%20Updates/index.php> to view the videos, download the manual or register for a class.

HR Customer Service Survey

- All campuses are conducting an HR survey to measure employee satisfaction with training, compensation, benefits, and other aspects of employment at UH System.
- The survey for UH employees opened on November 18 and ends on December 11.
- Over 1,000 UH employees have completed the survey so far, including many faculty.

Mandatory Training Statistics

- December 4 was the deadline for UH employees to complete mandatory training.
- Completion rates for all mandatory training through December 4 were:
 - UH/UHSA: 94%
 - UHCL: 93%
 - UHD: 90%
 - UHV: 97%
 - All campuses combined: 93.4%
- 96.7% of UH/UHSA employees registered for role-based Finance training completed their training.
- HR will send a report by college/division of training completed to the college/division administrators.
- Some administrators requested that WebCT notify employees when they have/have not successfully completed a course. HR and IT will investigate if this is possible.

2010 PCD's and ePerformance Pilot

- UH is moving to a calendar year evaluation period beginning in 2010.
- PCD forms (same forms used previously) will be completed between February 1 and March 15, 2010 to evaluate benefits-eligible staff employees from the end of the last evaluation period through December 31, 2009. This will be the last time that paper forms are used to conduct staff evaluations.
- HR will conduct a pilot program for ePerformance (paperless evaluation of benefits-eligible staff) from January through March 2010. Training and setup for ePerformance will be conducted during the spring and summer of 2010.
- ePerformance will be used to conduct annual staff evaluations beginning with the period ending December 31, 2010.

College/Division Administrator Meeting Minutes
December 10, 2009

New Hire Orientation Schedule

- New hire orientation will not be held on December 21.
- Anyone hired after December 14 should attend the January 4 new hire orientation. However, they must come to HR before January 4 to complete their I-9 and payroll direct deposit setup.

January 1st Paychecks

- As a reminder, paper paychecks that would normally be issued on Friday, January 1 will not be available until Monday, January 4 because of the January 1 holiday.
- Payroll direct deposits will be sent to the bank with an issue date of January 4. Some banks may apply the deposit prior to January 4 and some may not. Employees should check with their bank if they have a question about when the deposit will appear in their bank account.

Compensation Program

- Sara Chelette in HR will discuss the new compensation program and its affect on starting salaries at the next college/division administrator meeting.
- Some administrators expressed concerns about not being notified of the new program and its affect on the hiring range.
- See the Compensation Program Handout.

Deborah Marks

Faculty/Staff Cougar Card Activations

- As of last week, 537 UH faculty and staff had not activated their Cougar Card.
- Deborah will send an updated list of UH employees who have not activated their card to the college/division administrators, so that the CDAs can help encourage them to activate it by December 18. The Cougar Card Office will continue to call and/or email employees who have not activated their card as well.
- On December 21, Information Technology will begin removing inactivated card numbers from the database, which means these employees will no longer be able to use their current cards; they will have service interruptions to include but not limited to building and room access. They can either activate the new Cougar Card that was previously sent out or they will have to come to the Cougar Card Office to receive their new card.
- The Cougar Card Office will move to the Welcome Center in the space formerly held by Sonic. The move should be completed by December 23.

Mike Glisson

Recycled Office Supplies Account

- Account 53919, Recycled Office Supplies, was created for sustainability reporting.
- This account should be used to record the purchase of items such as recycled copier paper, recycled toner, and other recycled office supplies.
- Office supplies that are not recycled should continue to be charged to 53900.

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eShip Global

- UH has a contract with eShip Global to provide overnight shipping services through FedEx, UPS, and other carriers at discount prices.
- To begin using eShip Global, departments need to submit the eShip Global Application to Accounts Payable.
- The application and instructions for placing orders are on the Finance Reference page: <http://www.uh.edu/finance/pages/References.htm>
- Accounts Payable is conducting optional weekly training sessions for departments that would like hands-on training, though training is not required in order to obtain access. Employees can register for training in P.A.S.S.
- Here are answers to a couple of questions raised at the meeting:
 - Does the default cost center entered on the eShip Global Application automatically appear on each order? No. A cost center must be entered for each order. eShip Global verifies that cost centers entered are valid by comparing them to a list of valid cost centers provided by UH on a daily basis.
 - Can the department change the cost center entered in eShip Global after an order is placed? No. Once an order is placed, the department cannot make additional entries for that order. If the cost center is incorrect, the department can reallocate the expense to the correct cost center.

Vendor Setup Forms

- The UHS Individual Setup Form, used to setup employees, students, prospective employees, regents, and refund recipients as vendors in the Finance System, has been modified to require a signature from the payee (department administrators can sign for refund recipients). Previously, a department administrator could email this form to Vendor ID without signature. However, a signature is now required for security purposes.
- The UHS Vendor Setup Form (or Form W-9) is used by sole proprietorships, partnerships, corporations, government entities, universities, independent contractors, lecturers/artists, and research study participants for vendor setup.
- Both forms are available on the Finance vendor web page, which now has separate pages for UH System Employees and Non-Employees: <http://www.uh.edu/vendor/>

Mike Lovelady

Password Requirements for PeopleSoft

- On December 13, PeopleSoft password requirements will change to the following:
 - 8 characters minimum (previously 10 minimum)
 - 1 special character minimum (previously not required)
 - 1 number minimum
 - 1 letter minimum
- Users will not be required to change their passwords on December 13 but when their current password expires or the next time they change it, they will be required to follow the new format.
- An email announcement will be sent to system users about this change.