

College/Division Administrator Meeting Minutes
December 11, 2008

Raymond Bartlett

- Federal Trade Commission Red Flag Rules
 - The Red Flag Rules are designed to prevent, detect, and respond to identity theft.
 - The Rules were issued by the Federal Trade Commission (FTC) and apply to any unit that does not require payment in full at the time that goods/services are provided.
 - A system-wide committee is compiling a list of units affected, writing a SAM, and creating procedures to comply with these requirements.
 - The program must be approved by the Board of Regents and be in place by May 1, 2009.
 - Committee members will be contacting units affected over the next several weeks to learn more about their processes and receive input on proposed procedures.
 - If you have any questions, please contact Raymond Bartlett at x38781 or Mike Glisson at x38706.

Marli Bober, Joan Nelson, and Raymond Bartlett

- Paycards
 - All employees are encouraged to sign up for direct deposit of their paycheck to their bank account, and A&F is hosting several banking fairs to encourage employees who don't have a bank account to open one and elect direct deposit.
 - Around the beginning of March 2009 (a specific date has not been determined), employees who do not have direct deposit for payroll will receive their salary through a paycard instead of receiving a paper check.
 - Employees who don't have direct deposit will complete a paycard form that indicates where the paycard will be mailed. Once they receive it, the employee will activate it over the phone the same way a credit card is activated. If the employee loses his/her paycard, he/she will notify the bank that issued it, not UH. If a paycard is inactive for six months, the bank will inactivate the card and the employee will need to re-apply for a paycard.
 - Currently, 1,393 UH employees do not have direct deposit. Marli Bober will send a list to the CDA's so they can encourage those employees to sign up for direct deposit.
 - Administrators can also tell who receives a paper check by looking at the Final Payroll Verification Report. However, once we stop printing paper checks and start using paycards, you will not be able to distinguish between direct deposit into an employee's bank account and direct deposit to an employee's paycard on the Final Payroll Verification Report. Both will appear as a direct deposit.
 - In the near future, all I-9s will be processed by Human Resources, and new employees will be asked to sign up for direct deposit or complete a paycard form during I-9 processing.
- On-Campus ATMs
 - Chase and Bank of America were the only two banks who responded to a Request for Proposal (RFP) to provide on-campus ATMs. However, both banks will only install one ATM, which will be located at the University Center, because they do not believe that it would be profitable to install more than one. In addition, Woodforest Bank will continue to provide an ATM at the UC for the foreseeable future.
 - In addition to the on-campus ATMs, there are numerous ATMs near the campus, which employees with paycards can use to withdraw money, if needed.

College/Division Administrator Meeting Minutes
December 11, 2008

Cindy Romero

- Mandatory Training Update
 - Currently, the mandatory training completion rate is:

UH/UHSA	44%
UHCL	61%
UHD	52%
UHV	62%
 - Last year, 79% of UH/UHSA employees completed mandatory training.
 - The announced deadline for existing employees to complete training is December 31, 2008, though some administrators asked if the deadline could be extended to January 31, 2009 since December 31 is during the holiday break. (Human Resources will notify administrators if the deadline is extended.)
 - New employees are enrolled in new employee mandatory training and required to complete it within 30 days of their start date, rather than by December 31.
 - Cindy has been sending weekly emails to the CDAs with the mandatory training status for each employee (existing and new) by course.
 - After the deadline passes for existing employees to complete training, she will continue to send periodic emails to CDAs for new employees. She also sends email reminders directly to those employees.
 - [SAM 02.A.11](#), Staff Performance Appraisals, was recently modified to say that employees who do not complete mandatory training will not be eligible for a merit pay increase.
 - Anyone who has trouble logging in for training can call the Employee Service Center at x33988 or call Cindy Romero at x35753 for any other problems related to training.

Monica Lawrence

- Direct Deposit Banking Fair
 - The next banking fair will be December 17 from 9 AM to 1 PM at the University Center. Several (8 or 9) banks will be there to answer questions and sign employees up for a bank account, so the employee can elect payroll direct deposit. Another banking fair is planned for January.
 - Representatives from the Employee Service Center will also be at the fair to help employees sign up for direct deposit. Employees can also call the Center for assistance at x33988.
- HR System e-Forms Update
 - More e-forms will be introduced in January, including the e-I-9, which will be rolled out the week of January 12. HR will discuss the e-I-9 process at the January 8 College/Division Administrator Meeting.
- New Hire Orientation Schedule
 - There will be no new hire orientation on December 22 or 29.
 - New employees who plan to attend the January 5 orientation must be registered by December 18.
- Nominations for Staff Excellence Award Committee
 - December 15 is the deadline to nominate someone to be on the committee that will determine who receives the Staff Excellence Award.

College/Division Administrator Meeting Minutes
December 11, 2008

- Send nominations for the committee to Laura Stewart at 3-3689 or lcstewar@central.uh.edu

Emily Messa

- Communication Committee
 - The Communication Committee is composed of representatives from various areas in the Administration & Finance Division. The purpose of the committee is to disseminate information relevant to students, faculty, and staff, especially as it relates to services provided or coordinated by A&F.
 - Press releases about A&F-related news and events are posted daily (as they are written) on the lower portion of the A&F home page: <http://www.uh.edu/af/> These press releases are also included in the Finance Week Ahead, Business Notes & News, and Employee Focus.
- Public Transportation
 - UH is partnering with Metro to make public transportation more convenient for students and employees to use. UH shuttle bus routes will be synchronized with Metro bus routes, so people can make connections with minimal waiting time. A combined Metro Q Card and Cougar One Card is also being considered. See the press release for additional information: http://www.uh.edu/af/press_release/120808/public_transportation.pdf

Carla West

- HUB Program Update
 - Carla will begin meeting with departments in January to show them how to find HUB vendors that can meet their needs.
 - Carla can be reached at x35661 or cwest@uh.edu. Her office is in room 169, UBP3, which is the Purchasing Department suite.

Mike Glisson

- Location of Future CDA Meetings
 - Beginning with the January 8, 2009 meeting, the College/Division Administrator meetings will be held in room 302, Melcher Hall (Bauer College of Business).