

Jennifer McMillin, Director, HRIS Applications, Human Resources

Timesheet Rounding to End January 14, 2015

- Beginning January 14, 2015 (first day of a new bi-weekly pay period, B012715), bi-weekly timesheets will not automatically round to the nearest quarter hour. Employees will be paid based on actual time worked, as calculated by their punches on the web clock or time collection device.
- HR will investigate whether web clocks and time collection devices can display the cost center. Some bi-weekly employees are paid from multiple cost centers and displaying the cost center would help ensure that the employee records their time on the correct one. This is a requirement of federal grants.
- Some time collection devices in the Physical Plant have not been operating due to dirt build up on the devices. HR will see what can be done to restore those devices and keep them working.

Sandra Armstrong, Director, Human Resources Operations
Margaret Busch, Manager, Payroll

December Payroll Calendar

- In order for bi-weekly employees to be paid correctly on January 9 for the December 17-30 pay period (B123014), all bi-weekly punches and absence requests must be approved by the Time Approver no later than the end of business on December 23.
- If a bi-weekly employee is working over the holiday break, the Time Approver should approve the employee's punches at the end of each work day in December.
- On January 5, all absences will be finalized at 8 AM and the Final Payroll Process will run at 5 PM. There will not be a Trial Payroll Verification Report for the B123014.
- The FY2015 Payroll Calendar is at: <http://www.uh.edu/finance/pages/fy15payroll.htm>

Other Reminders

- All employees should review their name, address, and SSN in PASS. Any corrections should be made by December 23 to ensure that W-2s are issued correctly.
- W-2s should be available online in early January for those employees who elect to receive them electronically.
- E-Performance documents will be available in early January. The deadline to complete and submit e-Performance evaluations for 2014 to HR is March 2, 2015.
- HR distributed a memo to the CDAs for Spring 2015 graduate student employment procedures. See attached memo.

Beverly Rymer, Executive Director, Office of Contracts and Grants

A-81 Uniform Guidance Implementation and Changes

- Beverly reiterated the upcoming rule changes for federally funded projects, which become effective December 26, 2014. The Uniform Guidance will replace A-21, A-110, and A-133. Subpart F of the Uniform Guidance takes the place of A-133.
- DOR will update its website on December 26, 2014 to reflect the new requirements.

College/Division Administrator Meeting Minutes
December 11, 2014

- The State Auditor's Office will begin auditing grants for A-81 requirements in FY2016 (starting September 1, 2015) but federal agencies (NSF, NIH, etc.) may begin auditing new or incrementally-funded federal grants for A-81 as early as December 26, 2014.
- Like other purchases with federal funds, purchases of research animals over \$3,000 must be routed to Purchasing on a purchase requisition. Purchasing will create a PO and coordinate with Animal Care on notifying the vendor, since the vendor will need Animal Care's approval.
- Maximus software will be used for effort reporting. Training is scheduled to start in February and implementation is planned for March.

Mike Glisson, Controller

Changes to MAPP and Finance System for A-81

- Mike distributed and discussed a two-page summary of procurement policy and Finance System changes related to A-81.
- These changes are effective December 26, 2014 when A-81 goes into effect.
- See the attached handout.

Travel Management System Implementation

- The Financial Connector between Concur and PeopleSoft is currently being tested.
- In February 2015, Accounts Payable will confirm with College/Division Administrators the employees who should have access to Concur and their security roles. Afterwards, we will begin campus-wide implementation of Concur.

State Use Program

- All state universities and agencies in Texas are required to consider whether goods and services offered by the Texas Institute for Blind and Handicapped (TIBH), also known as the State Use Program, will meet their needs when making purchasing decisions.
- Purchasing is creating procedures for the State Use Program, which will be discussed with the CDAs at the February College/Division Administrator meeting.

January 2015 CDA Meeting is Cancelled

- The January 2015 College/Division Administrator meeting is cancelled due to holiday break.