

Sandy Coltharp, Director, Talent Management

Revisions to the J-1 Visa Application Process

- To ensure that all research positions are posted through Human Resources, the DS-2019 Request Form (“Application for the Certificate of Eligibility for Exchange Visitor (J-1) Status”) will now require HR approval, if the J-1 visa holder will be employed in a staff position that is paid through the UH Human Resources System. The DS-2019 Request Form is located at: <http://www.issso.uh.edu/j1/downloadds2019.html>
- In addition, the J-1 Student Intern DS-2019 Request Form, which is completed for students, has been modified to include a certification regarding training and job displacement as required by the Department of Labor, which is signed by the Dean or Department Chairman. The revised form is at: <http://www.issso.uh.edu/j1/index.html> under “J-1 Student Intern DS-2019 Request Form.”
- Three job offer letter templates for research staff are posted on the HR Forms page: <http://www.uh.edu/hr/resources/hrforms.htm>
- Contact Sandy Coltharp at 713-743-4143 or scoltharp@uh.edu if additional information is needed on the offer letter templates.
- Contact Jin Zhang in the International Student Scholar Services Office (ISSSO) at 713-743-5072 or jinzhang@uh.edu if you have any questions about the DS-2019 Request Form (for employees) or the J-1 Student Intern DS-2019 Request Form (for students).

Joan Nelson, Executive Director, Human Resources

ePerformance Update

- Evaluation criteria has been completed in ePerformance for 906 UH employees. However, evaluation criteria has not been completed for 2,466 employees.
- HR will begin sending emails to College/Division Administrators with a list of employees that need evaluation criteria completed in ePerformance.
- HR will meet with supervisors individually, if needed, to walk them through the process of completing the evaluation criteria for their employees. However, individuals within the colleges/divisions have also been trained to assist supervisors with this process and should make themselves available.

Faculty Contracts

- A statement is being added to faculty contracts that says the faculty member is subject to being furloughed if UH experiences a financial hardship.
- This statement is not necessary for staff, because there is no employment contract with staff employees.

Anne Sherman, Director, Contracts and Grants, Pre-Award

Beverly Rymer, Director, Contracts and Grants, Post Award

Office of Contracts and Grants Updates

- RAMP training begins in January. Training can occur at the department’s location or at the Office of Contracts and Grants on the third floor of E. Cullen. The OCG conference room will hold about 10 people.

College/Division Administrator Meeting Minutes
December 9, 2010

- OCG recommends that principle investigators use Cayuse software to submit their proposals to the funding agency. Cayuse seems to have fewer problems than Grants.Gov, which is the other way to submit proposals.
- Non-benefits eligible research staff placed into temporary exempt and non-exempt positions are grouped with administrative staff on the financial reports, though they are really research staff. This creates confusion and additional work for OCG staff who have to explain to sponsors that these employees are not really administrators. The following job codes have been created and should be used for non-benefits research staff so that they can be grouped with other research staff on the reports:
 - Job Code 4000, Non-Benefits Eligible Exempt Research Staff
 - Job Code 4010, Non-Benefits Eligible Non-Exempt Research Staff
- Handouts included:
 - OCG contact information for Pre-Award and Post-Award by college/division
 - OCG contacts for privately sponsored research
 - List of all OCG employees with their phone, email, and location.

Thomas Tracy, Assistant General Counsel, Contract Administration
Contract Administration Update

- The Contract Administration website has been updated to make documents easier to find: <http://www.uh.edu/legal-affairs/contract-administration/index.php>
- The revised Contracts MAPP and SAM are currently being routed for signatures and expected to be approved soon.
- Until the revised MAPP and SAM are approved, departments should notify Contract Administration when they want to use the Standard Addendum, so that Contract Administration can approve its use first. (The Standard Addendum can be signed by the contractor in lieu of Contract Administration reviewing a non-standard contract under \$25,000.) Once the MAPP and SAM are approved, departments will be able to use the Standard Addendum for non-standard contracts up to \$25,000 without pre-approval from Contract Administration.
- Departments are encouraged to use the Training Request Form to request contracts training: <http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/Training%20Request%20Form.pdf>
- Some administrators suggested that Contract Administration offer training in a large auditorium so that representatives from all UH departments can attend. Mike Glisson will work with Contract Administration to facilitate this training after the revised MAPP and SAM are approved.
- It was also suggested that Contract Administration perform a risk analysis (or cost/benefit analysis) to determine when contracts are required. Departments sometimes spend more time and effort completing small-dollar contracts than is justified by the contract amount.

College/Division Administrator Meeting Minutes
December 9, 2010

Mike Glisson, Controller

Fund Equity Reports (1016 Series)

- The 1016 series of fund equity reports, which are currently written in Crystal, are being rewritten using SQR to run faster. The new reports should be in the Finance System by Monday, December 13.
- The 1060 and 1070 fund equity reports will also be rewritten in SQR but continue to be Crystal reports for now.

Cost Center Verification Training

- Cost Center Verification training will begin in January. Dates and locations to be announced.

Office Supply Updates

- UH qualifies for deeper discounts on HP toner purchased through Today's Business Solutions. The program, known as the "HP Big Deal," is offered by Hewlett-Packard through a designated distributor (Today's Business Solutions) to certain customers that purchase a large volume of toner (UH). These discounts are not available to UH departments if the toner is purchased from HP directly or through any other distributor except for Today's Business Solutions. Purchasing will send an announcement about the new discounts when they are in place, which should be around December 15.
- Today's Business Solutions offers over 11,000 office supply items at various discounts, but the most frequently purchased items are discounted even further and designated as "Coog's Top Picks." Through a recently signed agreement, Today's Business Solutions can offer UH twice the number of deeply discounted items it did previously. Coog's Top Picks will grow from 300 to 600 items. The additional discounted items should be in place by early January and will be announced by Purchasing.