

**Jennifer McMillin, Director, HRMS**

HR Reports

- The TRAM Time Audit Report includes two new reports:
  - Reported Time Approver Audit (UPAY213)
  - Payable Time Approver Audit (UPAY214)
  - Navigation in the HR System is: Main Menu, Manager Self Service, Time Management, TRAM Reports, TRAM Time Audit Report
- The FY Suspense Report has one new report:
  - Fiscal Year HR Suspense Report (UBUD030)
  - Navigation in the HR System is: Main Menu, UHS HRMS Payroll, Reports, FY Suspense Report
  - The new Fiscal Year HR Suspense Report will automatically create a CSV (comma separated value) file, which looks very similar to Excel and can be saved as an Excel file.

**Sandra Armstrong, Director, Human Resources Operations**

ePerformance Update

- March 2, 2015 is the deadline for departments to submit calendar year 2014 ePerformance evaluations to Human Resources.
- April 30, 2015 is the deadline for departments to submit calendar year 2015 ePerformance criteria to Human Resources.

**Karin Livingston, Executive Director, Accounting Services**

**Robbi Puryear, Treasurer**

Cash/Check Collection Point Consolidation

- The only collection points being consolidated are for currency and checks. Credit card collection points are not being consolidated.
- Karin reviewed the Implementation Guidelines for Cash/Check Consolidation spreadsheet, which she will email to the CDAs.
  - CDAs should complete and email the Implementation Guidelines spreadsheet to Karin and Robbi by April 1, 2015.
- Check scanners will be provided to colleges/divisions at no cost.
  - Email Robbi with the number of scanners needed. Robbi recommends that CDAs request 2 or 3 scanners to have at least one as a backup if a scanner stops working.
  - Scanners will be rolled out in May. Training will be provided during the roll out.
  - UH will be the first component to implement scanners, followed by UH System, which will be followed by the other UHS components.
  - Departments using scanners must securely store the scanned checks for 14 days to make sure they clear the bank before destroying them.
  - Departments using scanners will continue to create a GL journal for the cash/check deposit, just like they do for an ACH deposit.
  - UH and UH System deposits must be done separately because they use different bank accounts.

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- Karin will talk to University Advancement about the procedure for gift deposits.
- Karin will also talk to Contracts Administration about modifying UHS revenue contracts to include language that payment to UHS must be by credit card (if the UHS department accepts credit card payment), ACH direct deposit, or wire transfer. In addition, contractors who pay by ACH or wire will be required to provide the addenda information indicated on the UHS invoice, such as Dept ID and invoice number, so that UHS can correctly book the payment.

**Beverly Rymer, Executive Director, Office of Contracts and Grants**

A-133 Federal Compliance Audit Findings

- Beverly discussed the preliminary findings of the A-133 Federal Compliance Audit conducted by the State Auditor's Office for FY2014, as well as how the findings will be addressed. The audit report will be finalized in the coming weeks.
- Highlights of the presentation are as follows:
  - UH will improve the certification of time and effort reports:
    - Maximus software for time and effort reporting will be implemented in the coming months.
    - Research has provided a NIH salary cap tool and instructions on its website for calculating the amount of time and effort that should be allocated to NIH and other grants: <http://www.uh.edu/research/resources/faqs/effort-reporting/>
  - UH will create warning messages in the Finance System when certain accounts (alcoholic beverages, non-travel meals, late charges) are used on a voucher or journal with a federal fund cost center. This should reduce the risk of some unallowed direct costs being charged to a federal fund cost center by mistake.
  - UH will modify the HR System to prevent direct salary and fringe benefits (excluding payroll reallocations) from posting to a grant after the official grant end date. Salary will automatically go to suspense if charged to a grant after the grant end date.
  - UH will work on closing out grant cost centers within 90 days of the grant end date, which means that departments need to finalize grant expense reallocations no later than 30 days after the grant end date.
  - UH will improve the timeliness and transparency of financial reporting on federal grants.

**Otu Inyang, Safety Manager/Radiation Safety Officer, Environmental Health & Life Safety**

Procurement of Radioactive Materials, X-Rays, Lasers, and Hazardous Chemicals

- Otu discussed the policy and procedure for purchasing radioactive materials, x-ray machines, lasers, biological safety cabinets, and hazardous chemicals. See attached presentation.
- As required by MAPP 04.01.01, the purchase of these items, regardless of dollar amount, must be approved by Environmental Health & Life Safety on an Addendum B (found on the Purchasing website) prior to placing an order. The approved Addendum B must be routed to Purchasing on a purchase requisition, which will issue a PO for the order.
- These items may not be purchased with a P-Card or non-PO voucher.
- Contact Otu if your college/division would like a presentation on these procedures.

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- Marsha Christ asked if this training could be added to the list of annual mandatory training completed by individuals who purchase these items or approve these purchases. Mike will look into it.

**Valerie Coleman-Ferguson, Associate General Counsel**

H-1B Expiration Report and H1B Process Update

- The Office of General Counsel recently received a surprise audit by the US Department of Homeland Security (DHS), which was checking on H-1B compliance. DHS auditors may ask to see the workplace of an H-1B employee, interview the employee, as well as co-workers and the supervisor, and see related documentation, to confirm UH is adhering to the terms and conditions outlined in the H-1B application.
- Departments should list any/all worksites on the H-1B Request paperwork. If an employee will regularly work from any other location, including work from home, this should be indicated in the space provided.
- Departments should keep H-1B documentation up to date and notify OGC immediately if a H-1B employee terminates, so that OGC can withdraw the position with U.S. Citizenship & Immigration Services (USCIS) and U.S. Department of Labor. Failure to properly withdraw an approved H-1B can result in continued liability for paying wages, as well as the possibility of UH losing the ability to hire any H-1B employees.
- A suggestion was made to add H-1B termination to the Termination Checklist. Valerie will talk to HR.
- Also notify OGC prior to amending a H-1B's job description or approving additional compensation for additional duties. OGC must obtain prior approval from USCIS for the amended job description and/or additional compensation before these changes take effect.
- Merit salary increases do not require pre-approval, but you cannot decrease a H-1B's salary, change their job description, and/or provide additional compensation for different or increased responsibility without prior approval from USCIS.
- Any additional responsibilities approved for H-1B's must be added to their official UH job description.
- New H-1B requests should be submitted to OGC several months in advance. OGC can submit completed H-1B applications to USCIS up to six (6) months in advance of a requested start date.
- H-1B renewals should also be submitted at least six (6) months in advance of an employee's current H-1B expiration date.
- HR currently sends courtesy reminder emails to departments two months before H-1B's expire, which is sometimes not enough time to process the renewal. Valerie will talk to HR about sending the notice earlier and making this information available to departments in a report or query that they can run themselves in the HR System.
- Foreign national employees should keep track of their own status expiration dates at all times, and are responsible for ensuring their status does not lapse. Departments hiring foreign nationals should keep track of the expiration dates of all of their foreign national employees, and are responsible for ensuring their paperwork is submitted in a timely fashion.

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**Mike Glisson, Controller**

Travel Management System Update

- Concur and UH Enterprise Systems are still working on the financial connector between Concur and UH PeopleSoft. Once the financial connector is completed and tested, we will begin rolling Concur out to all of the departments.
- Mike has been asked to join a faculty advisory committee to review UH travel policies and procedures.

Foreign Travel Approval on State Funds

- President Khator delegated responsibility for approving foreign travel paid with state funds to the Provost.
  - For departments using Concur, the Travel Request is electronically routed through workflow for the Provost's approval.
  - For departments not using Concur yet, the Travel Request is signed by the Provost or she may indicate her approval by email.
- Foreign travel paid with local funds is approved by the appropriate division Vice President.
  - For employees in Academic Affairs, and for employees in other divisions who have an academic appointment, the Provost must approve the Travel Request.
  - For employees not in Academic Affairs and who do not have an academic appointment, the division Vice President where the employee works must approve the Travel Request.
- The VP for Research also wants to approve all foreign Travel Requests (state or local, in Concur or not) that are funded by the Division of Research. This is in addition to the requirement for Provost approval of state-funded foreign travel and division VP approval of local-funded foreign travel.

Procurement Rule Reminders and Updates

- Tejas Office Products is the UH-contracted vendor for office supplies.
  - All UH departments must use Tejas to purchase office supplies.
  - Departments may, but are not required to, purchase other items (furniture, office equipment, break room supplies, teaching supplies, research supplies, computing supplies, janitorial supplies) from Tejas as well.
  - The distinction between office supplies and other products can be confusing, but generally any supplies that you normally use in an office are considered office supplies.
  - Mike will send a list of office supply purchases from other vendors to the appropriate CDAs so they can ask their staff why they are not using Tejas.
  - George Cosakis, Tejas Sales Representative, is a good person to contact if there any questions about the products provided by Tejas or their prices. George can be reached at: [georgec@tejasoffice.com](mailto:georgec@tejasoffice.com) or 713-864-6004.
- MAPP 04.01.01 and MAPP 04.01.03 were modified effective December 26, 2014 to reflect OMB Circular A-81 purchasing rules for federal funds.
- Informal bids require three written quotes (email is fine), two of which must be from a HUB vendor. Departments submit a purchase requisition to Purchasing, along with the written

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quotes, or ask Purchasing to obtain the quotes. Informal bidding occurs at the following dollar amounts:

- Federal funds: \$3,000.01 to \$150,000
- Non-federal funds: \$5,000.01 to \$25,000
- Formal bids are posted on the Comptroller's Electronic State Business Daily (ESBD) for 14 days, 21 days, or longer, and bids or proposals are submitted directly to Purchasing. Formal bids include the invitation to bid (ITB), request for proposal (RFP), request for qualifications (RFQ), and other formal solicitations. Formal bidding occurs at the following dollar amounts:
  - Federal funds: \$150,000.01 and up
  - Non-Federal funds: \$25,000.01 and up
- A HUB Subcontracting Plan is required for any formal solicitation expected to be \$100,000 or more where subcontracting is considered likely. Purchasing makes the determination if a HUB Subcontracting Plan is required. A HUB Subcontracting Plan indicates how the proposed vendor will make a good faith effort to subcontract to historically underutilized businesses (HUBs) or whether the vendor will self-perform (no subcontracting), if awarded the contract.
- On January 28, 2015, Governor Abbott sent all state agency and university heads a letter regarding state procurement practices and transparency. He asked all state agencies and universities to immediately implement some of the requirements contained in Senate Bill 353, which has not been finalized or signed into law. One of the requirements is to post a list of no-bid contracts and POs on our website, along with a justification for not using a competitive process for each contract/PO. Purchasing is collecting that information now and will post it on its website in the near future. Mike is meeting with the UH System Purchasing Directors to form a System-wide procedure and will be sending out an announcement once it is finalized. Sole source justifications, if used, must be properly documented by the department and approved by Purchasing before a PO is issued or a contract is signed.
- The State Auditor's Office is currently conducting a routine audit of the UH HUB and State Use Program. The State Use Program requires state agencies and universities to purchase products and services offered by the Texas Institute for the Blind and Handicapped (TIBH) or TIBH-certified vendors, unless it is determined that TIBH is not the best value. Any exceptions to purchasing from TIBH must be reported to the Comptroller's Office by Purchasing once a month. Purchasing will develop a process for collecting this information in the Finance System in the coming months, so that it can be reported in a timely manner.

Other Items from the Group

- Mike will see if there is a Finance System query (or one can be written) for identifying UHS vendors on hold with the State of Texas.
- Mike will see if Finance can provide classroom cost center verification training. Instructions for cost center verification are on the web, but some CDAs expressed an interest in classroom training. Web instructions (under Cost Center Verification Toolkit) are at:  
<http://www.uh.edu/finance/pages/References.htm>