Spencer Moore, Executive Director, Facilities, Planning, and Construction
Lillian Wanjagi, Director of Facilities Information, Facilities, Planning, and Construction
Space Management

- Facilities, Planning, and Construction (FP&C) has been working on the implementation of a space management system (FAMIS) for the past 1 ½ years and is ready to start using it.
- FAMIS will be the database of record for space information. It will receive inputs from several sources (building number and HR data from PeopleSoft, space survey results, grant/PI data, etc.) and provide outputs to various applications and reports (the FAMIS work order system, building and room data in PeopleSoft, tax exempt bond reports, etc.).
- A future application of the FAMIS space database will be to update the FAMIS work order system.

Space Survey

- The space survey will collect data by department, which will roll up by college or division according to the department tree in PeopleSoft. The survey indicates who is using what space and what the space is used for. The survey will include space for both UH and UH System Administration.
- College/division administrators will assign individuals to complete the surveys in their units, and the surveys will be sent through workflow for CDA approval.
- The surveys will include a link to floor plans.
- Rooms used for research will be assigned to a PI and project ID (grant). Cris Milligan with the Division of Research will work with departments to complete this information.
- FP&C is working with HR to verify the location of all faculty and staff.
- The information in the survey will be available throughout the fiscal year for reference.
- A searchable campus map will be available soon on the UH website. Updates to the space survey will be used to update the map as well.
- One of the uses of the space survey will be for the upcoming Federal audit against the IDC recovery for facilities. FY13 survey results will provide a baseline of space information for the audit
- See the proposed schedule for the FAMIS space survey in the attachments to the minutes.

Clausezette Davis, Senior Employment Representative, Human Resources
People Admin Upgrade

- The new online job system (OJS) will be implemented March 1.
- Advantages of the new system include the ability to search for candidates by skills, experience, education, etc. and share information with members of the hiring committee.
- Departments should review all positions that are posted and fill or close out as many as possible by February 29.
- A status report of all open positions is due to the Employment Representative in HR by February 10.
- HR will repost any active positions that are not filled by March 1, unless the department is in the final stages of hiring an employee. The old OJS system will be available to departments for a short time after March 1 so departments can finalize the hiring process

if a final candidate has been chosen. If not, the position needs to be reposted by HR and candidates need to reapply.

- Clausezette will determine whether an automated email can be sent to candidates of reposted positions notifying them of the need to reapply.
- Online training through PASS is available and required for staff who post and monitor positions in OJS. Classroom training is available as well, but staff should take the online training before attending the classroom training.
- Employees that are only approvers in OJS or who only need to view applications or serve on a search committee are not required to have training prior to getting access.
- See the handout for more information.

Sandy Coltharp, Director of Training and Development, Human Resources
ePerformance

- Out of approximately 3,000 evaluations to complete for UH/UHSA, 67 have been completed so far and 225 are in process.
- HR will send an email reminding faculty and staff that ePerformance evaluations for calendar year 2011 are due to HR by March 1 (later changed to March 16).
- The email will indicate that employees who do not have an evaluation on file in HR will not be eligible for a merit increase, if any, and the manager responsible for completing the evaluation will not be eligible either.
- The requirement to have an evaluation on file to support a merit increase is a State of Texas requirement. This applies to faculty and staff alike.
- HR will provide additional training on ePerformance, if requested by a department.

Joan Nelson, Executive Director, Human Resources
I-9 Process

- HR audited I-9s processed recently and found about 200 with problems, 157 of which were in Academic Affairs.
- HR will send the data to the CDAs for review.

Time and Labor

- HR has contracted with PTG Consulting to help UH/UHSA implement biweekly time and labor. September 1 is the goal for implementation.
- HR will send the CDAs a survey to complete about time collection devices. Departments can choose to use (1) a web clock on a computer at no cost or (2) a biometric system, which the department will need to pay for. HR will provide an estimate of the cost.
- HRMS is currently assessing the biweekly time and labor system.
- Electronic leave forms will be implemented at the same time.

Mike Glisson, Controller
Digital Signatures

- Following a competitive process, a contract was signed in December 2011 to provide digital signatures and encrypted email to UH.
- The first application of digital signatures is Residential Life and Housing contracts, which are expected to be ready for use by February 20. This will allow students and their

parents to digitally sign contracts for meals and housing, which will greatly increase the efficiency of this process.
- UH IT will work with the vendor on email encryption and notify UH users when and how to use it when it is ready.
- Mike Glisson is leading a committee of division administrators and others to determine future applications for digital signatures.

Travel Website
- Finance contracted with Campus Travel Management to create a website that will list local hotels that provide discounts for visitors to UH, including the UH Hilton Hotel. Click on "Local Hotels" on the UH visitors web page: http://www.uh.edu/visitors/
- Campus Travel Management also created a website for UH employees with links to travel information, including links to hotels in other cities where UH employees can receive discounts when they travel. Click on "UH Travel Portal" on the UH Finance home page: http://www.uh.edu/finance/
- Mike will send an email about these websites to the Finance Listserv.

Travel MAPPs
- The travel MAPPs were just signed by President Khator after going through the review process for more than two years.
- See the attached summary of MAPP changes, which Mike will send to the Finance Listserv.

Vendor Setup Forms
- In the near future, Accounts Payable will begin requiring all persons and companies that need to be set up in AP vendor file to complete a Form W-9 (for individuals and businesses with a US Social Security Number or federal ID number) or Form W-8 (for non-US individuals or businesses).
- Previously, individuals and businesses could complete an alternative vendor setup form with the same information, which is allowed by the IRS. However, using the W-9 and W-8 will ensure that we always collect the required information.
- Individuals and businesses will also complete a separate coversheet with necessary information for creating a vendor record in PeopleSoft.
- Accounts Payable will send an email announcement when the vendor setup forms are changed.