

Georgeann Smith, Director of Business Services, Plant Operations

FAMIS and Work Order Billing Update

- Since FAMIS Self-Service went live in February, most problems that were identified have been corrected.
- Georgeann handed out a list of suggestions for using FAMIS and who to contact if there are questions. She also handed out a sample Work Order Cost Report. (See attachment.)
- Customer Service should be contacted for routine inquiries. However, you can contact Georgeann if a problem has not been resolved in a timely manner and it needs to be escalated.

Ginger Walker, Emergency Management Specialist, Department of Public Safety

Business Continuity Planning Update

- Ginger gave a PowerPoint presentation on the different aspects of the business continuity plan (BCP). The presentation and a BCP template are at:
<http://www.uhnewsroom.info/go/doctype/1093/128531>
- May 1, 2013 is the deadline to update your BCP. If no updates are needed to the plan, you may need to update your contact list. An updated contact list is extremely important.
- Contact Ginger if you want her to speak to your group about BCP.
- The UH emergency website is: www.uh.edu/emergency

Susan Nester, Director of Compensation and HRMS, Human Resources

Time Reporting/Absence Management (TRAM) Project

- Susan demonstrated how TRAM will work using the Test database.
- Timeline for TRAM implementation:
 - April 3 – Complete development of TRAM
 - May 1 – Implement monthly absence management
 - May 8 – Implement bi-weekly time reporting and absence management for the UH Police Department and select department(s) in Plant Operations.
 - May 22 – Implement bi-weekly time reporting and absence management for all bi-weekly employees.
- Effective communication with employees about these changes is key to a successful implementation.
- Employees (monthly and bi-weekly) will have view-only access to their timesheets. Bi-weekly will not be able to modify their “punches” (when they punch in and out of work).
- Benefits-eligible bi-weekly employees will be assigned to a default work schedule (8 AM to 5 PM, M-F). However, Time Approvers and Payroll Approvers can assign the employee to one of several pre-defined custom schedules. New custom schedules will be created immediately by Payroll/HRMS upon request.
- Temporary staff and non-benefits student employees are not required to have a work schedule, though they can be assigned one if desired.
- The purpose of a work schedule is for management reporting of exceptions, such as knowing how often an employee arrived or stayed late.

College/Division Administrator Meeting Minutes
March 14, 2013

- Work schedules are based on work group. Some work groups accrue comp time for time worked over 40 hours per week, while others pay overtime. Contact Payroll if you need to change which work group an employee is assigned to.
- When absence management is implemented, all leave will be requested and approved electronically. Also, it will not be necessary to maintain a spreadsheet of leave requested or approved to reconcile to the HR System because all of the information (requests and approvals) will be maintained electronically within the System.
- HR has written procedures for the new business processes that will accompany TRAM, and will work on modifying the MAPPs in April.
- The most important aspect for managers is to make sure their employees are correctly setup in HR with the right work schedule. After that, managers will approve their monthly and bi-weekly employees' leave requests in absence management and monitor time reporting for their bi-weekly employees.
- Payroll Approvers and Time Approvers will have access to change a bi-weekly employee's timesheet (i.e., punches) but should enter a comment to document why it was changed. The System records who makes any changes.
- PA's and TA's can also modify previously approved leave for bi-weekly or monthly employees, but should add a row and enter an adjustment rather than delete previously approved leave. They must also enter a comment.
- HR will conduct several instructor-led training classes when implementing TRAM.
- HR will send messages to PA's and TA's to ask them to run processes on a weekly basis, so it is easier to complete all processes on time.