

College/Division Administrator Meeting Minutes
April 9, 2009

Carla Ponzio

- Time & Labor Implementation
 - Time & Labor (i.e., entering and approving leave online) for monthly employees will be implemented starting with the April 2009 pay period
 - Monthly employees can start entering their leave in PASS on April 16
 - Employees will have until May 10 to enter all of their April leave in PASS
 - Training will occur by college/division between April 13 and May 10
 - Time & Labor for bi-weekly employees will be implemented later in phases
 - Carla will contact the college/division administrators over the next few days to find out how many bi-weekly employees are currently using time clocks
 - Carla provided a demo of the steps completed by the Time Reporter, Time Approver, and Payroll Approver
- E-mail Notification for Address and Other Changes
 - Beginning May 1, employees and students who make the following changes will receive an automatic email notification:
 - ❖ Change home address – email will indicate the new home address
 - ❖ Change email address – email sent to old email address and new email address indicating the email address change
 - ❖ Change W-4 – email will indicate new W-4 withholding option
 - ❖ Change payroll direct deposit – email will indicate old and new bank account and routing numbers (all but last four digits will be hidden)

Monica Lawrence

- Summer Work Break
 - Employees on 9-pay-9 (i.e., paid over 9 months instead of 12) will have 2.5 times the normal payroll deductions on May 1 and June 1, since they do not receive a paycheck in the summer
 - These employees already received a letter from HR (Monica will send a copy to the college/division administrators)
- Performance Communication and Development (PCD)
 - PCD Checklists are due to Human Resources on May 15
 - Forms are on the HR website: <http://www.uh.edu/hr/emprelations/forms.htm>
 - PCD Addendums are only required for Exceeds Expectations
 - If PCD training is needed, contact your HR Generalist
- New I-9 Form
 - The new I-9 Form became effective on April 3
 - The major change: ID forms cannot be expired
 - Departments with federal funds may need to use E-Verify starting May 21 to verify new and existing employees are eligible for employment (HR/Legal will determine how this will be implemented and notify affected departments)
- VALIC Retirement Manager
 - Formerly known as AIG Retirement Manager
 - VALIC is trying to get consolidated investment information on its website for UH employees to view (HR will notify employees when it is ready)
- Staff Awards
 - Winners of staff awards have been selected and will be notified this week

College/Division Administrator Meeting Minutes
April 9, 2009

- The Staff Awards Luncheon (for awarded employees and their guest) is May 7
- Summer Tuition Reimbursement
 - May 15 is the deadline for employees to apply for the Summer Tuition Reimbursement scholarship, which provides \$1,200 to cover three hours of tuition and fees for a summer class
 - The scholarship will be paid on May 27
 - Summer classes start June 1
- HR Monthly Financial Seminar-Social Security/Medicare
 - A representative from the Social Security Administration will present the seminar on April 23 from 9:00 AM to 10:30 AM
 - HR will send out an announcement about the seminar
- Benefits Fair and Summer Open Enrollment
 - Summer open enrollment (i.e., employees can change insurance/benefits coverage) will be from July 6 to July 31 (changes are effective September 1)
 - The Benefits Fair in which insurance and HR representatives will be present to answer questions will be July 15 from 10:00 AM to 4:00 PM in the Houston Room of the University Center

Mike Glisson

- Cash Deposit Journals
 - Departments should submit their cash deposit journal into workflow (Path 2) at the same time that they send their money bag to the Student Financial Services, so that Student Financial Services can match the electronic journal to the money bag and deposit the money in the bank as soon as possible
 - Cash Journal and Deposit Guidelines were distributed and are posted on the web under Cash Handling: <http://www.uh.edu/finance/pages/References.htm>