

College/Division Administrator Meeting Minutes  
May 10, 2012

**Sandy Coltharp, Director of Talent Management, Human Resources**

Mandatory Training

- Mandatory training for FY13 will occur between October 1, 2012 and November 30, 2012.
- The training will not include quizzes this year. Employees will review the material and click a button acknowledging their review and understanding.
- Employees will receive three types of emails regarding their training:
  - Initial email with a list of training the employee needs to complete and a link to the training website.
  - Weekly email reminders of training not completed.
  - Final email after all training has been completed that acknowledges the completed training. This email will be sent at least 24 hours after all training has been completed because the training is completed in Blackboard and an overnight process needs to run that updates PeopleSoft.
- HR is working on creating automated email reminders for new hire training as well.
- HR will provide periodic reports to administrators of training completed, and administrators can run queries in PeopleSoft as well. HR will start distributing reports earlier than last year.

Child Protection Training

- Contact Sandy if you have any questions about child protection training, which is required for people working in campus programs for minors, as defined by SAM 05.C.01.

**Susan Nester, Director of Compensation/HRMS, Human Resources**

Bi-Weekly Time & Labor Project

- HR is planning the following major changes for November 2012:
  - Bi-weekly employees will clock into work, out for lunch, back from lunch, and out for the day using either the PeopleSoft web clock (by computer) or a biometric device (reads finger print or thumb print) and a card swipe device.
  - Bi-weekly timesheets will be electronic (not paper). Time worked will be calculated automatically based on the employee's punch in/punch out and timesheets will be approved electronically.
  - Both monthly and bi-weekly leave requests will be completed and approved electronically using PeopleSoft Absence Management.
  - Monthly timesheets in PeopleSoft will no longer be needed, since leave will be entered and approved in Absence Management.
  - The Time Approver role, which currently approves timesheets for monthly employees, will no longer be needed, as employee leave will be approved through Absence Management. The Payroll Approver (who will be the employee's supervisor) will approve time for bi-weekly employees after the punch in/punch out times have been converted to hours worked. The Payroll Approver can be backed up by an administrator.
- A committee is reviewing proposals from two qualified vendors for time collection devices (TCDs).
- HR will send the CDAs a survey that asks whether the bi-weekly employees in their units will be using the PeopleSoft web clock (free) or the biometric/card swipe device (estimated to cost \$2,000 initially and \$250-\$300/year). Most bi-weekly employees will probably use the PeopleSoft web clock.

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- The survey will also ask whether the bi-weekly employees in the unit are normally paid for overtime or if they receive compensatory time instead, since PeopleSoft will need to be programmed to calculate one or the other when a bi-weekly employee works more than 40 hours in a work week (Wednesday through Tuesday).
- If a full-time bi-weekly employee works less than 40 hours in a work week, the employee will be docked compensatory time first (if there is any), vacation next (if there is any and the employee has been at UH for at least six months), and their wages last.
- Bi-weekly employees will be assigned a work schedule in PeopleSoft. Though 8AM to 5PM with a one hour lunch will be the default, managers can choose from many pre-set schedules or create their own. However, the calculation of hours worked for overtime or docked time will be based on hours worked during the entire work week, not on the daily schedule.
- Bi-weekly employees will be automatically enrolled into pay groups by department, but the groups can be changed if needed.
- While managers will have access to update the bi-weekly timesheets of their employees, bi-weekly employees will have view-only access to their timesheets to preserve the integrity of the timesheets.
- MAPP will be updated to reflect the changed process and procedures.
- HR is planning a marketing campaign in October to make employees aware of the changes to bi-weekly timesheets and leave requests for all benefits-eligible employees.

**Joan Nelson, Executive Director, Human Resources**

Off-Cycle Payroll

- Currently, off-cycle payroll runs weekly to capture late or corrected timesheets and ePARs. HR would like to reduce the number of off-cycle payroll runs to no more than once every two weeks.
- HR will be meeting with selected departments to discuss how the need for off-cycle payroll runs can be reduced.

Merit for FY13

- The Board of Regents will vote on whether to approve merit for FY13 on May 16.
- If merit is approved, it will be a different process than in the past, which HR will explain at a later date.

**Ginger Walker, Executive Administrative Assistant, Department of Public Safety**

**Joe Mendez, Emergency Management Director, Department of Public Safety**

Business Continuity Planning Template

- Ginger gave a PowerPoint presentation of the business continuity planning process, which is attached to these minutes.
- FEMA funding for disasters depends on the university having a comprehensive and effective emergency management plan and the departmental business continuity plan (BCP) created by each department is part of that plan. All of these together create the University's Business Continuity Plan.
- The four steps in preparing a BCP are:
  1. Conduct a business impact analysis – What would be the impact to your department and the university if normal operations within your department are interrupted?

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2. Create strategies for recovering – How would your department resume critical operations in a short amount of time and normal operations later?
  3. Develop a plan – Write the BCP using the template provided by the DPS and upload it to PIER or submit it to Ginger Walker for her to upload.
  4. Test the plan and conduct exercises – Inform employees about the BCP, how to communicate with each other during an emergency, and conduct table top exercises to test and review the plan. Make updates to the BCP as needed.
- The BCP template was emailed to the College/Division Administrators on April 23.
  - A BCP must be completed for each department or operational unit, including the Dean or VP's office, and submitted to Ginger Walker or uploaded to PIER by **June 1, 2012**.

**Christopher Burton, Purchasing Director and HUB Coordinator**

HUB Cougar Connect

- The annual HUB Cougar Connect event will be Friday, June 15 from 8 AM to 12 PM in the Rockwell Pavilion of the MD Anderson Library.
- Employees who purchase goods and supplies are encouraged to attend and meet with HUB vendors at the event. Purchasing will send out a separate announcement of the event.
- If administrators would like to recommend HUBs for the event, they can notify Christopher and he will invite them.

**Mike Glisson, Controller**

Recent Finance MAPP Changes

- Mike presented a list of key MAPP changes approved on April 27, 2012 which include:
  - Travel meals and lodging
  - Supervisor approval for tenure-track faculty travel and reimbursements
  - Offset printing
  - Advertisements
- The list of MAPP changes, which are attached to these minutes, is not comprehensive. Employees should review the MAPPs for all updates. Changes are summarized at the end of the MAPPs.
- For travel meals and lodging, departments can follow the recently approved changes (i.e., reimburse travel meals without receipts) for travel taken over the past couple of months, if they wish. Since the MAPPs approved on April 27 restored the travel meal and lodging rules in place prior to February 7, it would be administratively difficult and confusing for departments to follow two sets of rules based on when travel occurred during a short period.
- For the other MAPP changes, they should be implemented as quickly as possible by departments but no later than June 1. Accounts Payable will begin reviewing vouchers for the new MAPP requirements on June 1.
- However, AP will not verify that the correct supervisor has approved a tenure-track faculty member's travel or reimbursement, since AP does not maintain a list of supervisors. It will be the responsibility of the department to verify the correct supervisor approves.

Digital Signature Update

- The Digital Signature Committee decided that the Sole Source Justification form would be the first internal UH form to be digitally signed.

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- The College of Business, College of Engineering, and Division of Research will use the new form in a pilot project starting later this month. Mike will contact the College/Division Administrator for these units to get a list of digital signers for the pilot project.
- Employees involved in the pilot will be issued a digital signature certificate that will allow them to sign digitally. After the pilot, all employees will be issued a certificate and the form will be rolled out to the campus.
- The Addendum C (MAPP 04.01.01) for purchases over \$100,000 will be the second document to be digitally signed.
- Digital Signature Committee meeting minutes are posted on the web:  
<http://www.uh.edu/af/committees/digital.htm>

Finance System Upgrade

- UIT and Finance are working on an upgrade of the Finance System from 8.4 to 9.1.
- The upgrade is scheduled to take place in mid-July. The Finance System will be down for about a week during the upgrade.
- Users will not see major changes in the Finance System after the upgrade, but it will look a little different than it does now. The menu will be collapsed like the HR System.
- The main purpose of the upgrade is to enable us to make future improvements to the Finance System, including the implementation of Grants and other modules, which will occur after the upgrade.
- A “go/no-go” decision on the upgrade to occur in mid-July will be made by June 15, depending on the status of testing, to ensure there is adequate time for training users.