

College/Division Administrator Meeting Minutes
June 11, 2009

Carla Ponzio

Time & Labor Update

- Some departments still need to setup/assign Time Approvers and/or Time Reporters, so that leave for monthly employees can be approved.
- Carla will send the college/division administrators (CDAs) a sample Hierarchy Report from the HR test database on June 12 that includes a listing of employees not assigned to Time Approvers, in order to request feedback on the report format. Once this report is moved to the HR production database, administrators will have a tool for easily determining who needs to be assigned to a Time Approver or if additional Time Approvers need to be setup.
- Carla distributed a list of HR pages and queries that can be used to review setup information, reported time, and payable time. The only item on the list not in HR production yet is the Hierarchy Report mentioned above, which is second on the list.
- Time & Labor for bi-weekly employees will be implemented sometime in the next few months. Someone from Payroll will schedule meetings with each of the CDAs to determine where time collection devices should be located in their buildings for bi-weekly employees to clock in and out. At this point, no more than three devices per building are planned.
- The type of time collection device for bi-weekly employees has not been determined yet, though someone suggested that employees should use their existing computers (or a centrally-located computer, if the employee does not have one) to clock in and out. This would reduce the expense of purchasing time collection devices and make the process more convenient for employees.
- UHCL, UHD, and UHV will implement Time & Labor for monthly employees within a couple of months (July or August), and will implement Time & Labor for bi-weekly employees at the same time as UH/UHSA (probably in the fall).

Introduction of Mike Lovelady, Interim HRMS Director

- Mike Lovelady has been appointed as the Interim Director of HRMS, while he continues to be the Manager of the HR System for Enterprise Systems.
- Mike reminded the CDAs that the annual HR Security Review is approaching. See the FY09 and FY10 Key Dates Calendar for UH/UHS Departments for this and other deadlines: <http://www.uh.edu/finance/pages/Calendar.htm>
- Mike can be reached at x31442 or jmlovelady@uh.edu

Rosemary Grimmet

Effort Reporting for Research Grants

- Prior to the implementation of Time & Labor, monthly employees recorded effort reporting on their paper timesheets. The Research Division created a quarterly effort reporting process with RD2K, their research database, that will be used instead of monthly paper timesheets.
- Effort reporting is only required for federal and federal flow-through research and awards that include cost sharing. The Notice of Award will indicate if effort reporting is required.
- On June 1, the Research Division sent the first effort report to the department administrators. These reports should be completed and signed by the appropriate

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employees and the information should be entered into RD2K by the departments no later than July 30. Normally, these reports should be completed and RD2K should be updated no later than 30 days after the reports are distributed.

- Effort reports will be distributed the day after each fiscal year quarter (December 1, March 1, June 1, and September 1).
- The CDAs asked to receive a copy of the effort reports sent to the department administrators.
- The following handouts were given to the CDAs:
 - Copies of articles concerning effort reporting - indicate the possible negative consequences of not having an adequate effort reporting process and the displeasure expressed by some faculty about this requirement. The CDAs are encouraged to share these articles with faculty in their colleges.
 - Instructions for Quarterly Effort Reporting – explains the new effort reporting process, including the completion of effort reports and updates to RD2K.
 - Instructions for Adding Employees to RD2K – only employees which the award indicates will be cost sharing are setup in RD2K by Contracts and Grants; other employees must be added by the department.
- Departments that need to complete effort reports or need access to RD2K should schedule training with Lynne Manry, in Contracts and Grants. Faculty should attend effort report training, as well as administrators. However, only employees who need access to RD2K need to attend RD2K training. Lynne can be contacted at x39660 or lmanry@central.uh.edu.
- Someone recommended that principal investigators be required to attend a post-award briefing with Contracts and Grants in which various requirements of the award, including effort reporting, are discussed.
- It was also recommended that Contracts and Grants review the new effort reporting process with the Dean's Council, Department Chairs Committee, and Research Council.

Monica Morgan

PCD Update

- Approximately 89% of the PCDs to be completed have been submitted to Human Resources. About 300 PCDs are still outstanding.
- HR will distribute a list of outstanding PCDs to the deans and vice presidents on June 15 with a copy to the CDAs.
- HR will also distribute a list of outstanding PCDs to the CDAs today (June 11), so that they can encourage those who need to submit PCDs to do so before June 15.
- PCDs for employees who transferred from another department must be completed by the new department. The new department may request supplemental information from the other department, if needed, to help with the evaluation, but the new department is responsible for performing the evaluation and submitting the PCD.

Employment Verifications

- According to MAPP 02.05.01, Access To/Maintenance of Personnel Records, outside individuals who wish to verify the employment status of a current or former UH employee should contact the Records section of Human Resources. They may call Billy Taylor at 713-743-5766.

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- Employees should always refer employment verification questions to HR, rather than try to answer these questions themselves.

Faculty Survey

- An additional 80 people completed the Faculty Survey after HR requested the CDA's help last month in encouraging faculty to complete the survey.
- The deadline for completing the Faculty Survey is June 30.
- The survey is located at: www.survey.uh.edu

Employee Contact Information

- All employees are encouraged to verify and update their contact information in PASS, which is used to create the printed phone directory, update employee contact information on the UH website, and update PIER for emergency communication.
- FY10 will be the last year that a printed phone directory is distributed for UH System. Beginning in FY11, we will only use an online phone directory.
- In order for an employee's phone number to be printed in the phone directory, "Main" must be checked as the telephone type in PASS.
- In order to receive emergency text messages, an employee's cell phone must be listed in PASS. Text messaging is the most reliable form of direct communication with employees during a crisis, such as a hurricane.

RFP for Temporary Services

- The five year contract with CoreStaff Temp Services ends on August 31, 2009.
- Human Resources is reviewing proposals to determine which vendor should receive the new contract.
- If CoreStaff is not chosen, departments should be aware that the transition from CoreStaff to the new vendor may cause a temporary disruption of services. Human Resources will do everything possible to minimize the disruption, if a transition to a new vendor occurs.

Craig Ness (substituting for Margie Hattenbach, who was not able to attend)

Budget Development

- The deadline for departments to update BDM for the FY10 budget cycle has been extended to June 19.
- Endowment income is down due to market conditions, which will make budgeting more difficult.
- Priorities for budgeting from the Provost Office are as follows:
 - 1st priority – scholarships should be maintained at least at the level of FY08 or FY09 projected
 - 2nd priority – funds designated for chairs
 - 3rd priority – funds used for academic support
- Craig will ask the colleges to identify the percentage of FY08 and FY09 funds used for research purposes that are not currently classified as research. New cost centers may be created to reclassify some of these funds so they can be properly counted as research in the future.