

College/Division Administrator Meeting Minutes
July 9, 2009

Mike Lovelady

Time & Labor Update

- HR Security Access Audit Reports should be signed, scanned, and emailed to Mike Lovelady (jmlovelady@uh.edu) by July 31. (The original deadline was July 17 but was changed to July 31.)
- New monthly employees need to be setup as a Time Reporter by the department as soon as they are hired, so that they are assigned to the correct Time Approver (supervisor normally) who will approve their leave in the HR System. If they will be approving someone else's leave, they also need to be setup as a Time Approver and/or Payroll Approver (administrator who approves leave for the department).
- Mike handed out an information sheet that includes queries and reports to help departments manage the Time & Labor process.
- Future planned rollouts related to Time & Labor include:
 1. Implement electronic leave requests for monthly and bi-weekly employees (target implementation is April 2010).
 2. Implement T&L for bi-weekly employees who do not need timekeeping devices.
 3. Implement T&L for bi-weekly employees who need timekeeping devices.
- Administration has not determined whether timekeeping devices will be used by all bi-weekly employees. The above plan assumes that some will not use timekeeping devices, though some administrators indicated that they would like for all bi-weekly employees to use timekeeping devices. Complete implementation of bi-weekly T&L is not expected to occur before August 2010 and probably later.
- Send any comments or questions about Time & Labor to Mike Lovelady.

Monica Morgan

Minimum Wage

- The federal minimum wage increases to \$7.25 per hour on July 24.
- HR has communicated to the departments which employees are currently below \$7.25.
- HR will increase bi-weekly rates to \$7.25 effective July 24; departments do not need to do anything unless they want to increase the rate to more than \$7.25.

Immigration/Foreign National Administration

- Carolyn Williams, Immigration Specialist in HR, will retire August 31.
- HR will post the position but plans to train someone else to fill that roll until a new person is hired.
- Premium processing for H1B visa applicants, which reduces the processing time from 3 to 4 months to 15 days, is available for those departments who need it, if they are willing to pay the processing fee. However, departments should always try to submit their information to HR as soon as possible to reduce the need for premium processing.

Open Enrollment/Benefits Fair

- The open enrollment period for employees to change their benefits is July 6-31. Medical insurance premiums for spouses and dependents increased about 6%, and Humana replaced Aetna as the dental insurance provider. Everyone who is enrolled in the Aetna DMO must choose a dentist in the Humana DMO, even if it is the same dentist.

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- ERS is sending letters to all state employees that include their current benefits and explain the benefit changes.
- Employees with a change of address must notify ERS by logging into the ERS website. Changing their address in PASS does not automatically change their address in ERS.
- HR will remind employees about the enrollment period and benefit changes in the HR newsletter and by a separate email to all employees.
- The Benefits Fair in which employees can meet with insurance and HR representatives to discuss their benefit options is July 15 from 10 AM to 4 PM in the Houston Room at the University Center.

Annual Faculty Reappointments

- HR will send a memo later today requesting departments to complete ePARs for faculty reappointments for Fall 2009 by August 24. A list of affected employees will be sent under separate cover.
- The purpose of this deadline is to prevent the interruption of benefits that occurs when faculty are not reappointed in a timely manner and to avoid the time and effort required to correct the employee's records.

Theresa Cyr and Jessica Campbell

Campus Jobs for Coogs

- University Career Services is hosting a job fair for students seeking campus jobs (both College Work-Study and Non-College Work-Study). The job fair (Campus Jobs for Coogs) will be held in the Rockwell Pavilion at the MD Anderson Library on September 8 from 1 PM to 3 PM.
- Departments who are interested in hiring student workers are encouraged to register at www.career.uh.edu/careerfairs/cjc/2009/ beginning July 16. Departments can make arrangements to have a table at the fair where they can talk to students about job openings. There will also be rooms available where departments can meet with students privately for interviews, if needed.
- Contact Jessica Campbell (jcampbell11@uh.edu) for more information.

College Work-Study Hiring Procedures

- Departments wanting to hire or rehire a College Work-Study for Fall 2009 must send a representative to one of the College Work-Study workshops offered by University Career Services between July 9 and August 11. (See June 15 memo from University Career Services for dates and times of workshops.)
- RSVP for the workshop by contacting Jazel Borja (jfborja@uh.edu; 713/743-5123).
- Departments can start posting CWS job openings now by logging in at www.career.uh.edu
- Students can begin submitting applications for CWS jobs on August 1.
- CWS students can work from August 17, 2009 through June 17, 2010, as long as they don't exceed their CWS award.
- However, CWS students cannot start working until they have received a work authorization signed by University Career Services, which is covered in the workshop.

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Mike Glisson

FY10 Budgets

- The Budget Office is waiting for information from executive administration before they can load the FY10 budgets. As soon as the budgets are loaded, the departments will be notified, so they can verify their budgets and begin creating FY10 requisitions.

P-Card Distribution

- All Travel Cards (Individual, Department, and Multi-User) and all Local P-Cards (not State P-Cards) expire August 31, 2009.
- Replacement cards will be distributed by Accounts Payable no later than August 20.
- College/Division Administrators may designate a representative to pick up the cards for the college/division by sending an email to Sandra Silva (Travel Cards) or Armand Villacorte (P-Cards), and the college/division will distribute the cards to its employees.
- Once the new cards are received, the old cards should be cut-up and discarded by the cardholder.