

Jennifer McMillin, HRIS Application Director, Human Resources

Electronic Payroll Reallocation Process

- October 1, 2015 is the target go-live date for the electronic payroll reallocation process.
- Payroll reallocations will be entered electronically in the HR System and routed through workflow as follows: Creator – DBA – CBA – OCG (if needed) – Acctg Services
- HR needs a list of payroll reallocation Creators and DBA approvers. Email them to Jennifer.
- Online training will be available in September.
- Jennifer provided a demonstration of the new process.

Ann Pino, Manager of Employee Services, Human Resources

eVerify and Recent Legislative Changes Related to Hiring Employees

- Beginning September 1, 2015, all new employees must be processed through eVerify, which verifies the employee's eligibility to work. Previously, only employees paid on federal contracts had to be processed through eVerify.
- New employees should complete the I-9 before their start date and departments should submit ePARs into workflow no later than the employee's start date (ideally five (5) business days before the start date), so that HR has time to run the eVerify process.
- If the eVerify process is not completed within three (3) calendar days of the employee's start date, a federal database will be notified and UH could be subject to fines and penalties.
- If a new employee's name and/or SSN does not match the information in eVerify, the employee has eight (8) calendar days to resolve the issue with the Social Security Administration or Department of Homeland Security. If the issue cannot be resolved, the employee must be terminated.
- See attached eVerify FAQs for more information.

Mary Dickerson, Executive Director, Information Technology Security

UIT Beginning of Semester Information/Changes

- UIT is using different methods to make employees aware of the requirement in SAM 07.A.07 to use university messaging services for official university business. This information will be provided in new employee orientation and through other communications in the coming months.
- Policy reminders:
 1. Don't share accounts or passwords
 2. Report IT security issues to security@uh.edu
- Starting October 1, a splash screen message will ask users of UH Wireless to acknowledge that they are using the UH network and subject to UHS policies. Any users with devices that cannot "accept" the splash screen (printers, gaming devices, etc) will need to register their device via AccessUH. Department IT support staff can assist users with the registration process.
- Starting today (August 13), all PeopleSoft users will have the option to setup two custom security questions that they will be asked when resetting their password, in addition to one demographic question. If users do not setup the security questions, they will be asked three

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demographic questions to reset their password. The custom security questions provide a higher degree of security than the demographic questions alone.

- See Mary's presentation for additional information.

Pam Muscarello, Division Administrator, Research Division

Status of Startup Distribution

- The goal is to distribute a list of cost centers for startup funding to departments by August 26, but no later than August 31.

Closeouts of Internal DOR-Provided Funding

- Departments with RDF (fund 1099) funds must use them by the end of period 12 or notify DOR that they will not be used, in which case DOR will find an alternative use. Forward any proposed funding swaps for RDF to Pam if you have not yet heard back. RDF funding expires August 31, 2015.
- Other (non-RDF) internal funding provided by DOR will be closed out in early FY16. Send any requests for non-RDF funding extensions to Pam by August 21.
- DOR will send Sabrina Hassumani a list of unallowable expenses on research cost centers on August 14. These expenses need to be moved to other cost centers that permit these expenses by the close of FY15.

Gretta McClain, Assistant Director, General Accounting

Merchant ID Change on Credit Card Deposits

- Starting September 1, 2015, all UHS departments that accept credit card payments must enter their 12 digit merchant ID number and the settlement date on the journal line description of their credit card journals. Previously, only the last six digits of the merchant ID had to be entered. However, Bank of America assigned new merchant IDs to UHS merchants, some of which have the same last six numbers.
- A list of Bank of America merchant IDs is on the Finance website:
http://www.uh.edu/finance/pages/GA_Bank_Recon.htm
- See attached handout for more information.

Karin Livingston, Executive Director, Accounting Services

Missing, Lost, or Stolen Items on the Annual Property Inventory

- UH conducts an annual physical inventory of capital and controlled assets. Hand-held scanners are used to scan the barcode on asset tag numbers to verify the asset's location. It is critically important that all assets be accounted for in a timely manner. The inability to locate assets indicates a lack of control within the department/college/division and can be embarrassing to the university.
- Karin previously provided the CDAs with a list of missing, lost, or stolen assets and the CDAs have until August 20 to notify Karin about any updates to the list.
- A report of missing, lost, or stolen assets will be emailed to the Deans and VPs, including the count, historical cost, and depreciated value of the assets.

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- Stolen assets must be reported to the UH Police and an additional form that must be signed by the CDA will be required beginning in FY 2016.
- Property Custodians must complete annual online asset management training and DBAs and others who purchase or approve the purchase of assets must take training every two years. Both trainings stress that any assets to be moved or cannibalized must be reported to the Property Custodian, so that the department's asset management records can be updated.
- Karin Livingston and Mike Glisson will also provide brief in-person training to Lab Managers about the need to notify Property Custodians when assets are moved or cannibalized, as well as the procedures for purchasing hazardous materials. Karin and Mike will schedule training times with the colleges/divisions at locations convenient for the Lab Managers to encourage their participation.

Mike Glisson, Controller

Travel Management System Update

- Concur will be rolled out to the remaining UH departments in mid-October.
- Departments should document Travel Card transactions in GCMS through the October billing cycle (September 4 – October 3). Transactions posted after October 3, will be documented in Concur.
- Accounts Payable will provide Concur training before and during implementation. Training will include online videos, auditorium, and hands-on training.
- Departments will enter all Travel Requests and Expense Reports in Concur. Travelers and trip arrangers can also use Concur to book travel, though this is optional.
- Departments should continue to use the current Travel Request and Travel Expense Report outside of Concur until Concur is implemented. Once implemented, departments can upload existing Travel Requests to Concur and process already completed Travel Expense Reports on vouchers, as they do now. They do not need to re-create documents in Concur that were created outside of Concur. However, all new Travel Requests and Expense Reports must be processed in Concur after implementation.
- Samantha Yurus will be contacting the CDAs to update the list of Concur users prior to implementation.
- See attached Concur Implementation Plan.