

College/Division Administrator's Meeting August 14, 2008

Maria Honey

Introduction of Tammy Green, Catering on Cullen Director

- Catering open house scheduled for the first week in October.
 - Feature new Fall menu.
- Contact Tammy at 281-210-7312 or green-tammy@aramark.com.

Chief Malcolm Davis

Beat Management Program

- Main campus is divided into 4 geographical beats.
 - Officers assigned to a beat are responsible for patrolling and interacting with campus community members within the area.
 - Report suspicious activity by calling information dispatch at 713-743-3333.
- Reinstating Beat Management Program
 - College/Division Administrators should assign a department or building contact for each of their areas.
 - List should be emailed to Ginger Walker at gkwalker@uh.edu.
 - Designated employees will be contacted by UH DPS to arrange initial meeting with officer.
 - A survey has been distributed to college/division administrators to be completed by designated contacts prior to the initial meeting.
 - Meet monthly thereafter to have meaningful discussions of activities within and around the area.

Margot Frye

Faculty/Staff Campaign

- Monday, August 11, 2008 was the official start of the Faculty/Staff Campaign.
- The campaign applies to main campus only.
- \$1,000,000.00 goal this year.
- Contribution forms were mailed to all faculty and staff.
 - Administrators can coordinate with their college development officer to collect forms. Officers will then submit them to Margot.
 - Do not send cash, checks or credit card information via interoffice mail or fax.
- Faculty and staff can also set up monthly contribution payroll deductions through PASS.
 - For instructions see: <http://www.uh.edu/adminservices/PASS/vded.htm>.
- For a list of programs, see <http://www.advancement.uh.edu/uhgivesback>.
- Margot can be reached at 713-743-8951 or mfrye@uh.edu.

Monica Lawrence

Benefits Fair Update

- Over 800 employees attended.
- Friday, August 22nd is the last day to make changes to your insurance elections during open enrollment.
- Go to <http://www.uh.edu/hr/benefits/openenrollment.htm> for more information.

409A Faculty Pay Options Form Deadline August 22

- All faculty must complete the Pay Options form and specify their election by the August 22 deadline.
 - Possible 20% excise tax penalty when excess earnings are deferred into the next tax year.
 - Recent interpretations of 409A regulations reveal that so long as the faculty member makes an election prior to his/her first day of work (classes) during the upcoming academic year, he/she would avoid being subject to the excise tax penalty.
 - The form is available online at http://www.uh.edu/provost/fac/pay-opt_jun08.pdf.

- Each CBA should collect all completed forms from faculty members in their area and prepare PAR's for all faculty who did not make an election and need to be changed to 9 pay 9 or their respective contract term for the 2008-2009 academic year. Prepare forms and PAR's as one package for Faculty Affairs.
- Each CBA should submit their Faculty Pay Option Forms and PAR's by hand delivery to Joan Albin by 10:00 a.m., Monday, August 25, 2008.
- Faculty members appointed after the first day of classes will not have the 12-month option for the 2008-09 academic year; they may submit a Faculty Pay Option Form to be effective for the next year (2009-10) to select the 12-month option.
- If you have any questions, please contact Monica Lawrence at 713-743-5571 or Joan Albin at 713-743-8881.
- The form will also be available at the various faculty fairs on campus.
 - Monday, August 18, 2008 - New Hire Orientation – Special faculty session.
 - Tuesday, August 19, 2008 – Faculty Resources Fair – Provost sponsored event at the Hilton. HR will have a booth.
 - Wednesday, August 20, 2008 – New Faculty Health and Retirement Orientation offered by HR.
 - Faculty must attend either the Monday or Wednesday orientation sponsored by HR.

Update Merit/PCD Process

- Only 174 PCDs are outstanding vs. 3,023 total eligible employees.
- Out of the 938 employees with “exceeds expectations” ratings, 216 still have outstanding addendums.
- Monday, August 18, 2008 at 9am was the latest the addendums could be submitted to HR.

I-9 New Version of Passport Issued

- US Passport card is being issued by the US government for travel by land or sea.
- This card is acceptable documentation for column A of I-9 verification.
 - More information and an example of the card can be found at http://travel.state.gov/passport/ppt_card/ppt_card_3926.html.

Open Enrollment Ends August 22

- <http://www.uh.edu/hr/benefits/openenrollment.htm>.

New Salary Structure Effective September 1

- Four salary structure groups were defined:
 - UH Staff
 - Skilled Trades
 - Research
 - Technology
- Review of job duties provided the following results:
 - 70 employees are below job minimum.
 - 100 employees are above job maximum.

Mike Glisson

Switching to Bank of America

- Tuesday, August 19, 2008 new cash Bank of America deposit slips will be available from Treasury.
 - Departments should keep enough Chase slips to last them through this fiscal year and return all others to Treasury for proper disposal.
 - Any deposit slips remaining after August 31, 2008 should be returned to Treasury.
 - Departments will be issued 2 free deposit slip books and one free endorsement stamp.
- Departments must use clear, generic deposit bags.
 - Bags cannot say Chase or Frost on them.

- Call or email Thelma Jackson-Hightower in Student Financial Services (x29089; e-mail TLJackso@central.uh.edu) one day prior to ordering your deposit bags or money transmittal forms.
 - Prices are as follows:
 - Deposit Bags:
 - 9"x 12" \$25.00 for 100 bags
 - 10" x 15" \$30.00 for 100 bags
 - Money Transmittal Forms:
 - \$20.00 for 200 forms
 - Prepare a journal entry for the number of bags/forms you will need as follows:
 - Debit: Local department cost center, Account-53900
 - Credit: 00730-2080-H0167-E5051-NA (Speedtype: 36180), Account-53900
 - Send GL journal through Path 1 (Dept-General Accounting) in workflow.
 - Bring a signed copy (signed by the Department Approver) for the journal entry to room 114 of the Welcome Center and ask for Thelma. At that time, she will provide the bags/forms that were ordered and a receipt that must be scanned and uploaded as back up for the journal entry before it submitted into workflow.

SDOL Downloads to Excel

- SDOL has an option that can be turned on that would allow those employees with access to the system the ability to download real-time Excel reports of card activity.
 - CDAs voted to turn the reporting option on.
 - Samantha Yurus followed up with information and instructions via email.
 - Instructions are also available online under the SDOL Excel Reports section:
 - P-Card - http://www.uh.edu/finance/pages/AP_Pcard.htm
 - Travel Card - http://www.uh.edu/finance/pages/AP_Travel.htm

P-Card Fraud Update

- A MySafeCampus tip led to the termination and arrest of an employee who abused P-Card privileges. Another employee was terminated and arrested after abusing her P-Card during medical leave.
 - Please share with your areas to help reduce fraud and encourage compliance.
- Report suspected fraud in the following ways:
 - Notify your supervisor, who will notify one of the three below.
 - Notify the Director of Internal Audit (Don Guyton).
 - 713-743-8000
 - Notify the State Auditor's Office.
 - www.sao.state.tx.us or 1-800-892-3848
 - Reporters can remain anonymous.
 - Use the MySafeCampus Hotline.
 - www.mysafecampus.com or 1-800-716-9007
 - Reporters can remain anonymous.
- More information is available on the Finance website at <http://www.uh.edu/finance/>.