

College/Division Administrator Meeting Minutes
August 9, 2012

Susan Nester, Director, Human Resources

Compensation Update

- Sara Chelette, who was in charge of Compensation, left UH on August 3 for another company. HR is in the process of filling her position.
- There is a backlog of requests for Compensation to review and Susan's top priority is to clear this backlog. Request should normally take 2-3 weeks to review but are taking 4-6 weeks now due to the backlog.
- Susan is taking an active role in reviewing the most complicated requests. Lori Kauniste and Tracy Schultz, who are in Compensation, are reviewing the other requests.

Merit Increases

- Staff and faculty merit increases will be loaded into BDM later today.
- Susan will send the Division Administrators a report of who needs an ePAR for the increase by tomorrow (August 10).
- Starting August 20, each Division will begin mailing letters to their employees regarding their pay rate for FY13. Supervisors should not speak to employees about their increase until after the letters are mailed.
- The Manager Toolkit on the HR website will contain information for managers who need to talk to their employees about why they did not receive an increase.

Contacts

- Call Raysa Caba if you have issues with ePARs. Deborah Clay is out on FMLA.
- Call Julie Marlowe if you have problems with HR security or cannot run a HR report.

Time & Labor Project Update

- Development of the T&L project for bi-weekly employees is going well and should be completed by end of August. Development of Absence Management should be completed by end of September.
- We will be able to use the same Group ID for both T&L and Absence Management, which will simplify the process.
- However, implementation of T&L for bi-weekly employees and Absence Management for all benefits-eligible employees may be delayed because of the time required to train employees (target date was November 1).

Encumbering Fringe Benefits

- Starting September 1, fringe benefits (deductions and taxes) will be encumbered in the Finance System based on a feed from the HR System.
- After every on-cycle payroll run (at least twice a month for bi-weekly and once a month for monthly employees), the fringe benefit encumbrance will be recalculated in the HR System and sent to the General Ledger in the Finance System.

My Campus Account

- In the near future, HR will implement My Campus Account which will allow employees to view and pay for university debt through PASS.

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Georgeann Smith, Director of Business Services, Plant Operations

Billable Work Orders

- FAMIS, the new system used to bill departments for Facilities Maintenance work orders, will be implemented over the Labor Day weekend.
- Super users will be trained to use it by the end of September as part of a pilot project. Everyone else will continue to call in or email their work orders to Facilities Maintenance as they do now and someone in Facilities Service Center (FIXIT) will key them into FAMIS until everyone is trained.
- Billing will occur on a weekly basis. The responsible Plant Operations manager will enter activity for the previous week into FAMIS by the end of each Monday. Bills for the previous week will be issued on Tuesday. Therefore, work that requires more than one week to complete will have multiple billings.
- The description of work orders in the 1074 report will be improved.
- A report will be developed to show all that is billed on a work order. Georgeann will request feedback on the report from some of the CDAs.

Project Cost Centers

- Plant Operations Business Office and Plant Accounting is in the process of closing many old project cost centers.
- Plant Operations Business Office will notify the CDA if any funds need to be refunded to their college/division or if additional funds are needed to cover previous expenditures.
- Georgeann's goal is close project cost centers within 90 days of work completion.
- A question was asked about why Plant Operations moves equity but not budget from department cost centers to fund projects. Georgeann will investigate.

Bob Schneller, Director, Environmental Health & Safety

Purchases that Require EHS Approval

- MAPP 04.01.01, Purchase of Goods, Materials, and Supplies through the Purchasing Department, requires preapproval for the purchase of certain hazardous materials and vehicles. Addendum B, which is on the Purchasing website, is used to document this approval. The Addendum B is located at: <http://www.uh.edu/purchasing/>
- In addition to the items listed currently, Environmental Health & Safety would like to add specific hazardous biological materials and chemicals to the form.
- Bob reviewed the proposed form with the CDAs. Based on their feedback, the form will be changed to add the email address of the Requestor (must be a faculty member or PI for hazardous materials) and a Department Contact name and email address. The Department Contact will be responsible for uploading the completed Addendum B to the requisition.
- Mike Glisson will send an email announcing the updated Addendum B and instructions.
- Accounting Services will create specific expense accounts that should be used when purchasing hazardous materials, so that they are easier to identify.
- Sometime this fall or after the Finance System upgrade in December, a workflow path will be added for requisitions so that EHS can be an intermediate approver of these purchases in

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workflow. Once the workflow path is added, the Addendum B form will no longer be needed for hazardous material purchases but will be used for the purchase of vehicles.

Karin Livingston, Executive Director, Accounting Services

Bob Schneller, Director, Environmental Health & Safety

Surplus Property Procedures

- Karin and Bob reviewed the procedures that will be in effect September 1 for sending surplus property to Property Management. The intent of these procedures was to make the process as simple as possible with a predictable timeline. Most transfers should take 3 weeks or less, while those that require EHS approval and/or during specified months when the Physical Plant is very busy could take as long as 6 weeks.
- Karin will send an email to the CDA listserv, Finance listserv, and Property Managers explaining the procedures.
- All forms and procedures are on the Property Management website under “Transfers to Surplus Warehouse”: http://www.uh.edu/finance/pages/PM_Website.htm

Mike Glisson, Controller

Updated Travel Request

- Mike reviewed the recently updated Travel Request. Key changes include:
 - The traveler must sign the TR, if he/she is a UH employee or student.
 - Employees must indicate whether they will be spending any personal days during the business trip (i.e., days spent primarily on non-business activities) and, if so, which dates will be personal. Travel expenses cannot be paid or reimbursed by UH for personal days.
 - Employees must indicate if they are a PI with a federal grant and/or their salary is paid in part with a federal grant. If so, the TR must be routed to the Office of Contracts and Grants for approval (after the Certifying Signature person approves). The TR would be emailed to coi@central.uh.edu for OCG review and approval. Jennifer Edge will be primarily responsible for this approval. OCG will sign the TR and send it back to the department for domestic travel or on to the Provost/VP for foreign travel.
- Departments should not save the TR to their computer or server for future use. They should always use the one that is on the Accounts Payable website to make sure it is most current: http://www.uh.edu/finance/pages/PM_Website.htm
- The travel MAPPs are being updated to reflect IRS requirements related to combining personal and business travel.

Finance Move to Building 1 at ERP

- The following Finance departments are moving to building 1 at Energy Research Park the weekend of August 18-19:
 - Accounts Payable
 - Bank Reconciliation/Endowment Accounting
 - Finance System Operations
 - Financial Reporting
 - General Accounting
 - Purchasing
 - Research Accounting

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- Student Accounting
- Tax Compliance
- In addition, University Advancement, Real Estate Services, and Transwestern (property manager for ERP) are moving to building 1 the same weekend.
- Finance staff may not have constant access to email or phones starting Friday, August 17 through Monday, August 20. Staff will be checking email, phone messages, and reviewing workflow transactions as often as possible.