

College/Division Administrator Meeting Minutes
June 9, 2016

Joan Nelson, Associate Vice Chancellor/Associate Vice President, Human Resources
Sandra Armstrong, Director, HR Operations
Brenda Dixon, Director, Payroll

Adroit Partners LLC, Temporary Staffing Services

- Starting July 1, 2016, Adroit Partners will be the UH System-wide temporary staffing vendor.
- Temp employees who currently work for Corestaff can apply to transfer to Adroit, if they wish. Adroit will offer job fairs on June 14, 15, and 16 so that Corestaff employees and other interested persons can apply to Adroit.
- Adroit is a HUB vendor, headquartered in Houston, with 12 years of experience in higher education.
- Yvonne Thomas will be the Adroit representative for UH System. If you have temporary staffing needs, you can contact Yvonne at 713-464-3800 (Adroit office) between now and June 30 or at 713-743-5627 (UH office) starting July 1. Yvonne will be located in room 325, McElhinney Hall on the UH campus.
- Human Resources will provide instructions on the Adroit process in the near future.

Director of HR Services

- Sandy Coltharp, Director of HR Services, retired in January 2016.
- Monica Baisden, who previously worked in UH Human Resources from 2004 to 2006, will start as the new Director of HR Services on June 20, 2016.
- Monica will oversee the HR Business Partners (and serve as a HR Business Partner herself), Employment, Training, and the HR Service Center.

FSLA Updates

- The US Department of Labor raised the annual salary at which full-time employees are considered “exempt” (paid monthly and not paid for overtime) from \$23,660 to \$47,476 starting December 1, 2016.
- HR is working with UHS Legal to determine which positions need to be changed from exempt to non-exempt or from non-exempt to exempt.
- Coaches, teachers, and academic administrators are exempt from the new rule, so they will be paid monthly regardless of their annual salary.
- In general, most positions that are at pay grade 109 or lower will be considered non-exempt and positions that are at pay grade 110 or higher will be considered exempt.
- The intent of the law is to pay employees fairly, so employees should not consider a change from exempt to non-exempt to be a downgrade of their position.

HR Policy Changes

- HR is reviewing the HR/Payroll processes to reduce errors and increase efficiency.
- One of the changes that is being considered is setting a monthly deadline for departments to submit transfers, promotions, and pay increases in order for them to be effective at the beginning of the next month or pay cycle. This will reduce the number of manual changes made by Payroll, as well as the risk for error.

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Dan Corcoran, Assistant Treasurer

Remote Deposit Scanner Audit

- Dan will send an email to the CDAs requesting a list of remote deposit scanners in their area, along with which scanners are not being used and can be distributed to other departments. About 120 remote deposit scanners were distributed to departments at no charge when departments began processing cash deposits remotely.
- After unused scanners are redistributed, any additional scanners needed must be purchased by the department at about \$600 each.

Mike Glisson, Assistant Vice President for Finance and Controller

Concur Updates

- There are two ways to generate a PDF summary of the Concur Travel Request in Concur:
 1. If you are in the Request, select “UH Request Printed Report with Approval” from the “Print/Email” menu at the top of the page.
 2. If you are in the Expense Report, select the Request link at the bottom of the Report Header page.
- Additional information has been added to the PDF summary of the Concur Travel Request. It now includes:
 - More information from the Request Header page, including Purpose/Benefit (free form field), Primary Purpose of Travel (from drop down list), and Traveler Type (from traveler profile: Employee, Student, etc.)
 - Audit trail of all changes to the Request
 - Summary of workflow approvals
 - Any comments entered on the Request by the traveler or an approver
- Accounts Payable is working with Concur to create reports by College/Division and Department that will help departments keep track of outstanding Travel Requests and Expense Reports. When the reports are ready, AP will provide instructions for accessing the reports.

Copier Contract

- The six year contract with Xerox to provide copiers for the UH campus ends in August 2016. UH is conducting a RFP to select one or more copier vendors for a new contract. The vendor selection process should be completed by early July and a new contract should be in place no later than September 1, 2016.
- Existing copier leases and maintenance agreements will continue until they expire and then the department will choose a copier from the new contract.
- If a department needs to lease or rent a copier between now and when the new contract begins, they should select a copier from the current Xerox contract.