

Breion Rollins, Manager of Benefits and Wellness, Human Resources

FMLA Process Update

- Breion reviewed changes to the FMLA process, which will be effective September 1, 2017. See attached “FMLA Process Update” document for details.
- Some major changes include:
 - FMLA documents can now be submitted to HR by email at hrben@central.uh.edu, as well as by fax or hand delivered to the Employee Service Center. Emails to the above address with “FMLA” in the subject line will go directly to Breion.
 - HR will enter leave in TRAM and approve time entries in TRAM for all full-time approved FML cases. (Departments will continue to enter intermittent FML leave in TRAM, review ongoing FML for accuracy, and communicate any changes to HR.)
 - All employees returning from FML must go to HR first (before going to the department) and HR will execute the return-to-work ePAR.
- Breion said HR can provide group training on FMLA procedures to departments. Please contact Breion at brollins@uh.edu to schedule training. Allow one hour for this training, including Q&A. Early afternoons are best.
- See the attached “FLMA Training 2017” handout, which is used in the FMLA group training.

Connie Kemp, Director of Human Resources Services, Human Resources

Introduction of Ruth McCurdy, Manager of Talent Acquisition and Management

- Ruth has a wide range of HR experience that will help her as the new Manager of Talent Acquisition and Management.
- Two of the projects that Ruth will be working on include a succession planning initiative and a mentoring program.
- Ruth could not attend the CDA meeting due to an emergency.

Ashley Waggoner, Talent Acquisition and Management Project Manager, Human Resources

Launch of New Online Training System

- HR ended the Skillsoft contract for online training and entered into a new contract with Lynda.com (owned by Microsoft).
- Lynda.com will be available to benefits-eligible staff through AccessUH and provide more than 5,000 video tutorials on business, creativity, and technology.
- HR will notify staff and provide more information when Lynda.com is ready for use, which is expected to be by the end of September 2017.
- See attached “Lynda.com Flyer” for more information.

New Hire Orientation

- As a reminder, New Hire Orientation (NHO) is now every Monday from 8:30 AM to 12:00 PM, instead of all day on Monday. Half-day NHO’s allow employees to obtain parking permits and keys and become oriented with their work space on day one.
- NHO also includes a new welcome video made by President Khator.

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- See attached “New Hire Orientation Training Presentation” for an overview of the topics covered.

Sandra Armstrong, Executive Director of Human Resources Operations, Human Resources

End-of-Year Reminders

- FY18 ePRFs became available on August 7, 2017, as indicated in the Key Dates Calendar.
- Last week, HR sent the final list of employees who will lose vacation at the end of FY17 because their vacation balance exceeds the amount they can carryforward. HR will send another report in early FY18 that shows which employees lost vacation (converted to sick leave).
- CDAs are encouraged to send FY18 ePARs to HR as early as possible because of the flood of ePARs received every September.
- Please notify Breion Rollins (brollins@uh.edu) in advance if you plan to bring a group of employees to the Employee Service Center so the Service Center can be prepared.
- New employees should complete the first part of the I-9 form before coming to HR, so that HR can review and verify the information.

Pam Muscarello, Executive Director of Business Operations, Division of Research

Faculty Startup Distribution

- The Division of Research (DOR) is currently preparing faculty startup funding for new faculty members. They have both documentation and confirmation of acceptance for 57 faculty. There are additional hires that are missing either confirmation or documentation, and they are working internally and with the Provost's office to reconcile search records.
- Individuals contacting DOR Accounting may receive a one-day delay in response because DOR Accounting is working on faculty startups.
- CDAs should notify DOR if any new faculty member who is scheduled to receive startup funding from DOR has not received their cost center by September 1, 2017.
- See attached “DOR Faculty Startup Funding” for additional information.

Mike Glisson, Assistant VP of Finance and Controller

Concur Expense Reports

- Several weeks ago, some Expense Reports in Concur were not received electronically by UH due to a technical glitch in the Concur Financial Connector, the process Concur built to send data to UH PeopleSoft. This created a delay in travel reimbursements for some travelers.
- Accounts Payable, which monitors the daily feed from Concur and verifies that all Expense Reports are received, worked with UH IT and the Concur technical team to obtain the missing Expense Reports.
- Mike Glisson will verify with AP that all of the missing Expense Reports have been received and processed and provide an update to the CDAs.
- Beginning August 1, 2017, UH uses a Standard Accounting Extract (SAE) from Concur, instead of using the Financial Connector, to transfer Expense Reports to UH PeopleSoft.

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Expense Reports approved by AP in Concur will transfer to UH PeopleSoft overnight to create vouchers and journals and issue payments the following business day.