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**HOUSTON**  
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HUMAN RESOURCES

To: College and Division Business Administrators

From: Sandra Armstrong, Executive Director of Human Resources Operations

RE: FY19 Human Resources Procedures

Date: July 19, 2018

As we near the beginning of the new fiscal year, below are some key dates and deadlines, HR new hire requirements, and reminder tips for the timely processing of all FY19 faculty, staff, graduate student, and student worker appointments. HR urges you to submit your eForms and Offers as soon as possible but no later than August 1<sup>st</sup> for FY19 to minimize processing delays during the peak period over the next few weeks.

Please be mindful of the deadlines to prevent any delays in new employees receiving their pay and benefits. Please distribute this information to your departmental business administration staff.

**FY18 Vacation Accrual:**

A final list of employees at risk of losing their vacation hours has been submitted to the College/Division Business Administrators on **Friday, 7/6/18**.

**FY19 Position Funding:**

FY19 position funding will be loaded from CoogPlan into the PeopleSoft HRMS department budget table on **Friday, 8/3/18**.

The process to rollover research position funding from FY18 to FY19 on the department budget table in PeopleSoft HRMS will be run again this year. A new FY19 row will be inserted into the department budget table effective 9/1/18 for active positions with 100% ledger 5 funding as of 8/31/18. HR will run the process on **Friday, 8/3/18**.

ePRF Forms will need to be submitted to enter funding end dates and return position funding to suspense for contracts and grants that expire prior to 8/31/18, to prevent posting of encumbrances for the entire fiscal year. ePRF Forms will also need to be submitted for positions split-funded between ledger 5 cost centers and non-ledger 5 cost centers.

**FY18 ePRF Forms:**

The deadline for submitting ePRF Forms for FY18 is **Friday, 8/17/18**.

**FY19 ePRF Forms:**

ePRF Forms for FY19 will be available beginning on **Monday, 8/6/18**.

Dept IDs and Job Codes are maintained at the position level. Std Hrs and FTE are maintained at the position level for benefits-eligible assignments, or assignments with a Reg/Temp flag = R (Regular). As a reminder, eForm Initiators should submit ePRF Forms for new positions and changes to existing positions and wait

for the ePRF Form to be approved and executed prior to initiating and submitting associated ePARs. Changes to existing positions will not display on an ePAR until the ePRF Form has executed, or loaded into Position Data in PeopleSoft HRMS.

#### **ePAR for FY19:**

All faculty ePARs with an effective date of 9/1/18 should be submitted to Faculty Affairs by **Wednesday, 8/1/18** to ensure timely processing. Benefits-eligible faculty on short work break who have not been reappointed by **Friday, 9/14/18** will be terminated by Human Resources. This is to ensure that the university is not liable for employer-paid insurance premiums for faculty who are not reappointed. Human Resources will provide the colleges with a list of faculty who are currently on short work break by **Monday, 8/20/18**.

The first FY19 Bi-weekly Final Payroll will finalize on **Monday, 9/10/18**. B090418 ePARs must be executed by **Friday, 8/31/18** to ensure timely processing. The FY19 Monthly Final Payroll will finalize on **Monday, 9/24/18**. M093018 ePARs must be executed by **Monday, 9/17/18** to ensure timely processing.

Benefits-eligible new hires not processed within the allowable time frames above may not have medical insurance coverage on 11/1/18 or optional insurance coverage on 10/1/18.

#### **ePAR Hire Processing:**

All new employees, including faculty, are required to come to the HR Service Center (McElhinney Hall, Room 325) to complete e-Verify, I-9 and Direct Deposit. The HR Service Center is open from 7:30 a.m. to 5:00 p.m. Monday through Friday. If other arrangements need to be made, please call X - 3-3988. It is imperative that all new hires are e-verified and complete an I-9 on or before their first day of employment, as failure to comply with these regulations can result in termination of the new employee. DBA's can submit an I-9 request to expedite the process for all new and rehire employees.

Departments must ensure that all new hires have a completed I-9, have been e-verified, have a Direct Deposit Authorization, and have no outstanding debt to the university before their hires may be approved.

#### **Graduate Student:**

Please refer to the FY19 Fall Graduate Student Employment Procedures for further information. <http://www.uh.edu/human-resources/employees/graduate-students/>

All returning graduate assistantship Research Assistant – Tuition Eligible (RA/TE), Research Assistant (RA), Teaching Assistant (TA), Teaching Fellow (TF), Instructional Assistant (IA), Graduate Assistant (GA), Graduate Assistant Non-Exempt (GA-NE), ePARs with an effective date of 9/1/18 should be submitted to HR by **Wednesday, 8/1/18** to ensure timely processing.

#### **Non-Resident Tuition Employment Waivers:**

The final deadline to submit a TA/RA employment waiver to the Graduate School for the Fall 2018 term is **Friday, 8/31/18**. For the Spring 2019 term, the priority deadline is Friday, 12/7/18 and the final deadline is Monday, 1/28/19. Please refer to MAPP 11.03.03 for the Non-Resident Tuition Employment Waivers policies and procedures. For additional information contact [gradschool@uh.edu](mailto:gradschool@uh.edu).

#### **Benefits:**

New full-time benefits-eligible employees have 30 days from their hire date to elect optional insurance coverage and 60 days from their hire date to waive or add dependents to their health insurance coverage. Employees who miss their 30-day or 60-day window will have to wait until open enrollment (July 2019) to add dependents to their health insurance unless they have a qualifying life event.

Part-time benefits-eligible employees and insurance-eligible graduate students may elect health insurance coverage within 60 days from their hire date. These employees are not automatically enrolled, as they must share the cost of the insurance premiums with the university. Part-time benefits-eligible employees

and insurance-eligible graduate students must contact HR Service Center at X-3-3988 for additional information.

The Office of the Provost will host a New Faculty Orientation Program **August 13 -15**. The three-day program includes required and optional events for all new full-time faculty hired with an effective start date between 1/1/18 and 9/1/18. For additional information, please refer to <http://www.uh.edu/provost/faculty/new/information/index>. HR staff will be available at the NFO according to the schedule.

Graduate Student Benefits Orientation sessions will be held in Human Resources, McElhinney Hall, Room 341. Graduate students interested in health insurance coverage will need to register for one of the sessions in PASS.

Course Name: Graduate Student Benefits Orientation  
Course Number: HRT045  
Session Dates: Tuesday, August 14<sup>th</sup> 1:30 PM – 2:30 PM  
Thursday, August 16<sup>th</sup> 11:00 AM – 12:00 PM  
Thursday, August 23<sup>RD</sup> 9:00 AM – 10:00 AM

**Additional Material:**

eForms can be monitored and tracked by viewing the eForm workflow page, which is available under View an eForm. This page indicates where an eForm is in the process. Also, the following queries are available to monitor pending ePARs and ePRFs:

HRMS\_EPAR\_PENDING\_BY\_DEPT  
HRMS\_EPRF\_PENDING\_BY\_DEPT

The queries will prompt you for a Division/College/Department ID. The queries provide you with the eForm #, ePAR Type, Empl ID or Position #, Originator, Last eForm Approver, and Next eForm Approver.

Additionally, the following queries are available to confirm job data and associated position funding has been entered correctly for the new fiscal year:

HRMS\_JOB\_DATA - Job Data by Div/Coll/Dept  
HRMS\_JOB\_DATA\_W\_CC - Job Data w/Cost Ctr by Div/Coll/Dept

The queries will prompt you for a Division/College/Department ID, Job Data/Dept Budget Table Effective Date, and Fiscal Year.

If you have any questions or need any additional information, please contact our HR Service Center at X-3-3988.

Thanks in advance for your cooperation and assistance.