Georgeann Smith, Division Administrator, Business Operations

New Self-Service Report in FAMIS for Facility Work Orders
- The Work Order Cost Detail Report may be pulled by speedtype, work order number, department ID, or crew. This report lists the charges on a work order by export date. You may access this report by choosing the "Finance" tab in FAMIS Self-Service (Fix-It).

FAMIS FAQs
- Georgeann reviewed FAMIS FAQs, which are posted with these minutes.

Roland Bourque, Key Access Supervisor

New Online Key Request and Approval Process
- Roland presented a live demo of the new Online Key Request, which will available through FAMIS Self-Service (Fix-It) on May 1, 2016.
- The Online Key Request will be used for individual, security, and by-pass key requests. Master, sub-master, and non-office key requests must still be processed on a paper Key Request Form. (The Online Key Request includes a link to the paper Key Request Form.) See attached "Online Key Request Submission Instructions" and "Online Key Request Approval Instructions."
- Administrators can also use the Online Key Request to lookup key information and review a department's key request history.

Ginger Walker, Emergency Management Specialist

Business Continuity Plan Template Changes
- UH BCP Future
- Updated Policy MAPP 07.03.02-Business Continuity Planning – Ginger went over the newly updated policy with the group. Some of the highlights include:
  - ➢ OEM Responsibilities
  - ➢ Updated College/Division Responsibilities
  - ➢ Identification of a College/Division Business Continuity Liaison
  - ➢ UH Business Continuity Planning Leadership Group
- The BCP Template Cover has a new look.
- New this year is the implementation of a College/Division Business Continuity Plan. Colleges/Divisions will now use the Department BCP's to help create the College/Division Level Plans. The College/Division Plans will be significantly more condensed than the Department plans. Elements include:
  - ➢ College/Division Operational Function
  - ➢ College/Division Objectives
  - ➢ College/Division Essential Functions
  - ➢ Leadership Succession
  - ➢ College/Division Vulnerabilities/Risk Assessment
  - ➢ Acknowledgement/Approvals

- Departments, Colleges and Divisions can contact Ginger Walker if there are questions or to schedule a presentation for their area. See the http://www.uh.edu/emergency-management/planning-and-response/business-continuity-plans/ website for additional information.

Sandra Armstrong, Director, HR Operations
Brenda Dixon, Director, Payroll
Jennifer McMillin, Director, HRIS Application

Introduction of Brenda Dixon, Payroll Director
- Brenda informed the group that three new email addresses are being created for employees to use when they communicate with Payroll about payroll payments, payroll taxes, or payroll accounting. The email addresses will be shared with the C/DBAs via the Finance Listserv.
- Employees who want to speak with someone in HR by phone regarding a payroll issue should first call the HR Service Center. If necessary, the employee will be transferred to someone in the Payroll Department.
- Update on the Form 941 process was briefly discussed with the group. Form 941, Employer's Quarterly Tax Return, will be completed by Payroll and signed by the UH Controller.
- Brenda also informed the group that we are looking at implementing policies regarding the hiring and/or transferring of employees during mid-month. More to come on these policies soon.

ePerformance Update
- 2015 ePerformance documents were successfully completed with over a 99% completion rate.
- 2016 ePerformance documents are now available.
  - ➢ Employee goals must be completed by May 6, 2016.
  - ➢ Managers must complete all performance criteria by June 3, 2016.
  - ➢ Calendar year 2016 evaluations will be completed by March 1, 2017.
  - ➢ New functionality includes:
    1) Employee enters own goals
    2) Employee performs self-evaluation
    3) Manager chooses competencies and customer service items from drop down menu
    4) Weights are by section only (Goals, Responsibilities, Competencies, etc.), rather providing a weight for each item within a section
    5) Only overall ratings of 1s and 5s are routed to HR for review
- 2017 ePerformance possible change - new total 360 review functionality up for discussion

Merit for FY2017
- HR is working with the Budget Office to complete the worksheets that will be distributed to the colleges and divisions.

New FLSA Overtime Rule
- The Department of Labor proposed a rule change to extend overtime to employees in professional and/or administrative professional jobs whose salary is $50,440 or under, moving them from exempt classifications to overtime-eligible, non-exempt classifications. The current threshold is $23,660.
- There is no exact date for when the rule will take effect. HR is currently reviewing potential employees that may be affected by this new rule and determining what action will be required.

Late ePARs and High Exceptions
- UH had 700 late ePARs for the Spring 2016 semester, compared to more than 1,300 for Spring 2015 and over 3,200 in Fall 2015.
- We are down to about 150 high exceptions, most for the current payroll period.
- The number of unapproved payable time records has significantly decreased since the upgrade.
- Thanks to the C/DBA's for their help and support during the transition period.   The HRIS team went from answering hundreds of emails a week related to TRAM to only a handful.

Affordable Care Act Form 1095
- Form 1095C was sent to employees on March 31, 2016. UH is required to report on the offer of health insurance coverage not the coverage itself. The 1095B, which was sent by Employee Retirement System, indicates which health insurance coverage the employee had in 2015. These forms are for record keeping only and are not required to file taxes.

TALEO
- Taleo is the recruiting and on-boarding software that UH System (all components) will be moving to in mid-October. This software will be integrated with PeopleSoft HR, which means a more streamlined recruiting and hiring experience.
- We hope to eliminate some of the redundant approvals by making the recruit to hire all in one system. This will impact how candidates are hired, specifically it may eliminate the need for new hire ePARs.   This may also help reduce the number of late ePARs each semester.
- Human Resources is kicking off the project with Oracle consulting in early May. We will be conducting design sessions in May, and configuration will begin in June. The estimated go-live date is mid-October. HR will be reaching out to some of the business areas for feedback and participation in testing.

Maya Thornton, HUB Director

Texas Spot Bid Fair
- On May 9-10, 2016, HUB Operations will represent UH at the Texas Spot Bid Fair in Irving, Texas. All state agencies and universities are expected to attend and to provide bidding opportunities for the HUB vendors in attendance.
- On February 9, HUB Operations sent an email to the Finance Listserv encouraging departments to provide information about upcoming procurement needs that could be included in the Spot Bid Fair.

- April 28 is the last day for state agencies to enter procurement opportunities in the bid book for the Spot Bid Fair, so departments are encouraged to contact HUB Operations with any additional procurement opportunities as soon as possible.