

Valerie Coleman-Ferguson, Associate General Counsel

Contract Templates and the Foreign National Information Addendum

- On November 8, 2016, the Office of Contract Administration (OCA) announced it updated the Standard Purchasing Agreement, Performer Agreement, and Speaker Agreement on their website and that OCA would not accept previous versions of these agreements starting December 1, 2016.
- The contract templates were updated in order to clarify when it is necessary for a contractor to complete the Foreign National Information Addendum.
- If the contractor checks the box that they are NOT BOTH an individual and a foreign national, the Foreign National Information Addendum does not have to be completed.
- If the contractor checks the box that they are BOTH an individual and a foreign national, the Foreign National Information Addendum must be completed by the contractor and submitted with the contract.
- If the Foreign National Information Addendum indicates that General Counsel Immigration Services review is required (for all visa types, except B-1 visa and W-B stamp), the Foreign National Information Addendum must be submitted to General Counsel Immigration Services at least three weeks before services will be performed.
- The purpose of the Foreign National Information Addendum is to ensure that the contractor is eligible to receive payment and that the correct tax withholding, if any, is applied to the payment.
- Failure to complete the Foreign National Information Addendum or submit it timely to General Counsel Immigration Services, if required, may result in delayed payment to the contractor and/or incorrect tax withholding.

H1B Visa Update

- On December 23, 2016, the federal government will increase some of its fees for immigration applications and petitions. This is the first fee increase since November 2010.
- The new fees are listed on the United States Citizenship and Immigration Service (USCIS) website: <https://www.uscis.gov/forms/our-fees>
- H1B applications already submitted to General Counsel Immigration Services should pay the current fee. New applications will likely pay the new fee because they will be processed after December 23.
- H1B applications and extensions should be submitted to General Counsel Immigration Services at least six months in advance to ensure they are processed timely, because it may be necessary to obtain information from a current or previous H1B sponsor.

Immigration Process Training

- Beginning in December 2016, General Counsel Immigration Services will offer training to faculty members and staff who want to sponsor a H1B visa applicant or sponsor a H1B visa applicant's transition to permanent residency. It normally takes six years for a H1B visa holder to become a permanent resident.
- Valerie will announce training regarding the permanent residency process once it is finalized.

Melissa Abram-Jackson, Manager, Talent Acquisition and Talent Management
Jennifer McMillin, Director, HRIS Application

Taleo Implementation Update

- Taleo, an Oracle software that integrates well with the HR System, will replace the current Online Job System (OJS) for hiring employees. The schedule for testing, training and rollout is as follows:
 - User testing from 11/30/16 to 12/9/16. Several departments, colleges, and divisions are already scheduled to participate in testing but anyone else who would like to participate should contact Jennifer before 11/30/16.
 - Online training starts 1/19/17.
 - Classroom training starts 1/23/17.
 - Final date to post benefits-eligible staff positions to OJS is 1/31/17. (Faculty, student, and contract employee positions will continue to be posted and processed through OJS until Taleo is implemented for those positions.)
 - First date to post benefits-eligible staff positions in Taleo is 2/15/17.
 - Last date that departments can access OJS for benefits-eligible staff positions is 3/15/17. Any benefits-eligible staff positions in OJS that are not filled by 3/15/17 must be recreated in Taleo.
 - Go live date for faculty positions in Taleo will be in May 2017.
 - Go live date for student and contractor positions in Taleo will be announced later.
- HR Recruiters have been going through job applications to identify applicants that meet the minimum qualifications for a position, based on the criteria provided by the hiring department. This is a time-consuming process but will result in a more qualified pool of applicants to choose from. Recruiters are sending qualified applications in batches to the department so they don't delay the department's review.

Background Checks for Employees

- Human Resources has contracted with HireRight to perform background checks on new employees, instead of processing background checks through the UH Department of Public Safety.
- The HireRight process takes longer because HireRight is in the business of doing background checks and does a more thorough investigation than UH DPS could do.
- If a department believes a background check is taking too long, ask HR to contact HireRight and obtain an update on when the background check should be completed.

Joan Nelson, Associate VC/VP for Human Resources

FLSA Rules Change Implementation

- The Department of Labor raised the minimum annual salary that exempt employees (not eligible for overtime) can earn from \$23,660 to \$47,476 per year starting December 1, 2016. As a result, hundreds of UH System employees will be required to change their employment status from exempt (paid monthly based on a monthly rate) to non-exempt (paid bi-weekly based on an hourly rate).
- In addition to TRAM training for affected employees and their managers, HR will provide transition training for employees that covers such topics as:

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- How to budget for expenses with two or three pay checks in a month instead of one.
- How to allocate involuntary deductions between 26 annual pay checks instead of 12.
- Which pay checks are impacted by income tax and FICA withholding, involuntary deductions (health insurance, TRS deductions, etc.), and voluntary deductions (additional income tax withholding, tax deferred annuity, donations to Houston Public Media, UH parking permits, etc.).
- Next week, HR will distribute letters to departments addressed to employees who must transition from exempt to non-exempt to officially notify them of this change. These letters should be given to the employee's supervisor, who should give the letters to their employees. HR will also send an electronic version of the letters to the department for their records.

Mike Glisson, Assistant Vice President for Finance and Controller

Purchasing Buyer Assignments by College/Division

- Due to some changes in Purchasing Department staff, the list of colleges/divisions assigned to each Buyer has changed.
- Mike will send an email to announce the revised Buyer assignment list after the CDA meeting.
- The updated College/Division Responsibilities list is on the Purchasing "Contact Us" web page: <http://www.uh.edu/administration-finance/purchasing/Contact%20Us/>

P-Card Guidelines Update

- The P-Card Guidelines were updated to allow Texas sales tax of \$10 or less to be charged to a local fund P-Card for meeting refreshments, provided the cost center allows this type of expense.
- Mike will send an email explaining the change after the CDA meeting.
- The P-Card Guidelines are on the AP P-Card page: http://www.uh.edu/finance/pages/AP_Pcard.htm

Vendor ID Group Update

- The AP Vendor ID group will expand from two employees to three employees.
- Spencer Cook is the supervisor in the group. Two new employees will be hired in November to fill a recently vacant position and the new position.