Sandy Wilkerson, Director, Gift Processing and Records

Processing Gift Donations by Credit Card
- Sandy reviewed the attached handout about how to process gift donations by credit card.
- Contact Sandy Wilkerson at skwilker@central.uh.edu if you have any questions.

David Navarro, Payroll Director, Human Resources

Absence Requests – Pushback Process
- Currently, Reports-To Managers have three options when they receive an absence request from an employee: (1) approve, (2) deny, or (3) pushback. "Deny" means that the request will not be approved at all and restores the vacation or sick leave balance to the level it was prior to the request. "Pushback" means the request may be approved but must be changed or further explained before the Manager will give his or her approval. While in "pushback" status, the employee's leave balance is reduced by the amount of the request. This creates confusion because employees have an artificially reduced leave balance when they forget to re-submit or cancel the pushed back leave request.
- By the end of May 2017, HR will remove the "pushback" option, so that Reports-To Managers can only choose "approve" or "deny."
- The "deny" option will be modified so that Reports-To Managers have the option of entering a comment to the employee and employees have the option to edit and resubmit a denied request. The leave balance is immediately restored when a request is denied and reduced again if the request is resubmitted.
- See the attached instructions for editing a denied absence request.
- Contact David Navarro at dnavarro3@uh.edu if you have any questions.

TRAM Training
- HR will start offering monthly, instructor-led, classroom TRAM training classes for Reports-To Managers and for Administrative Managers.
- Employees should register in PASS to take TRAM training.
- HR will look into the possibility of providing instructor-led, online TRAM training.

Breion Rollins, Benefits and Wellness Manager, Human Resources

I-9 Process
- HR requires an I-9 in the following situations:
  1. Newly-hired to the university; or
  2. Rehired by the university with a break in service longer than one calendar year;
  3. Rehired by the university within one year of the last date of service with changes to the I-9 work authorization or if the List B document on the most recent I-9 on file has expired.

Staff Awards
- The nomination period for staff awards is April 25 to June 2, 2017, but the deadline may be extended. The awards program will be in September.

- The Innovation Award and Community Service Award were added this year, in addition to the President's Award, Group Excellence Award, and C. F. McElhinney Award.
- Individuals completing a nomination form can now enter up to four names and emails of people who might submit recommendations on behalf of the nominee. These individuals will be notified of the nomination and asked to submit a recommendation.
- A link to the awards page with forms and FAQs is at: www.uh.edu/hr .

Mike Glisson, Assistant Vice President for Finance and Controller

Multi-User Travel Cards
- Departments are encouraged to issue Individual Travel Cards to employee travelers rather than issuing a Multi-User Travel Card. Individual Travel Cards put all travel expenses charged to the card and paid out-of-picket for a trip into one Expense Report, whereas an additional Expense Report has to be created when Multi-User Travel Cards are used.
- Marsha Christ said that the Graduate College of Social Work had switched from Multi-User to Individual Travel Cards and that it was working very well. Most universities that have travel cards only issue Individual Travel Cards, which makes reporting and reviewing Expense Reports much easier.
- The group discussed Ghost Travel Cards, which are currently not in use at UH. Ghost Travel Cards would be issued in the name of an employee traveler (like an Individual Travel Card) but would not be given to the employee. The Ghost Travel Card number would be entered in the employee's Concur profile by Accounts Payable, and AP would maintain possession of the card. The employee's delegated trip planner could book travel for the employee on the Ghost Card through Concur. The card number is masked in Concur, so it cannot be read by anyone with access to the employee's Concur profile.
- Since the Ghost Travel Card would not be issued to the employee traveler, it would not be necessary to obtain a background check on the employee or for the employee to complete Travel Card training, though they are welcome to complete this training if they wish.
- Departments that give their travelers a travel budget for the fiscal year can control spending on an Individual or Ghost Travel Card by asking AP to lower the spending limit on the card after each trip to equal the beginning travel budget less cumulative travel expenses incurred for the fiscal year.
- Mike will discuss Ghost Travel Cards further with the Accounts Payable Travel Group to receive their comments and suggestions before going forward.

SharePoint Folder for Year-End Documents
- Ornela Santee suggested that Mike create a SharePoint folder that departments can use to submit their year-end documents, rather than submitting them by email. She said Academic Affairs had a SharePoint folder that could serve as an example.
- Mike will try to set up a SharePoint folder for Finance documents and talk to the other units who receive documents at year-end (HR, Campus Solutions, etc.) to see if they are willing to receive documents this way too.

<u>Department Business Administrator Contact List</u>
- Pam Muscarello would like to create and maintain a contact list of Department Business Administrators (DBAs).
- Pam will provide a spreadsheet with the information needed for the contact list.
- Pam will periodically ask for updates to the DBA contact list.