

**Jennifer McMillin, Executive Director HRIS Applications**

PeopleSoft Upgrade Tools & Tips

- There are currently two homepages, one for managers and one for employees. There will be a third homepage added for administrative functions. The system will default the home page based on roles, but users can navigate to others.
- Users can select “classic home” to reach e-forms and their worklist.
- Absence approvals can be reached by using the Approvals icon. Eventually payable time will be under this icon.
- The Exceptions icon will show exceptions for all departments under the manager/administrator.
  - This view can be customized by going to the Manager Search Options and selecting a specific department or reports to position. Only one department or position can be selected, tree node functionality is not included.
  - Exceptions are divided into items that must be fixed and those that can be approved.
  - A new exception exists for employee time over 24 hours in one day.
- Report Location functionality has been added. This allows you to identify where employees clocked in from. This is for web-clock only, but HR will look into tracking by TCD.
- The Work Center is largely unchanged.
- The Rewards icon is coming, and will provide compensation data for your employees
- My Team will provide a list of direct reports and you can drill down to their direct reports. Compensation and leave balance information is provided.
- The Navigation bar at the right can be used to go to your favorites and classic home.
- Breadcrumbs will appear at the top once you arrive at the destination page. If favorites is used, breadcrumbs do not always appear. HR will log a case with Oracle.
- Users have reported non-response issues when using FireFox, but changing browsers usually helps. A case has been logged with Oracle to correct this.
- If there are any problems, contact HR.
- HR has put self-service documents on their main page (<http://www.uh.edu/human-resources/>) – there is one guide for employees and one guide for managers.

**Courtney Stein, Wellness & Engagement Programs Administrator**

Faculty Staff Ticket Giveaway and Tailgate/Football Game:

- Tickets will be given away in the Student Center Multi-Purpose Room on Friday October 13<sup>th</sup> from 10 - 2
- One ticket per full-time benefits –eligible person
- Employees can buy extra tickets for \$10 each, but should buy them when they pick up their tickets so that seats will be together
- Refreshments and swag to be given away
- The tailgate is October 19<sup>th</sup> at 4:00 PM, Shasta Square, outside of TDECU Gate 4
- Wear black for the Black Out Game against Memphis – Theme is “Night under the Stars”
- Free food, swag and libations
- Employees and their families invited; Must show UH photo I.D. to enter

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- <http://www.uh.edu/af/news/press-releases/pr-tailgate2017.htm>

Corporate 5K Walk/Run

- This will become an annual event
- Participants can walk or run
- The event will be from Monday October 23 through Thursday October 26<sup>th</sup> from 4 – 8PM after work; participants can select the day and time to arrive and participate
- The entry fee is \$40, and the first 50 people to enroll for UH will have half of their entrance fee paid by the University.
- Free food and drink in the post-race tent afterwards
- Employees can register for Team UH online: <https://runsignup.com/CorporateTeams/uh>

No-Cost Flu Shots

- No-cost on site flu shots will be provided to employees on October 25<sup>th</sup> from 11 – 2 in the Space Center Room of the Student Center
- Employees with BCBS insurance must bring their I.D. and Optum Pharmacy card
- Employees will be required to sign a waiver first.
- Tentatively scheduled is Kelsey-Seybold providers to provide flu shots for KelseyCare members. If confirmed, the campus will be alerted.
- Employees are asked to register online [here](#) or [https://docs.google.com/forms/d/1lk0B6wUDPjgcO\\_JKIkz\\_aitmpCvNmUiqFvT53asIM6g/vi/ewform?edit\\_requested=true](https://docs.google.com/forms/d/1lk0B6wUDPjgcO_JKIkz_aitmpCvNmUiqFvT53asIM6g/vi/ewform?edit_requested=true)

3D Mobile Mammograms

- 3D/2D Mobile mammograms will be offered November 7<sup>th</sup> and 8<sup>th</sup> via The Rose, a non-profit breast health organization
- The mobile lab will be in Lot 19F between the Tech Annex and Power Plant for two days; exams take 17 -22 minutes
- There is no cost for employees covered by BCBS insurance (KelseyCare ins.is not accepted.)
- Other insurance policies may be covered, but employees must check first: <http://www.therose.org/services/insurance-plans/>
- Female employees can register online: [www.the-rose.org/mobile](http://www.the-rose.org/mobile) (Code: **UH**).

**Ashley Waggoner, Talent Acquisition and Management Project Manager**

Mandatory Training

- Mandatory Training is active and must be completed by November 17<sup>th</sup>
- There is a new training for hazardous materials that all employees must complete
- Any employees hired on 9/1 or later are enrolled in New Hire training.
- Any employees hired before 8/31 are enrolled in FY2018 Mandatory training.
- Any employee hired on 8/31 will be enrolled in both New Hire and FY2018 Mandatory training.
- HR has queries on their website that managers can use to check the training status. <http://www.uh.edu/human-resources/LTD/Queries/>. There are multiple queries for different types of training.

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- The Mandatory Training Status Reports (HR > UHS HRMS HR > Training > Reports) may be pulling inaccurate data. Ashley Waggoner will review the report and determine whether it is accurate.

Lynda.com Training Website

- Lynda.com replaces SkillSoft
- Lynda.com can be accessed via the Access UH Page
- This is only available to benefits eligible staff
- Users enter their CougarNet user name and password
- This is a test year, please provide HR with feedback on the site
- The site provides information on popular learning paths. Users can also browse categorically or search for topics.
- HR has created assigned playlists of common topics such as communication, leadership, and time management.
- Users can create their own playlists. If users want their playlists assigned to others, contact Ashley Waggoner to manage the assignment.

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

General Updates

- HR is working to fill open positions in Compensation, and existing staff is first focusing on Requests for Offer in Taleo and then the worklist.
- The change in insurance to BCBS Texas is a decision of the State and HR does not have the ability to change the program.
  - BCBS is adding primary care physicians and should be complete by the end of December.
  - Employees may find that their primary care physician does not participate in BCBS.
- All employees should have both a BCBS card and an Optum Pharmacy card. Employees that did not receive both cards should contact the company directly.
  - Contact information for BCBS and Optum are on the HR website at <http://www.uh.edu/human-resources/benefits/medical-insurance/>.

**Karin Livingston, Assistant VP of Finance and Controller**

Annual AP Accrual

- Finance will determine whether the annual Accounts Payable accrual (Vouchers received before 9/1 but paid between 9/1 and 9/15 are accrued to the prior fiscal year) process can be managed through institutional adjustment cost centers rather than having a direct effect on departmental operational cost centers.