

Sandra Armstrong, Executive Director of Operations, Human Resources

ePerformance

- UH had greater than a 99% completion rate for ePerformance evaluations for 2016.
- The 2016 evaluation included a soft launch of the 360 evaluation process, in which employees can evaluate themselves. HR will consider whether to expand this to allow peer evaluations for 2017.
- April 7, 2017 is the deadline for supervisors to enter calendar year 2017 evaluation criteria in ePerformance. HR plans to make 2018 evaluation criteria available for entering in December 2017.

Retirement at Work

- As previously announced, four companies were chosen through a competitive process to provide retirement investment services to UHS employees: TIAA, Valic, Voya, and Fidelity.
- TIAA was chosen to provide the UHS online interface for all four companies, called Retirement at Work, so that UHS employees could have a uniform process for selecting a retirement investment company.
- Around March 18, 2017, TIAA will send a brochure to UHS employees with an active My Retirement Manager account explaining the changes.
- The new Retirement at Work interface is scheduled to launch April 25, 2017.

Farm to Work

- Farm to Work is a program where local farmers partner with UHS to provide fresh produce to the UHS food service.
- The Farm to Work program is scheduled to start April 21, 2017.

Introduction of David Navarro, Director of Payroll

- David Navarro recently joined Human Resources as the Director of Payroll. David has 20 years of HR/Payroll experience.
- Employees can contact David or Sandra Armstrong if they have questions about their W-2.

Valerie Coleman-Ferguson, Associate General Counsel
Kate Hammons, Immigration Specialist

Suspension of Expedited H-1B Visa Processing

- March 31, 2017 is the last day to request premium (i.e., expedited) processing of H-1B visas from US Citizenship and Immigration Services (USCIS). Premium processing could be suspended for six months (through September 30, 2017).
- If a H-1B visa application was previously submitted without requesting premium processing, Kate Hammons will ask the department if they want to pay for premium processing. H-1B visa applications that have not been submitted yet are not be eligible for premium processing.
- Hopefully, regular (non-expedited) H-1B visa applications will process faster once USCIS is focused solely on regular applications.

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- H-1B visas normally last for three years and can be extended for another three years (six years total). H-1B visa holders applying for permanent residency could have their visa extended for more than six years.
- The biggest obstacles that existing H-1B visa holders are likely to face are traveling to and returning from restricted countries (they should avoid this if at all possible) and renewing their Texas driver's license, which normally expires when the first term of their visa expires.

Permanent Residency Process

- The Office of General Counsel is working with Human Resources and Faculty Affairs on a standard process for permanent residency applications.
- Outside law firms have been contracted by OGC to work with departments on these applications. If a department has any problems or concerns working with these law firms, they should email Valerie.
- Since UH is paying for the outside legal counsel, departments must use one of the law firms contracted by OGC, which are approved in advance by the Texas Attorney General's Office.
- Permanent residency documentation must be maintained by the department for five years and is subject to audit. OGC is creating a checklist of documents that must be maintained.

Andy Startz, Bursar

Posting and Reconciling Student Fees

- Student fees are posted in batches in Campus Solutions. Departments that post student fees should reconcile the batch after it is posted and review a few student accounts to verify that the fee posted correctly.
- When the student fees to the General Ledger (Finance System), departments should review their cost centers to verify the fees posted correctly.
- Contact Mary Tiller or Chris Durham in Student Financial Services if you have any questions.
- Andy will email the CDAs some instructions for reconciling student fees.

Pam Muscarello, Executive Director of Business Operations, Division of Research

Research Compliance System

- Division of Research's Office of Research Policies, Compliance, and Committees (ORPCC) is in development on the Conflict of Interest module in ICON, the new research compliance system at UH. We will bring you additional information in a CDA meeting between May and July, and hope to bring you a demonstration of the new system in August. The system will be implemented for the upcoming annual certification on Conflict of Interest, anticipated to start in September.
- Note that the IRB module is already active and in use for human subjects protocols. The IACUC module for animal research protocols is currently under development and will go live this summer. Extensive training will be provided as these modules come online.
- For additional information see www.uh.edu/research/compliance.

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Who Does What in the Division of Research?

- Pam reviewed the “Resources for Principal Investigators” handout that describes the offices within the Division of Research.
- See attached handout.

Fund Code 2072 to 2091 Migration

- Fund code 2091 was created as part of the PeopleSoft Grants implementation.
- The Division of Research will distribute indirect cost (IDC) to departments using fund code 2091 beginning in FY2018.
- See attached handout for more information.

Updated Termination Clearance Policy as it relates to Research Situations

- MAPP 02.04.05, Termination Clearance Policy, was updated to include additional requirements related to employees who work with research projects.
- See attached handout for more information.

Javeria Kazi, Assistant Director, Office of Contracts and Grants

PeopleSoft Grants Implementation

- The PeopleSoft Grants implementation will be conducted in two phases. Phase 1 is scheduled to go live March 13, 2017 and Phase 2 will go live a few weeks later as determined by testing.
- See the attached handouts for more information.

Mike Glisson, Assistant Vice President for Finance and Controller

Spot Bid Fair, May 8-9, 2017

- The 2017 Doing Texas Style HUB Spot Bid Fair will be in Irving, Texas on May 8-9, 2017. State agencies, universities, and HUB vendors from across Texas will participate, including UH.
- Each college/division should submit at least one bidding opportunity for the Fair to Mike Glisson by March 31, 2017. The colleges/divisions can review their bids after the Fair and decide whether to issue an award.
- Mike will send an email to the college/division administrators with more details.

Purchasing Update

- Purchasing is expected to fill the Buyer 1 vacancy in the next couple of weeks.
- The new Buyer will be trained before he/she is assigned to work with colleges/divisions.

Concur Update

- Accounts Payable has been working with Concur on a modified Expense Report for Department Travel Cards.
- The new Expense Report (only for Department Travel Cards, including Multi-User Cards) will allow card custodians to create one Expense Report per month for all transactions charged to the credit card in the previous calendar month.

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- When the new Expense Report is ready for use, Accounts Payable will ask a few departments to use it before AP rolls it out to the rest of the campus.
- Accounts Payable will provide training and instructions.
- The objective of the new Expense Report is to reduce the time needed to create Expense Reports for Department Travel Cards and to reduce the number of Expense Reports created, since UH is charged by the Expense Report.