

**Pam Muscarello, Executive Director of Business Operations, Division of Research**  
**Ann Pino, HR Immigration & Compliance Administrator, Human Resources**

New Job Codes for Unconventional Research Assistants

- The Fair Labor Standards Act (FLSA) allows some students to be paid as a monthly employee instead of as a bi-weekly (hourly) employee. The following job codes have been created for these positions:
  - Undergrad Research Assistant
  - Undergrad Visiting Research Assistant
  - Graduate Visiting Research Assistant
- See the attached “New Job Codes and Stipend Payments” handout for more detailed descriptions of these positions and the process and documentation required to assign one of these positions to a student employee.
- See the attached “Visiting Research Assistant Eligibility” handout, which lists visa types and situations in which a foreign national may be eligible to be an Undergrad or Graduate Visiting Research Assistant.
- See the attached “Request for Visiting Student Research Assistant” form, which must be attached to any ePAR hiring an Undergrad or Graduate Visiting Research Assistant. HR will publish this on their website in the near future.

Key Points on Stipend Payments

- FLSA allows students to be paid a stipend (through a voucher), rather than salaries and wages as an employee (through payroll), under certain circumstances. See the attached “New Job Codes and Stipend Payments” handout for when students should be paid as an employee and when a stipend payment may be appropriate.
- To process a stipend payment, the department must the “Payments to Non-Employees and Non-Contractors Review and Approval Form” and route it to the Tax Department with the voucher. Link to form: <http://www.uh.edu/human-resources/forms/pay-review.doc>

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

Compensation: Spring Graduate Memo and ePerformance

- On January 9, 2017, Sandra sent the “FY17 Spring Graduate Student Employment Procedures” memo to the CDAs (see attached).
- March 1, 2017 is the deadline to complete ePerformance evaluations for calendar year 2016.
- HR will make calendar year 2017 ePerformance available as soon as possible, though possibly not by March 1, so that supervisors can enter 2017 goals for their employees.
- Next year, HR plans to make 2018 ePerformance available earlier so that when supervisors meet with their employees to discuss the 2017 performance 2018 goals can be discussed and entered in ePerformance at the same time.

Payroll: W-2 and 1095-C Forms

- Electronic W-2s and 1095-Cs will be available the week of January 23, 2017. Employees can consent to electronic W-2s and 1095-Cs at any time in P.A.S.S.

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- Once employees consent to electronic W-2s and 1095-Cs, they can access these forms at any time in P.A.S.S. and will no longer receive them in the mail, unless they withdraw their consent at a future date.

Benefits: Breion Rollins and ORP/TDA Provider Update

- Breion Rollins is the new Benefits and Enrollment Manager in Human Resources.
- Following a competitive RFP process, TIAA, Voya, Fidelity, and Valic were chosen as the ORP/TDA providers for UH System.
- April 25, 2017 is the last day that employees can make a ORP/TDA contribution through another provider (other than TIAA, Voya, Fidelity, and Valic).
- Employees may continue to have ORP/TDA accounts with other providers but they cannot make additional contributions to those accounts after April 25, 2017.

**Jennifer McMillin, HRIS Application Director, Human Resources**  
**Ashley Waggoner, HR Service Center Supervisor, Human Resources**

New Hire Process: Taleo and HireRight Update

- Taleo will replace the current Online Job System (OJS) for hiring employees. The first group of employees that will use Taleo will be benefits-eligible staff. Faculty will begin using Taleo later.
- Advantages of Taleo include:
  - ePOIs or ePARs are no longer needed.
  - All onboarding is in Taleo, except for the employer section of the I-9s and eVerify, which employees will take care of during orientation in HR. If an employee does not go to orientation his/her first day of employment at UH, the employee must go to HR on the first day to take care of the I-9 and eVerify.
  - Background checks, which are processed through HireRight, will be housed in Taleo.
  - Offer letters will be sent and accepted via Taleo.
- February 10, 2017 is the last day that a benefits-eligible staff position can be posted in OJS.
- Starting March 1, 2017, all new benefits-eligible staff vacancies will be posted in Taleo and applicants will apply through Taleo. All postings in Taleo will be open for a minimum of 10 business days.
- All benefits-eligible staff positions posted in OJS must be filled and applicants dispensed by March 31, 2017.
- Any benefits-eligible staff positions in OJS that are not filled by March 31, 2017 must be re-entered in Taleo. Users will not be able to access benefits-eligible staff positions in OJS after March 31, 2017.
- Starting Friday, January 20, 2017, HR will provide a weekly Taleo training session each Friday in Farish Hall, Room 336, from 10 AM to 12 PM. Register in P.A.S.S. for HRT01.
- Starting Tuesday, January 24, 2017, HR will provide a weekly Taleo webinar on Tuesdays at 10 AM. Link to the webinar: <https://join.freeconferencecall.com/awaggoner> Meeting ID: awaggoner
- Online training is available in TAP. Register for SH1704 in P.A.S.S. and the training will be available the next day in TAP.

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- Starting Thursday, February 2, 2017, HR will host a weekly webinar Q&A Session on Thursdays at 10 AM. Link to the webinar: <https://join.freeconferencecall.com/awaggoner>  
Meeting ID: awaggoner
- See the HR Taleo web page for the latest information on timeline and training: <http://www.uh.edu/human-resources/manager-toolbox/hiring/Taleo/>
- All background checks for new employees and other cases where background checks are required (new P-Card and Travel Card cardholders, for instance) are now processed through HireRight.
- HR can answer any questions about HireRight during the Taleo training sessions.

External Consulting and Related Party Disclosure Process Update

- The External Consulting and Related Party Disclosure process will no longer be part of the annual mandatory training conducted in October and November.
- By the end of January, HR plans to provide External Consulting and Related Party Disclosure statements in P.A.S.S. for employees to complete.
- Next year, the second phase will be adding the forms in PeopleSoft. The forms will go through workflow in P.A.S.S. for the employee's supervisor and unit head to review and approve.
- Departments will be able to query the results of the disclosures in the HR System, so they can see who has completed the forms and who has not.
- Through query, departments can also tell which employees indicated that they are involved in external consulting and which employees have made a related party disclosure. Those employees will be required to provide additional information about their situation so that the risk for conflict of interest can be assessed and mitigated, if needed.
- All full-time faculty, all exempt staff, and all non-exempt staff with procurement responsibility (i.e., voucher and requisition creators and approvers and P-Card cardholders) must complete these forms annually. If a situation changes during the year that requires disclosure or approval, the employee must complete the forms at that time as well.
- See the "Related Party External Consulting Acknowledgement" handout.

**Jody Gillit, IT Project Manager, University Information Technology**

Office 365

- UIT has obtained permission to rollout Office 365 to UH departments.
- Office 365 is a cloud solution that includes Outlook, Word, Excel, PowerPoint, and SharePoint. It also provides 50 GB of storage in each user's primary email mailbox and unlimited storage in the user's archive email. In addition, documents can be stored on the OneDrive in the cloud (offsite server), instead of storing documents on the user's computer or a local server.
- UIT is creating an Advisory Team to help make the rollout a smooth transition.

Exchange Email Migration

- As part of the Office 365 rollout, Exchange email will be moved to cloud servers over the next several months beginning in April 2017.
- Most Exchange mailboxes should be moved by Fall 2017.

**Mike Glisson, Assistant Vice President for Finance and Controller**

Purchasing Update

- Ray Green, Buyer 1 in Purchasing, will be leaving UH for another position. His last day at UH will be January 20, 2017.
- Colleges/Divisions/Departments assigned to Ray Green should continue to send their requisitions to Ray until January 20<sup>th</sup>. Afterwards, they should send requisitions to Eric Shen. Eric, with help from other Purchasing Buyers, if needed, will approve the requisitions, including any requisitions that Ray was not able to complete.
- Purchasing will post the Buyer 1 vacancy and try to fill it as soon as possible.

Sharp Copier Quotes

- Paul Roch notified Mike Glisson that Skelton's quotes for Sharp copiers were confusing to some of the CDAs. Mike contacted Skelton and asked them to modify their quote format.
- Mike showed the modified quote format to the CDAs, which they accepted.
- Mike posted sample quotes for a copier lease and a copier purchase on the Purchasing website: <http://www.uh.edu/administration-finance/purchasing/uh-copier-contract/>
- Mike also posted a Sharp Copier Quote Request Form on the above Purchasing page, which departments can use to request quotes from Skelton Business Equipment.