

Business Manager Meeting Notes

April 5, 2006

The April 5, 2006 Business Managers Meeting included information on E-communications, background checks, green cards and H1B Visas, HR go live, and E-billing and Direct Deposit/Rocket Card refunding.

Tom Page, Controller, opened the meeting.

Melissa Crabtree, Communication and Quality Administrator, Project Management, EIT, discussed electronic communication for conducting official business with students. Please refer to their web site, [http://www.eit.utoledo.edu/News/eComm - FacStaff.asp](http://www.eit.utoledo.edu/News/eComm-FacStaff.asp). Effective July 1, 2006, academic and administrative departments will have the *option* to use electronic communication with students. Though the departments are not required to do so, e-communication allows an efficient and affordable method of communication with students. Some departments on campus, such as the Bursar's Office, will use e-communication as the mandatory method for official business with students. Thus, students *will be required* to have and maintain UT Net mailboxes. Melissa stated that the "stop out period" will be when a student has not been enrolled for one calendar year plus one term.

Matt Dills, Director, Employment and Compensation, Human Resources, talked about additional charges for more extensive background checks. There are additional prices associated with different levels of background checks. The background check form is located on the Human Resources web site, <http://humanresources.utoledo.edu/forms/> under "Other Forms." The department completes the form, and the applicant signs the release. An educational verification check adds between \$10 and \$22 to the background check, depending on whether or not the department requests it to be expedited.

Andrea Gursik, Senior Human Resources Specialist, Human Resources, discussed Green Cards and H1B Visas. First, she thanked the group for the patience over the past few months. UT pays for and provides the legal service for applicants' green cards. The first steps in obtaining a green card are to e-mail Andrea, and have the applicant complete the form. The form is found on the HR web site, <http://humanresources.utoledo.edu/forms/>. UT has retained the services of an attorney who will advise as to the feasibility of the applicant getting a green card. The department may then decide whether or not they want to sponsor the applicant. More directives will be coming from Andrea. The price of obtaining a green card can be up to \$8,000.

Andrea also discussed the H1B Visa. The H1B Visa is valid for seven years. Most people apply for a green card in their fourth year of having an H1B Visa. Andrea thanked the group for proactively working on H1B Visas. For more information, refer to the HR web site, <http://humanresources.utoledo.edu/employment/hb1visas.asp>.

Andrea discussed internal postings of CWA job positions. The CWA internal bidding procedure is followed before non-bargaining unit internal applicants are considered. Non-bargaining unit applicants may submit their resumes during the five day posting period. If there are not any qualified internal CWA candidates, the non-bargaining unit applicants will then be considered before the position is advertised externally.

Matt mentioned that there have been questions about people in interim positions. If an external search was not conducted for an interim position, the interim person is considered along with the external applicant pool.

Rick Kessler, Manager, Employment Services, Human Resources, and ERP HR Implementation Team Member, provided an update on HR Go Live. The first payroll in Banner will be April 14. Memos on the new paycheck format have since been sent electronically to faculty, staff, students and temporary workers. Also, hard copies are available.

Walk-in appointments will be available on April 14 for those with questions about their Banner paychecks/direct deposit slips. Staff from Payroll, Benefits, and ERP will be available to answer questions on their areas of expertise. The planned triage areas will be the Payroll counter, the hallway outside the Payroll Office, and two conference rooms (RH 1619 and RH 1734). The Budget Office offered up their spare office as well. There is a communication plan for fielding phone calls.

Rick asked for the Business Managers help to direct peoples' questions to the appropriate parties. He also asked the group to set out hard copies of the new paycheck format.

Jennifer Harpel, Payroll Manager and ERP Team Member, reminded the group that time cards are due Wed., April 5. Check the Payroll web site on Friday, April 7 to see the rejected time card lists. Since the checks are scheduled to print that night, rejected time card corrections must be made on Friday.

The old absence reports may be used until the supply is exhausted. If using the old-style forms, please remember to include the employee's Rocket Number and Position Number.

An ERP Open Forum is scheduled for Monday, April 10 at 1:00 pm in the Rocket Room, RH 1530.

Brenda Holderman, Assistant Bursar, Account Auditing, discussed E-billing and Direct Deposit/Rocket Card refunding. Brenda explained these two administrative directives the Bursar's Office has been given: (1) to begin electronic billing instead of paper statements, and (2) to refund students via direct deposit rather than paper checks. These directives are effective July 1, 2006.

Beginning July 1, 2006, paper bills will not be mailed to students. Students will receive an e-mail at their first.last@utoledo.edu email address that their bill is available to view and print.

The second directive Brenda discussed pertains to direct deposit of student refunds. Beginning July 1, 2006, students will receive refunds via direct deposit. Paper refund checks will not be an option. Students may either sign up for direct deposit to a checking or savings account of their choice, or open a checking or savings account with Huntington Bank that will be directly tied to their Rocket Card.

Please refer to their website, <http://bursarsoffice.utoledo.edu/>, for complete details. The Bursar's Office has used several means of communication to notify students. Please share this information with the staff and students in your areas.