Provost Business Office January 2012 Newsletter

GSHI Award B application Reminder

GSHI Award B opens up **Sunday, January 15th, 2012**, and remains open until **Wednesday, February 15th, 2012**. This award amount is $500 toward the $529 premium for student health insurance for Spring/Summer terms.

Local Fund Deficits

Please be sure to regularly check on your Local Fund balances. All Local Funds must be out of deficit by the end of the Fiscal Year, unless there is an approved plan on file in the Provost Office. In the near future, another list of your current funds in deficit will be distributed so our office can get a status update and/or plan for each fund.

HR Forms

All **UCFlex Role Assignment** forms, **Position Maintenance Request (PMR)** forms, and **Request for Reassignment (RFR)** forms are to be submitted **electronically** to the **Provost HR E-Mailbox** at the following address: **ProvostHR@ucmail.uc.edu**. Please be sure that all of the required information is completed and the form is electronically signed before submitting the request. ***Please do not send scanned documents.***

New People Admin Module – Position Description

Many people have experienced some challenges in using the new Position Description Module in People Admin. Here are some Helpful Hints put together by the Central HR Office:

- ***Refill and Modify*** position actions will require HR intervention to recall existing position information. The People Admin process is based upon the identification of hiring managers both in Applicant Tracking and in the Position Description module. However, Hiring Manager information did not exist in the employee data extracted from UC Flex and was not part of the file conversion. HR can quickly activate your access when requested. This process can also be updated systemically by submitting a list of the individuals who should be linked as "hiring managers" for each of your regular faculty or staff employees. Please include the employee name and the UC Flex position number and the name of the hiring manager. You may forward this information to Theresa Murphy for submission to People Admin.
- ***Vacant Position data is not available.*** Only the active and occupied position information was brought forward from UC Flex into the new Position Description module. If you need to modify or refill a position that was vacant at the time of the conversion to PD, you should enter the UC Flex position number previously assigned in the field on the OBM/PBC tab on the modify action; and on the Refill position number field on the Refill action.
- ***Position Search -*** in the Position Description module "Pending" actions refers to those actions that have been sent to you for approval. In order to locate where other actions are, you must select "Search Actions" under the Position Description heading. You may either enter information that you have or just select the "check all" section and click on "Search". Actions that you have started and not yet finished and actions that are making their way through the position work flow will be visible to you.
- ***Questions and Concerns*** – please contact your HR Service Center team members if you have any specific questions, concerns or problems with People Admin. For the Provost Division those HRSC Team members are:
    - Deborah DeGroot-Osswald
    - Marilyn Phipps
    - Gretchen Johnson
    - Delores Blackwell
    - Tiffany Smart
    - Theresa Murphy is the Subject Matter Expert for People Admin, and can be contacted, also.

University's Nepotism Policy

We want to remind everyone of the University's nepotism policy. Please review this information with your units to ensure they are in compliance - http://www.uc.edu/content/dam/uc/trustees/docs/rules_30/30-21-05.pdf.

Next Board of Trustees Meeting

The next Board of Trustees Meeting will be on **Tuesday January 24th, 2012 at 8:30am** at the Russell C. Meyers Alumni Center.

Next BA meeting

The January 17th BA meeting has been **CANCELLED** due to Budget meetings.

The next BA meeting will be on **Tuesday February 28th , 2012 at 8:30am** in 220 Van Wormer.