HR Updates

JANUARY 9, 2014

APT Evaluations

- The online APT Evaluation System has archived the evaluations for 2012-2013.
- Therefore, supervisors may now input the new expectations for the evaluation period of November 1, 2013 to October 31, 2014.

APT Special Compensation Award Nominations

- The nomination deadline has now past (December 17th) and the SCA nominations are now under review.

- As a reminder, the internal JABSOM SCA nomination maximum is 4%.

- Final decisions will be rendered on **February 14, 2014.**

Faculty Evaluations

- All faculty evaluations were due to our HR Office on December 13, 2013. If you haven’t already done so, please submit them as soon as possible, especially those that are being non-renewed. The Dean must notify tenure-track faculty that are not being renewed **by January 15, 2014.**
W-2 Distributions

- W-2 Distribution will be at the end of January. For those with the warrant distribution code 059 (e.g. Dean’s Office, OIT, Facilities, HEBA, AHEC, CCR), we will have “W-2 Pick-Up Day” in the JABSOM HR Office, where employees will need to sign for their W-2.

- If someone will be picking it up on your behalf, they will need to sign for you.

- For all other warrant distributions, the W-2s will be delivered in the same manner as the paystubs/paychecks.

- More information will be forthcoming.

Graduate Assistant GATEX Forms

- Effective from Fall 2013, the GATEX form is required for new or continuing Graduate Assistants. The renewal form has been discontinued. Graduate Division asks the departments to submit a GATEX form for each semester the student is to receive a tuition waiver.

- Please submit the original GATEX forms to the Graduate Admissions Office at Spalding 354 and copy to JABSOM HR.

- As a reminder, Graduate Assistants must fulfill 12 weeks within a semester to be eligible for tuition exemptions. Therefore, GAs terminating before April 11, 2014 will not be eligible for Spring 2014 tuition exemptions.
Conflict of Interest Forms (COI)

- Just a heads up, in April we will be collecting annual COI forms for all UH and RCUH employees. More information is forthcoming.

Online Internal SF-1 Forms

- We have a committee that has been tasked with creating an online version of our JABSOM internal SF-1 form.
- The online SF-1 form will streamline the approval process. PIs, Department Chairs, Fiscal Administrators and the Dean will be able to electronically approve SF-1s.
- We don’t have a target release date yet, however, if you are interested in participating in the pilot, please let me know.
Sabbaticals for Faculty

- Eligibility:
  Tenured faculty at Rank 2 or above may be eligible for a sabbatical leave after six (6) years or twelve (12) semesters of full-time creditable service with the University.
- Duration:
  12 months at half pay or 6 months at full pay.

- Faculty must apply for sabbatical leave through the Chair and approved by the Dean at least 6 months in advance.
- Faculty who receive a sabbatical shall return to UH for service no less than the period of the sabbatical leave.
- As reminder, upon return faculty shall submit a written report on the activities during the leave to their supervisor and then to the Dean.

Questions?