UHM Parking Breach
• 53,000 records exposed
• Old parking application database used to research historical events
• System and antivirus patched
• Oracle database unpatched
• Unauthorized access - new admin account created

More Details
• Database originally populated with student and faculty/staff records in 1998
• SSNs were used as identifiers back then
• UH numbers were instituted in 2002.
• 3rd breach in 15 months

Annual Personal Information System Survey
• www.hawaii.edu/its/information/survey
• Login w/ UH username & password
• Required by HRS 487N-7
• Updated by Sept. 30, 2010

ITS Workshops
• Protecting Yourself in Cyberspace
  – Friday, September 24, 2010
  – 10:30 am - 11:30 am
• Current Cyber Threats & Security Initiatives at UH
  – Wednesday, October 27, 2010
  – 2:00 pm - 3:30 pm
• Broadcast over HITS
• To register: http://www.hawaii.edu/training
A9.130 – Procedures for Taking Disciplinary and Discharge Actions

• To whom do these procedures apply?
• Definition of Appointing Authority:
  – VPs, Chancellors or System Director of Human Resources
  • Responsible for taking appropriate disciplinary & discharge actions
  • Delegation
• Appropriate provisions – HRS, CBAs, HAR are applicable

Disciplinary and Discharge Actions

• Discipline or discharge may be for
  – Violation of a statute, provision of CBA, rule, policy or misconduct
• Statutory authority for discharge action
  – Chapter 76-46 Discharges; demotions, HRS
• Shall not be retaliatory or discriminatory
• AP is a guideline and not to be cited as the authority for any disciplinary or discharge action

Examples of Discipline or Discharge for Misconduct

• Insubordination
• Unauthorized absences from work
• Offensive or inappropriate conduct
• Physical assault/Mental abuse
• Tardiness
• Sleeping on the job
• Inappropriate use of State property
• Intoxication (follow drug testing agreements)
• Distribution of controlled substance(s)
• Violation of safety rule or order

Permanent Civil Service Members

• For disciplinary & discharge actions follow Attachment A
• For discharge actions, provide (at least 10) calendar days written notice prior to effective date of discharge
• Important: afford opportunity for pre-discharge meeting prior to effective date of discharge

Temporary Civil Service Members, Non-Civil Service Members and Initial Probationary Employees

• Temporary cs member replaced LTA
• Non-civil service member replaced TAOL (includes 89 day hires)
• Initial probationary employees
• Disciplinary and discharge actions for the above shall not be retaliatory or discriminatory

Temporary Civil Service Members, Non-Civil Service Members and Initial Probationary Employees

• For discharge actions, provide 10 calendar days written notice prior to effective date of discharge
• Notice shall contain reason(s) and effective date of discharge
• Included (agent) vs. excluded member (A9.140)
• No pre-discharge meeting afforded
Attachments & Sample Letter

- Attachment A – Procedure for disciplinary & discharge actions
- Attachment B – Sample discharge notice

The End
Telework Program for Units 2, 3, 4 and 9

• Telework (TW) Program
• Effective June 15, 2010
• Refer to MOU
  – Certain CBA provisions modified
  – Certain CBA provisions not applicable
• Employment Tool
• Objectives of the telework program
• Scope - for HGEA units 2, 3, 4 and 9
  – Ees participation is at the sole discretion of Er

• President is the Department Head for UH
  – Who approves/allows TW program?
    • VP/Chancellor or a designee (Dean/Director)
    • Supervisor input for Ee participation
• Definitions:
  – Central vs. remote work site
  – Emergency Teleworker
  – Regular & Recurring Teleworking
  – Situational Teleworking

• Guidelines used to implement teleworking
  – General Provisions (A. thru V.)
  – Responsibilities
    • System Office/Campus
    • Employee
    • DHRD/OHR

• Reviewing Ees request for participation
  – Characteristics of positions suitable for TW
  – Characteristics of positions not suitable for TW
  – Characteristics of successful teleworkers

• Attachments (A. – H.)

The End
**Act 179 – Relating to the Employment of ERS Retirees**

September 2010

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**Background**

- ERS is a qualified retirement plan under Internal Revenue Code Section 401(a)
- The Code prohibits distribution of retirement benefits prior to an employee’s “retirement”
- If a retiree is re-employed without a bona fide separation from service, the retiree may not be considered retired for purposes of the Code

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**Act 179**

- Clarifies the circumstances under which a retiree may be re-employed by the State or county without interruption of benefits (pension and medical)
- Imposes penalties upon retirees and employers if retirees are re-employed in violation of Chapter 88, Pensions and Retirement Systems, and the Code
- Effective January 1, 2011

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**Employment of Retirees**

- A retiree may be employed by the State or county if hired:
  - In an ERS eligible position and re-enrolls in ERS (pension and medical benefits stop), or
  - In a part-time or temporary position (pension and medical benefits continue), or
  - In a labor shortage or difficult-to-fill position without re-enrollment in ERS (pension and medical benefits continue)

---

**Conditions for Re-Employment**

- Hired as a part-time or temporary employee excluded from ERS membership (i.e., casual, 89-day hire, or other appointment excluded from ERS membership), provided that:
  - Retiree had at least a 6-month retirement period – continuous break may have occurred anytime after retirement
  - No agreement entered prior to retirement

---

**Conditions for Re-Employment (Cont.)**

- Hired in an ERS eligible position identified by the appointing authority as a labor shortage or difficult-to-fill position
  - Retiree had at least a 12-month retirement period – continuous break may have occurred anytime after retirement
  - DHRD and UH determine shortage area positions
  - No agreement entered prior to retirement
Penalties to the Retiree

- Any retiree employed in violation shall:
  - Reimburse ERS for any pension or other benefit received, plus interest at the rate of 8% per annum
  - Pay the amount equal to the employee contributions, plus interest at the rate of 8% per annum
  - Contribute toward reimbursement for administrative expenses

Penalties to the UH Program

- Any UH program found in violation shall:
  - Pay to the ERS an amount of money equal to the employer contributions, plus interest at the rate of 8% per annum
  - Contribute toward reimbursement for administrative expenses

Act 179

- May be viewed at www.capitol.hawaii.gov/
  - Select Bill Status and Documents
  - Go to box titled 2010 Regular Session Bills Introduced, Passed and Vetoed
  - Click on List of Acts, then select Act number
- A memo regarding Act 179 will be sent to the Vice Presidents, Chancellors and Deans/Directors
Mass Generation of PNFs to Restore Salary effective 07/01/2011
- Executives = OHR maintains a file of restored salaries.
- APT and most Civil Service = step suffix “R” or “N” dropped to pull restored salary.
- Civil Service BU 1 = already reflects unreduced salary

Faculty Salary Restoration and Lump Sum Payments
- July 1, 2011 (August 1, 2011 for 9-mos faculty): Salaries are restored.
- Three lump sum payments of the reduction in salary 1/1/2010 to 6/30/2011
  - August 1, 2012: 25% of reduction
  - August 1, 2013: 25% of reduction
  - August 1, 2014: 50% of reduction

Challenges
- Faculty have no salary step designations
- Likely to have additional salary adjustments – changes from 9 to 11 months or vice versa, promotions, special salary adjustments, transfers, FTE changes, leave without pay, etc.
- PeopleSoft will not be modified because reduction is temporary.
- Assistance from field units needed to track salary adjustments to determine restored salary and one-time lump sum payments.
**Tracking Faculty Salary Changes**

**Scenario 3:** 9-month faculty paid by appropriated funds with multiple pay actions.

<table>
<thead>
<tr>
<th>Action</th>
<th>Effective Date</th>
<th>Rank</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>FTE</th>
<th>Difference</th>
<th>Payroll Period</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Reduction</td>
<td>11/2/2010</td>
<td>A</td>
<td>6,288.32</td>
<td>5,077.00</td>
<td>1.00</td>
<td>1,211.32</td>
<td>6/24/2008</td>
<td>2,803.88</td>
</tr>
<tr>
<td>Salary Increase Promotn</td>
<td>11/2/2010</td>
<td>A</td>
<td>6,288.32</td>
<td>6,800.00</td>
<td>1.00</td>
<td>511.68</td>
<td>6/24/2008</td>
<td>2,398.88</td>
</tr>
<tr>
<td>Salary Reduction Promotn</td>
<td>11/2/2010</td>
<td>A</td>
<td>6,288.32</td>
<td>6,800.00</td>
<td>1.00</td>
<td>511.68</td>
<td>6/24/2008</td>
<td>2,398.88</td>
</tr>
<tr>
<td>Change from 11 mos</td>
<td>12/31/2011</td>
<td>A</td>
<td>7,079.00</td>
<td>6,857.00</td>
<td>1.00</td>
<td>222.00</td>
<td>6/24/2008</td>
<td>2,345.88</td>
</tr>
</tbody>
</table>

**Scenario 4:** 9-month faculty paid by both appropriated and non-appropriated funds (step designation = “R”)

Federal .15 // General .85

**Scenario 5:** Faculty paid entirely by non-appropriated funds

- Cents remain in the salary; no rounding.
- Normal rounding occurs on any pay change or on the first 3% across-the-board salary adjustment on July/August 1, 2013, whichever occurs sooner.

**Procedure and Timeline**

- Between January 1, 2010 thru June 30, 2011: Field units track all faculty salary adjustments. These will impact the restored salary and the lump sum payments.

- April 2011: OHR will send out report of all promotions, SSA, hires, transfers, changes between 9 and 11 mos, fund changes for R-suffix faculty, salary adjustments while on paid leave, and FTE changes, provided the proper action/reason is entered into PeopleSoft as a verification of Department’s research.

- May 2011: Dept submit to OHR excel files with name, UH number, restored salary and total lump sum amounts.

- May/June/July 2011: PNFs mass generated for restoration of salary, pulling salary as of 12/31/09 unless employee is on submitted excel file.

**Procedure & Timeline**

- OHR will store the lump sum amounts due the faculty.

- In June/July 2012, 2013, and 2014, PNFs will be mass generated for divided lump sum payments.

**Questions?**
Workstation Security
- Never store confidential data on c: drive
- Did you check?
  - Recycle bin
  - c:\documents&settings\name\local settings\temp—PDtemp and other subdirectories
  - Directories may be hidden (ck w/ your IT staff)
  - Discoverer: c:\documents&settings\name
- Best Practice - Do not download SSN/Birthdates
- HR datamart access to SSN/Birthdate info by request only to OHR/SSA

UH Username/Password Security
- Change UH passwords frequently
  - http://www.hawaii.edu/account
- DO NOT use UH mail via public terminals
  - http://mail.hawaii.edu
- UH username/passwords may give access to confidential data
- Setup alternate free email (gmail, hotmail, etc.)

P/S Security Worksheet
Located at OHR/HR Info Systems/ITS

Non-P/S Security Worksheet
Located at OHR/HR Info Systems/ITS

Filedrop Utility
- Use ITS FileDrop utility
  - www.hawaii.edu/filedrop
- Do not send confidential data via email
- Ensure recipient email address is correct
- Encrypt file even via filedrop (PGP, ZIP)
- Call user with password of encrypted file
- Email portion of Filedrop is not secured

Check Optional Authentication
- Must indicate checkbox "Require Authentication" to complete security.
  For UH employees with UH usernames only.
University of Hawai‘i Identity Management Console (UHIMC)

UHIMC Process
- Single UH number assigned for lifetime
- UH No = Banner No = Student ID No = EmpAltID
- Affiliation determines access to:
  - Web applications (e.g., OHR Leave)
  - Downloaded Software (e.g., McAfee)
- Updated nightly from P/S for terminations
  - Must still submit security worksheets
  - Update is delayed one day after P/S eff date

Reducing Duplicate UH numbers
- Soc Sec card First, Middle and Last Name
- Double check social security number
- UH number exists if prior UH affiliation
- Includes RCUH/Foundation/EWC/Student/Casuals
- Ask employee if prior UH affiliation

Searching UHIMC
- Search by name and SSN as SSN/DOB could be entered incorrectly
- More specific name search will yield least chances of finding an existing record
  - Aala C Park will only search for Aala C Park
  - Aala Chris Park will only search from Aala Chris Park
  - Aala Park will search regardless of middle initial
  - Skip diacriticals; add hyphens if on Soc Sec card
- UHIMC will track previous names (e.g., married)
- Grad Students should have existing UH number

Resolving Duplicate Records
- Before reporting duplicate, check staff ID card
- Call HRIS hotline; mention staff ID card already checked
- OHR/SSA will work with ITS to resolve duplicate
- Banner automatically assigns UH numbers
  - Duplicate UH number will automatically occur if employee hired first then registers in Banner
Changing UHIMC data
- Update Name, SSN and/or Birthdate

Update Exception
- Cannot update SSN if affiliation marked “None”
  - Requires affiliation to first be changed to a valid affiliation

Valid Affiliations

Roles Determines Access

Changing the Affiliation
- Normally requires Dean/Director’s memo
- Special ITS procedure – call HRIS hotline
  - Updated UHIMC Procedures for POs-01/10
- Only designated staff – call HRIS hotline
- Request sent only from @hawaii.edu email
- Call to ITS Helpdesk will require Dean’s/Director’s memo

Electronic Document Distribution
- Reduction of printing at Keller Hall
- Eliminate printing upon Kuali production
- Secured transmission
- Faster Delivery & postage savings (neighbor islands)
- Document Archive
- Eliminate OHR pickup
Current Civil Service PNFs
- OHR employee folder
- Department
- Employee
- Employee Retirement System
- Payroll

Future of Civil Service PNFs
- OHR employee folder
- Department
- Employee – department copies own
- Employee Retirement System
  - Electronic file currently sent
- Payroll
  - September 13 – no hardcopies sent for all

Electronic Distribution of PNFs
- OHR employee folder
- Department

PAGE CENTER

Page Center
- Electronic distribution of reports via web
- Already in use by fiscal officers
- Mailboxes established for all AO/PO’s
- Printing at Department
- Requires RACF id
- Requires software install at workstation

Sign on using RACF ID

Establish Mailboxes
**Document List**

**Print at Department**

**Types of documents**

- Daily Civil Service PNFs
- Mass Generation PNFs

**Questions?**
Scenario 1: 9-month faculty paid by appropriated funding: No pay changes = difference between initial monthly salary and reduced monthly salary multiplied by 18 months adjusted by FTE.

<table>
<thead>
<tr>
<th>Action</th>
<th>Effective Date</th>
<th>Rank</th>
<th>Unreduced (reconstructed)</th>
<th>Reduced (actual)</th>
<th>FTE</th>
<th>Difference</th>
<th>Period (months)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Reduction</td>
<td>1/1/2010</td>
<td>C3C09</td>
<td>6,639.30</td>
<td>6,197.00</td>
<td>1.00</td>
<td>442.30</td>
<td>6.00</td>
<td>2,653.80</td>
</tr>
<tr>
<td>Salary Restore (PSP)</td>
<td>7/1/2010</td>
<td>C3C09</td>
<td>6,639.30</td>
<td>6,639.30</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Salary Reduction</td>
<td>8/1/2010</td>
<td>C3C09</td>
<td>6,639.30</td>
<td>6,197.00</td>
<td>1.00</td>
<td>442.30</td>
<td>12.00</td>
<td>5,307.60</td>
</tr>
<tr>
<td>Restore Salary</td>
<td>8/1/2011</td>
<td>C3C09</td>
<td><strong>6,639.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$7,961.40</strong></td>
</tr>
</tbody>
</table>

Note: the restored salary is rounded to the nearest whole dollar

or 442.30 x 18 x 1.00 = 7,961.40

Scenario 2: 11-month part-time faculty paid by appropriated funding: No pay changes = difference between initial monthly salary and reduced monthly salary multiplied by 18 months adjusted by FTE.

<table>
<thead>
<tr>
<th>Action</th>
<th>Effective Date</th>
<th>Rank</th>
<th>Unreduced (reconstructed)</th>
<th>Reduced (actual)</th>
<th>FTE</th>
<th>Difference</th>
<th>Period (months)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Reduction</td>
<td>1/1/2010</td>
<td>I5M11</td>
<td>10,527.93</td>
<td>9,826.00</td>
<td>0.50</td>
<td>701.93</td>
<td>18.00</td>
<td>6,317.37</td>
</tr>
<tr>
<td>Restore Salary</td>
<td>7/1/2010</td>
<td>I5M11</td>
<td><strong>10,528.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$6,317.37</strong></td>
</tr>
</tbody>
</table>

Note: the restored salary is rounded to the nearest whole dollar

or 701.93 x 18 x .50 = 6,317.37

Scenario 3: 9-Month faculty paid by appropriated funding with multiple pay actions.

<table>
<thead>
<tr>
<th>Action</th>
<th>Effective Date</th>
<th>Rank</th>
<th>Unreduced (reconstructed)</th>
<th>Reduced (actual)</th>
<th>FTE</th>
<th>Difference</th>
<th>Period (months)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Reduction</td>
<td>1/1/2010</td>
<td>C3C09</td>
<td>6,639.30</td>
<td>6,197.00</td>
<td>1.00</td>
<td>442.30</td>
<td>6.00</td>
<td>2,653.80</td>
</tr>
<tr>
<td>Salary Restore (PSP)</td>
<td>7/1/2010</td>
<td>C3C09</td>
<td>6,639.30</td>
<td>6,639.30</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Salary Reduction &amp; Promotion</td>
<td>8/1/2010</td>
<td>C4C09</td>
<td>7,170.00</td>
<td>6,693.00</td>
<td>1.00</td>
<td>477.00</td>
<td>5.00</td>
<td>2,385.00</td>
</tr>
<tr>
<td>Change from 9 to 11 mos</td>
<td>1/1/2011</td>
<td>C4C11</td>
<td>8,389.00</td>
<td>7,831.00</td>
<td>1.00</td>
<td>558.00</td>
<td>6.00</td>
<td>3,348.00</td>
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<tr>
<td>Change from 11 to 9 mos</td>
<td>7/1/2011</td>
<td>C4C09</td>
<td>7,170.00</td>
<td>6,693.00</td>
<td>1.00</td>
<td>477.00</td>
<td>1.00</td>
<td>477.00</td>
</tr>
<tr>
<td>Restore Salary</td>
<td>8/1/2011</td>
<td>C4C09</td>
<td><strong>7,170.00</strong></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$8,863.80</strong></td>
</tr>
</tbody>
</table>

Scenario 4: 9-month faculty paid by both appropriated and non-appropriated account codes (step designation = "R")

F account 15%, G account 85%

<table>
<thead>
<tr>
<th>Action</th>
<th>Effective Date</th>
<th>Rank</th>
<th>Unreduced (reconstructed)</th>
<th>Reduced (actual)</th>
<th>FTE</th>
<th>Difference</th>
<th>Period (months)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Reduction</td>
<td>1/1/2010</td>
<td>I3M09</td>
<td>6,103.48</td>
<td>5,758.00</td>
<td>1.00</td>
<td>345.48</td>
<td>2.00</td>
<td>690.96</td>
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<tr>
<td>Fund change 50%G/50%F</td>
<td>3/1/2010</td>
<td>I3M09</td>
<td>6,103.48</td>
<td>5,901.00</td>
<td>1.00</td>
<td>202.48</td>
<td>4.00</td>
<td>809.92</td>
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<tr>
<td>Salary Restore (PSP)</td>
<td>7/1/2010</td>
<td>I3M09</td>
<td>6,103.48</td>
<td>6,103.48</td>
<td>1.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sal Reduction</td>
<td>8/1/2010</td>
<td>I3M09</td>
<td>6,103.48</td>
<td>5,901.00</td>
<td>1.00</td>
<td>202.48</td>
<td>12.00</td>
<td>2,429.76</td>
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<td>Restore Salary</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td></td>
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<td></td>
<td></td>
<td><strong>$3,930.64</strong></td>
</tr>
</tbody>
</table>

Note: the restored salary is rounded to the nearest whole dollar

Scenario 5: Faculty paid entirely by non-appropriated funding throughout the period

The salary remains (include any cents); the salary is not subject to normal rounding until the first pay change or the first 3% across-the-board salary adjustment occurring on July/August 1, 2013, whichever occurs sooner.

o:ssalfac sal restore.xls