

College/Division Administrator Meeting
Via Zoom
April 13, 2023 - 9 AM to 11 AM

Minutes

Raysa Caba, Administrator HRMS

- High-level update on ePAR process
- ePAR Public Queries

Please see attached presentation materials on ePAR process and listing of ePAR public queries

Linelle Clark, Director HUB Operations

- UH (Virtual) HUB May2-May 5th Vendor Fair – New approach/Seeking to continuously improve
- State Reports – Account codes and impact on UH HUB credit

Please see attached presentation materials. – HUB Comp Object Goals listing and Uncaptured HUB spend listing.

Allyson McDonald, Assistant Director Risk Management

- UHS Insurance Update
 - UHS Purchased Insurance Policies – State Sponsored, UHS Direct Purchased
 - International Travel Insurance – Effective 03/01/2023 UHS has partnered with On Call International to provide services and benefits while traveling internationally for all UHS employees and students.
 - UHS Policy on Drones – SAM 01.F.02 (https://uhsystem.edu/compliance-ethics/_docs/sam/01/1f2.pdf)

Please see attached presentation materials for additional detailed information on international travel insurance and key benefits of coverage.

Cecilia Rodriguez, Director Accounts Payable

- Fiscal Year-end Credit Vouchers Clean up
- Celonis Update
- Travel Update

Vendor Credit Processing/Prior Year Credit Voucher Clean- up /End of Year Process

- Refunds/credits associated with voucher purchases
 - If the amount is less than \$500, the department must contact the vendor and request a refund check.
 - If the amount is \$500 or more, the department must contact the vendor first and request a refund check. If the refund is not received within 30 days, the department must create a credit voucher with the document supporting the credit.
- Prior Year Credit Voucher Clean up
 - Please review PY credit vouchers that have not been offset against payment in the 1074 report, as AP is getting ready to clean up any PY credit vouchers, which will impact Fund equity.

- End-of-Year Process
 - At the end of July and the beginning of August, Celonis will e-mail credit voucher initiators a listing of any pending credit vouchers. This list will include any unposted credit vouchers and posted vouchers not offset against payments. These vouchers will be deleted or closed via a batch process on the date noted in the e-mail. This year that date will be August 25th. The batch process to delete credit vouchers not approved by AP removes any attachments from the system. Please be sure to save a copy of the attachments for those vouchers before August 25th.
 - Vouchers for Memberships/Subscriptions
Vouchers for subscriptions or memberships have the scheduled due date for payment calculated based on the Goods Receipt Date. This date is the last day of the membership or subscription and needs to be adjusted to reflect the correct payment date. The initiator of the voucher should make any adjustments necessary.

Kimberly Robinson, Director Tax Department

- Payroll Overpayment Process and Forms
 - DocuSign forms for payroll overpayments for both Active and Termed employees implemented
- Other tax updates
 - Calendar year-end Wrap Up (W-2, 1098-Ts, 1042-S)
 - <https://uh.edu/adminservices/PASS/w2.htm>
 - Review out-of-state employee processes (Example OH/IN)
 - Update Tax-Payroll Webpages – Work in Progress
 - Fiscal Year-End
 - Reviewing Revenue Accounts for Unrelated Business Taxable Income
 - UBTI Questionnaire will be sent out the first week of May for completion by all departments/colleges.

Brenda Dixon, Exec. Director Payroll

- High-Exceptions Report

Other items from the group