

**College/Division Administrator Meeting**  
**Via Zoom**  
**Thursday September 12, 2024 - 9 AM to 11 AM**

**Agenda**

**Houston Minority Supplier Development Council (HMSDC) Spot Bid Fair – Linelle Clark, Director HUB Operation**

- October 9-10, 2024, in person HUB Spot Bid Fair at George R. Brown Convention Center
- Reminder of Senator West Spot Bid Fair-May, 2025
- Provide one or more HUB eligible opportunities – Minimum value \$1000
- Minimum tentative award amount good faith effort \$15,000
- Procurement department authorized to pull solicitation if needed as a last resort.
- Linelle announced that she is retiring in 2025
- Please see attached presentation materials for details.

**Itemized Receipts – Samantha Yurus, Asst. Controller, Procurement, Accounts Payable**

- Increase in policy exceptions related to use of 3<sup>rd</sup> party travel vendors such as Expedia.com, Booking.com that offer airfare, lodging, rental, etc., online with no itemized receipts
- Itemized receipts for airfare, hotel, rental car is required by the State of Texas.
- Additional travel guidance available at <https://www.uh.edu/office-of-finance/ap-travel/travel-rules/meals-lodging-local-funds/lodging/>
- Other Texas State universities have similar and/or stringent travel rules – discourage use of third party sites; only reimburse up to GSA rate with if no lodging receipts itemized; travelers to contact hotel to obtain itemized receipts; travelers to obtain single room rate and calculate the expenses and obtain additional approvals.
- Please see attached presentation materials for details.

**Vendor Hold Verification – Samantha Yurus, Asst. Controller, Procurement, Accounts Payable**

- Below is the link to the Vendor Hold Check information:
- [https://uh.edu/office-of-finance/references/vendor-hold-status\\_08222024.pdf](https://uh.edu/office-of-finance/references/vendor-hold-status_08222024.pdf)
- Please see attached presentation materials for details.

**DOR Allocated Faculty Startup and Internal Awards – Cris Milligan, Asst. VP for Research Administration**

- Please see attached presentation materials for details.

**Payroll-Tax Updates – Kimberly Robinson, Asst. Controller, Payroll, Tax**

- Revised Payroll calendar - The Payroll calendar now includes off-cycle open and close dates. The payroll calendar available at <https://uh.edu/office-of-finance/payroll/fy-2025-monthly-payroll-calendar-with-epar-cutoff.docx>

- Postpone NRA certifications-1042 certifications - Per IRS regulations, tax treaties must be renewed annually for individuals that will continue with the University into the next calendar year 2025. Payroll-Tax department will stop processing certifications for calendar year 2024. Communication will be distributed informing NRA's about the postponement of NRA certifications. We will start back up in November to ensure that the certification process is completed and updated in the system for calendar year 2025.
- EOY - Overpayment 4 installments inactive (only 3 pay months in CY2024)
- EOY - Fringe Benefits Reporting (Car allowance and Club Dues) - Email request will go out no later than the first week in October, due back to the Payroll-Tax department, November 1 to ensure the taxable personal use of the automobiles and/or club dues is included in the final Dec 1 paycheck.
- Email communication will be sent to request consent for Form 1042s electronic issuance.

### **Capital and Controlled Assets, Threshold Changes – Minhthu Pham, Sr. Property Manager**

- Website has been updated <https://www.uh.edu/office-of-finance/accounting-services/property-management/guidelines/property-definitions.pdf>
- Capital Assets threshold changed from \$5000 to \$10,000
- Controlled Assets threshold range: \$500 to \$9999.99
- All firearms will remain controlled immaterial of the value
- A courteous reminder to colleges and departments who have not submitted FY 2024 Annual Physical Inventory. Property Management will share Status Reports with College/Division Administrators.
- Please see attached presentation materials for details.

### **Campus Solution Security Access Audit Report – Javaria Saeed, Manager, CSS Application Security**

- Guide to conduct Campus Solutions Annual Access review is available at [Yearly access review.pptx](#)
- Managers to verify and validate employee role access to CS. Electronic signature and/or email acknowledgement accepted.
- College/Division Administrators can begin uploading signed CS Security Access Audit Report to the Key Dates SharePoint folder  
<https://uofh.sharepoint.com/sites/cfa/controlleroffice/FY20242025/Forms/AllItems.aspx>
- Link to detailed instructions: <https://uh.edu/campus-solutions/security-department/annual-access-review/>
- Deadline for submission is extended to October 31st. Email SA-Security@uh.edu for questions.

### **Taleo to the New Applicant Tracking System – Niki Duncan, Director Talent Acquisition and Development**

- Taleo sunset on 11/9/2024
- 10/31/2024 complete all offers and on-board by 10/31/2024. HR to download for record retention.
- Page-Up will be the new system. Once Page-Up is instituted, applications from Taleo cannot be transferred to the new system
- Training will be provided

- Some of the unique features of the new system are - text messaging, in addition to email options, communication e at every step of the process, references can be collected electronically, metrics reporting and other data reporting, workflow approval, delegation authority, integrates with PS HR and other added features.

### **Compensation Updates – Sandra Armstrong, Executive Director, HR Operations**

- **Pay Structure Implementation** – The FY25 Pay Structures have been implemented and are now available to the community.
  - Division Administrators have also been sent Employee Rosters with a list of their employees and the FY25 pay grade they’ve been moved to.
- **Impacted Employees (Minimum/Year 2)** – All impacted employee pay adjustments have been loaded into the system. This includes bringing employees up to the new minimum as well as year 2 salary increases.
- **Updated Processes & Manager Toolkits** – Compensation has updated processes to align with the implementation of the new pay structure. These process changes were outlined in the presentation links below. Policies changes are currently under review and will also be updated once approved.
  - Presentation: [FY25 Compensation Process Changes](#)
  - Presentation: <https://www.uh.edu/human-resources/compensation/salary-placement-guidelines2/salary-placement-guidelines.php>
  - Policies being reviewed
  - Presentation: <https://www.uh.edu/human-resources/compensation/pay-structures/>
- **Work in Progress (next phase)**
  - Clean up of job description and job titles
  - Career ladder
  - Policy review and updates

### **Other items from the group**

- **Vendor Hold Verification** [https://uh.edu/office-of-finance/references/vendor-hold-status\\_08222024.pdf](https://uh.edu/office-of-finance/references/vendor-hold-status_08222024.pdf)