

College/Division Administrator Meeting
Zoom
February 11, 2021 - 9 AM to 11 AM

Minutes

Sandra Armstrong, Executive Director Human Resources Operations

Connie Kemp, Executive Director, Human Resources Services

- 2022 Performance Evaluation discussion and assessment
 - Performance evaluation due on March 8, 2021 and must be uploaded into PASS ePerformance.
 - HR initiative to look at performance evaluation process with a focus group on what it is today, obtain feedback (top to bottom) and will keep everyone informed on the progress.
- Issues with the mailing address for hires and rehires
 - In reviewing and auditing home address in the system for flagging for taxation purposes. Several personnel working remotely, especially working in foreign countries, are using UH as their home address. This information was shared with the departments to review, evaluate and contact the employee to make the necessary changes/corrections.
- Trainings
 - See attached document on-going and upcoming HR trainings available. An email with the attachment was also sent to all CDA on 02/11/2021

Pam Muscarello, Director Accounts Payable

- UHS Amazon Business Program Status Update -System-Wide Amazon Business Prime Membership
 - An email on this topic was sent to the UH-CDA listserv on 2/4/21.
 - Benefits: Free shipping available, if departmental unit's paid for a Prime membership for a cardholder, a pro-rated share may be refunded back to the original credit card that paid for it. Please email Pam Muscarello with any cardholders that have a Prime membership UH has paid for, so that Accounts payable office may work directly with Amazon to get that account moved over and refunded.
 - Only Pcard holders will be setup as users for this membership. Cassandra Lopez, Manager, Accounts Payable who oversees Pcard team, will be adding and removing users as their cardholder status changes.
 - Cardholders will get an email from Amazon to complete their registration.
 - The email account that will be used will be @cougarnet.uh.edu. Employees that use their UH email address for a personal Amazon account will not have to move to a personal email address.
 - Please note, Accounts Payable will be locking @uh.edu and @central.uh.edu so that no Amazon Business accounts can be setup on those two domains. If anyone has an Amazon Business account on either of those domains, they will receive instructions from Amazon on how to move that account to a personal email address. If they are a cardholder, Accounts payable can move that account to the new system-wide account. Please inform Pam Muscarello about these.
 - Amazon will be sending invites to cardholders with instructions for setup. Additionally, a website will be developed with pertinent information before the go live date. (An announcement will be sent as the project gets closer to it).

Usha Mathew, Asst. VP/Controller

- Digital Signatures update
 - RFP was developed and completed between IT and Finance, and submitted to Procurement Department on 02/23/21. The procurement committee includes representatives from IT, Finance, and campus departments and each campus.

- PeopleSoft Finance – Create an error warning message when accounts are used with funds or business units not allowed.
 - Work in progress, additional testing to be done in March, 2021 and roll out in April, 2021 or May, 2021.

Other key items from the group

- Tejas Office Supplies Next Day Delivery
 - Tejas small, minority-owned business request that department POC or end-user are available to receive next day order. Tejas drivers experiencing delays in finding the proper person to deliver next day orders to campus. Please communicate to end-users and/or appropriate personnel to be available to receive next day orders. Thank you for your assistance.