

College/Division Administrator Meeting  
Skype  
June 11, 2020 - 9 AM to 11 AM

Minutes

Sandra Armstrong, Executive Director HR Operations

- Open Enrollment period is from June 29 to July 11<sup>th</sup>
  - Communication was sent on June 9<sup>th</sup>
  - Go on to ERS, log in now and make sure you can get to your account
  - On June 29<sup>th</sup>, you can make changes
  - No increase to premium plan rates this year, there is actually a slight decrease
  - Some changes, which were listed in the email communication
    - Tobacco user status is including e-cigarettes and vaping
    - TexFlex limits have increased
  - There will be no benefits fair due to COVID; but HR will do a virtual benefits fair. Information will come out in the next week or so, and they will do informational sessions via Teams and will include Blue Cross, retirement vendors, and other service providers.
- Virtual Training Sessions are available
  - <https://uh.edu/human-resources/talent-development/virtual-training/>
  - Virtual sessions being developed
  - Creative Problem Solving (available now)
  - Taleo Fluid Recruiting (mid-July) for some changes to Taleo so that it will be accessible via cell phones and other devices
  - Managing Performance Remotely (being developed)

Announcements

- PeopleSoft HR Security Audit
  - The instruction email went out on June 1
  - Completed audit reports are due in the Key Dates SharePoint folder by August 7<sup>th</sup>
  - Contact Kristina Lucero at [kglucero@central.uh.edu](mailto:kglucero@central.uh.edu) with questions
- HUB Spot Bid Fair
  - Virtual event, August 5 – 6
  - We appreciate any efforts anyone can make

Karin Livingston, Controller

- Update on Vendor Management System
  - Contract in progress, awarded to PaymentWorks
- Late Payment Interest Changes due to audit
  - Expect changes in suppression reasons as well as to provide additional support
- Amazon Business Membership
  - Centralized membership, access assigned by P-Card Team
  - Structure of accounts: System, Campus, then by College/Division
  - Automatically tax exempt, 8M more items, prices to be as low as or lower than regular Amazon.
  - May be able to highlight HUB vendors
  - Next step is to work with UHCL, UHD, and UHV on their participation, then contact Amazon

Other items from the group

- We will ask if HR can put together trainings for diversity and inclusion