

College/Division Administrator Meeting  
Zoom  
December 12, 2020 - 9 AM to 11 AM

Minutes

**Karin Livingston, Associate VC/VP Finance**

- Introduction of new staff members and one another.
  - Robert Adkins, Director of Purchasing
  - Usha Mathew, AVP Finance/University Controller

**Samantha Yurus, Asst. Controller**

- Vendor Management System – Payment Works Overview/Update
  - PaymentWorks training materials are available on the AP website (<https://uh.edu/office-of-finance/ap-general/>)
    - UH System Staff Can Invite Vendors in Three Easy Steps!
    - Initiator Video
    - Initiator FAQ's
    - Initiator Handbook
    - Initiator Training
  - PaymentWorks can be accessed through Access UH and PeopleSoft. This is similar to Concur access.
  - PaymentWorks takes 24 hours to verify the bank account information for about 50% of the applications, and may take up to a week for other cases.
  - Some vendors may not initiate their application process promptly after receiving an invite, which may affect the processing time period.
  - Once the Vendor ID team receives the vendor application in our queue, our turnaround time is currently 1 – 2 business days.
  - Employees and students should not use their UH email address when they are set up as a vendor to receive reimbursements. The business office employees are already setup as an initiator in PaymentWorks with their UH email addresses. If they need to be set up as a vendor in the system, their vendor account should have a non-UH e-mail address. Otherwise, the system will not know if they are logging in as an initiator or a vendor.
  - The department users can review the vendor setup status and the last updated date/time of the application in PaymentWorks. However, the status does not reflect each steps of verifications (e.g., bank information verified, Fed ID verified, etc.)
  - The department users and vendors may contact PaymentWorks if they have system issues. Specific issues or questions for Vendor ID should be addressed to Cissy Bean, Pam Muscarello, Samantha Yurus, or Usha Mathew.
  - In Phase II, the information required on the supplemental form should be incorporated in the PaymentWorks vendor application form. The projected time required for the Phase II implementation is approximately 6 months.
  - As requested, Vendor ID will look into the additional information that may be added to the AP website to assist vendors.

**Karin Livingston, Associate VC/VP Finance Usha Mathew, Asst. VP/Controller**

Digital Signature Options

- Committee (Internal Audit, General Counsel, IT, Controller) reviewed multiple software solutions and potential uses, all platforms reviewed offer similar flexible workflow,

document protection, audit trail, use of active directory for internal personnel, and access control.

- Software systems that offered digital signatures and document workflow are approved by the Texas Division of Information Resources for use, require the UH System to manage set up, access control, and maintenance,
  - Forms recommended for inclusion were identified by requesting preferences, estimate of annual use, number of potential signatures per form, and estimates of signer universe etc.,
  - Recommendation would be to bid out for unlimited use, allow vendors to provide any DIR contract pricing, etc.
  - IT and Finance will be responsible for implementation and access control, development of training materials, and working with various campus departments to develop a roll-out schedule for documents
  - RFP will be developed between IT and Finance, and the procurement committee will include representatives from IT, Finance, and campus departments and each campus.
- Questions/Issues:
    - Would this be HIPPA compliant?
    - Anyone who want to be a part of the committee email Usha.

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

- Covid-19 travel guidelines updated but no communication sent out. Notification from Chancellor will be sent out on 12/21/2020. An email was sent on this subject matter to finance list serve on 12/10/2020 afternoon.