

College/Division Administrator Meeting
Zoom
July 08, 2021 - 9 AM to 11 AM

Agenda

Shereese Mayo-Ward, General Counsel, Contract Administration

- The checklist is a mechanism to provide guidance, however evaluation of an individual's status as an independent contractor is based on the facts and circumstances which are sometimes not quantifiable or absolute.
- The Worker Classification FAQ's is being prepared and will be posted on the website.
- The updated Checklist is available https://uh.edu/human-resources/forms/university-of-houston_checklist_contract_workforce_employment.pdf
- Opportunities to improve include - the mechanism to submit/return the Checklist form; use of SharePoint; future training sessions with scenarios and examples; etc.,

Sandra Armstrong Executive Director, Human Resources Operations

- Mandatory Training
 - Dates: Oct. 9 – Nov. 19, 2021 – Full Mandatory Training
 - Enrollment reports due by July 16th
 - Course updates due by July 16th
 - If a department has not received their information, they can contact Vicki Rawlston, Talent Development manager.
- Orientation
 - Back in person Monday, Aug. 2, 2021. We will combine the orientation from July 26th with the August 2nd orientation. Any questions please reach out to your recruiter.
 - Orientation is from 9 am – 4 pm
 - Lunch is not provided
- Open Enrollment – June 28, 2021 to July 10, 2021
 - Benefit Elections (Limited access for new employees in ERS, please contact the HR Service Center with any election questions and manual enrollment)
- USCIS Extension (Remote I-9 acceptable through 8/31)

Pam Muscarello, Director Accounts Payable

- Upcoming Change in PeopleSoft for Invoice Date Warning and Error Messages.

Accounts Payable offices at UH and at other UHS campuses are testing a change in PeopleSoft in response to an internal audit item reference #AR2021-05 to “provide edit checks on voucher dates entered and require additional explanation for dates outside of a **reasonable time frame.**” To this end, when the change goes live, the system will trigger:

- At the time of input of the four dates on the voucher, an error would occur, if the ‘**Goods Receipt Date**’ and the ‘**Goods Acceptance Date**’ are not equal.
- At the time of submittal into workflow (or approval in workflow), a warning message occurs stating that the “**Goods Receipt Date** or the **Invoice Receipt Date** is more than 60 days past the ‘Invoice Date’”, and it will prompt for ‘Required Explanation’”

- Anticipate change to Go-Live within the next couple of months (July-August, 2021)

Robert Adkins, Director Purchasing

- Revenue Contracts Policy and Procedure Changes
 - Effective August 02, 2021, Purchasing will review revenue contracts greater than \$50,000 to ensure the contract comports with competitive bidding requirements.
 - Updated Revenue Contract is available at <https://uh.edu/office-of-finance/forms/>
 - Please contact Rob Adkins, in the Purchasing department with any questions.

Other key items from the group

- Tax related matters – Shereese Mayo-Ward will be our Executive Director, Tax. Continue to send your questions to Tax@uh.edu or call 713-743-7740
- College/Division Administrator's Updated List available at http://www.uh.edu/finance/Doc_Ref/College_Div%20Administrators.xlsx
- MVR Insurance process update – Risk Management is working with IT department on options to help streamline the MVR process.
- The Division of Finance is working with various areas to research the issues associated with medical billing, including having a single FEIN (Federal Employer Identification Number) and billing Medicare/Medicaid.