

**College/Division Administrator Meeting
Via Zoom
October 13, 2022 - 9 AM to 11 AM**

Minutes

Linelle Clark, Director, HUB Operations

- FY 2023 HUB Goals - See attached presentation materials for details – listing of FY 2023 College/Division HUB Goals
- FY 2022 HUB Contest Winners - See attached presentation materials for details – Annual HUB Contest 2022 winners
- New employee Dakarai Campbell is the Sr. HUB Specialist.

Robert Adkins, Director, Purchasing

- Recording Bi-laterally signed contracts into PeopleSoft – See attached presentation materials for details – Contract Reporting Requirement changes to be compliant with TGC § 2261.253
- we are compliant at all times.
- Contracts \$50K or greater, enter into PS within 10 business days.

Roland Shaw, Executive Direct, Payroll

- Manual online paychecks and manual payroll ACH's update
 - Effective December 1, 2022, Payroll will no longer process manual online paychecks or ACH's payments. as these payments are processed outside of our systems normal processing controls (such as payroll verification, cost center validation, etc.
 - The university currently runs two supplemental payroll off-cycle, in addition to the two bi-weekly and one monthly On-cycle payroll each month.
 - Due to Payroll running multiple cycles each month, the following types of transactions that miss the off-cycle processing schedule will be processed with the next On-cycle payroll.
 - Below are some of the transactions that causes requests for manual online paychecks/ACH's
 - ✓ Late ePAR transactions
 - ✓ Bank Returns
 - ✓ Terminating or Deceased Payouts
 - ✓ Refunds (FICA, Benefits, other deductions, etc.,)
 - ✓ Special Request
 - ✓ Confirm via email termination vacation payment, leave is not processed,
 - ✓ If employee moves from bi-weekly to monthly future leave balances are taken into the consideration. TRS reporting:

Samantha Yurus, Assistant Controller

- Texas Government Code § 2271.002 –
 - To remain compliant with Texas Government Code § 2271.002, changes made effective 10/1/2022 are:

- Certification of No Boycott Form must be attached to Purchase Orders (goods) and Contracts (services) with a value of \$100,000 or greater that is paid in whole or in part with **state funds** with a company with 10 or ore full time employees.
- The department making the purchases is responsible for obtaining the completed Certification of No Boycott Form from the vendor.
- Accounts Payable Vendor ID team is responsible to monitor the [Texas State Comptroller's website](#) on a monthly basis and ensuring that the listed vendors are not active in the finance system.

Usha Mathew, Assistant VP, Finance/University Controller

- Introduction of New Tax Director – Kimberly Robinson
- Travel and employee reimbursement
 - Concerns/complains received about travel forms that are from individual business offices instead of the Travel Department
 - Travel department is :
 - currently benchmarking other Texas Universities.
 - have created cheat sheet for before, during and after travel
 - website being updated
 - will publish lists of forms and documentation that are required by the travel department, and that anything else is strictly a departmental requirement.
 - conducting internal review to make the process more efficient by eliminating unnecessary or duplicative steps and to further automate processes centered around travel and travel reimbursement
 - Compliance and efficiency co-exist
 - Colleges/departments, please share your own forms for all manner of things – purchase orders, vouchers, travel, use of p-cards, etc.

Other items from the group