

**College/Division Administrator Meeting
Via Zoom
February 9, 2023 - 9 AM to 10 AM**

Minutes

Elyse Davis, Division Administrator, Division of Research

- Division of Research Internal Awards – please see attached presentation materials

Brenda Dixon, Executive Director, Payroll

- W-2 Updates
 - The 2022 W2s were issued in January
 - EEs who consented online – W2s were posted on 1/25/23
 - EES who did not consent to receive W2s online – the forms were mailed on 1/30/23
- EPARS issues
 - Late Terminations – not entered timely into PSoft, which is causing overpayments and/or off cycle checks to be processed. If you have an ePAR that is still not executed and a Payroll is in process, email Payroll and ask that we turn it off to prevent the overpayments, then when the ePAR is executed we can process for the correct amount.
 - The departments are not providing payroll with the leave reconciliation to pay out the terminating vacation pay. We are recommending: Update the ePAR adding required field of the termination ePAR. Payroll can run a report to pull the information from the ePAR and process timely termination payout. In the interim we need your support, please reconcile the employees leave and email payroll at the same time the ePAR is initiated letting us know what the leave balances are upon termination this will help us in paying this out efficiently.
 - Mid-Month ePARs – specially around the process for hiring/paying Spring Appointments? The Current UH Process: The Fall Semester runs 9/1/22 and ends 1/15/23 (4 ½ months), the Spring Semester begins 1/16/23 so for Teaching positions employees; payroll has to recalculate the EE wages because the system calculates on days vs ½ month rates. This results in payroll reviewing and/or correcting thousands of transactions. See example below:

	Empil Rec'd	Period	Monthly Rate	System Calculation	Correct Calculation
Hired	0	9/1/22 - 1/15/23	1,500.00	681.82	750.00
Rehire	0	1/16/23 - 5/31/23	1,777.77	969.69	888.89
		Monthly Rate	1,500.00		
		Divide by Work Days in Jan 2023	22.00		
		Multiple by Days Worked (1/1 - 1/15)	10.00		
			681.82		

- Finance website updated with Payroll information on 02/20/2023. <https://www.uh.edu/office-of-finance/payroll/>

- TIAA Updates
 - TIAA file updates –was to update changes to the EEs records – this was run after the payroll completed. HR/Benefits team is working with both payroll and TIAA to resolve this issue. Benefits is reaching out the impacted EE's. The changes to employee record did not get pulled into the payroll in Dec, 2022. Benefits is working on this.

Other items from the group

- DocuSign Access Form – Currently, email DocuSign@central.uh.edu to obtain access to DocuSign Demo, SharePoint folder that consists of DocuSign training materials and links to PowerForm. Financial Computing is finalizing the DocuSign Access form.
- Tax office website updates – work in progress