

**College/Division Administrator Meeting
Via Zoom
June 09, 2022 - 9 AM to 11 AM**

Minutes

Linelle Clark, Director HUB Operations

- **UH HUB Database** - UH Data base is a living document and continuously updated with HUBs –if insufficient number of HUBs that can meet needs or no applicable vendors—please contact HOD for assistance. The hyperlink is <https://www.uh.edu/office-of-finance/hub/vendors/database/login.php> The **Centralized Masters Bidder’s List Database** is used by the state of Texas purchasing entities to develop a mailing list for vendors to receive bids based on the products or services they can provide to the state of Texas.
- **HUB Report** -Q2 and prioritization of College visits and what to expect – See attached report
- **HUB Program** – See <https://www.uh.edu/office-of-finance/hub/> for pertinent HUB information.

HUB office is here to assist all colleges/departments. Should you have any questions, please reach out to Linelle Clark at flclark@Central.UH.EDU

David Johnson, Assistant VP, UIT Technology Services & Support

- **Future of Telephony & Plans of Migration to Teams**

Due to the evolution of Microsoft technologies and the soon to be unsupported Skype for Business, the University Information Technology (UIT) is working with Microsoft to rollout MS Teams Telephony in our campus. UIT has successfully completed a pilot migration of about 100 users. Existing phones models CX500, CX600, CX700, and CX3000 are not compatible with MS Teams Telephony. UIT is working with colleges/divisions to help them develop a migration path; most users are no longer considering replacing headset phones but instead using the MS Teams client in their computer, laptop, or mobile device. There will be no change in the core telecommunication fees.

Colleges and Divisions are encouraged to request a migration date during this year. Please contact Rita Barrantes at 832-842-4702 or rbarrantes@uh.edu, OR Omar Farooq at ofarooq@central.uh.edu or 832-842-4628. Please see attached spreadsheet on Migration to TEAMS

Courtney Stein, Wellness & Engagement Program Administrator

- New HR Power Up Employee Wellness platform

HR POWER UP is pleased to introduce a new tool for employees to promote interest and engagement in their personal health and well-being.

What is a wellness platform? A wellness platform or portal is an online hub that serves as the main point of access for an employee’s health and well-being efforts.

- It integrates and organizes a broad range of information—ranging from personal health risk assessments to educational content and wellness challenges, and
- It provides the user with a one-stop-shop for all things health and well-being related.

What are the benefits of having a platform? A wellness portal empowers an individual to determine their health risk status and to educate themselves on the behavioral, psychological, and external factors that put them at risk for disease. It provides education and a variety of wellness opportunities to motivate and support employees in making healthier lifestyle choices.

What about confidentiality? Who will have access to the information I submit on the platform?

The Wellness360 (POWER UP) platform is a voluntary employee wellness program. Personal information submitted on the platform is CONFIDENTIAL and will NOT be shared with UH or any other entities - unless so designated by you. HR POWER UP Employee Wellness will only receive aggregate reports for the purpose of better understanding the wellness needs of the UH community. The platform, however, does contain links to outside websites. Should you access these, the information you share on the vendor's websites will be subject to their specific privacy policies. Carefully read the privacy notice of any website or app that you visit or use. To learn more about this platform's privacy policy, please view the Terms of Service and Privacy Policy links found at the bottom of every page of the platform.

Steps to Take:

Log into the new employee wellness platform found online via [AccessUH](#).

To do so, click the tile entitled **HR POWER UP Employee Wellness Portal**.

Once you access your account Dashboard, you will be asked to complete the ONBOARDING CHECKLIST. Once you have completed these easy steps, exploring all the different features of the platform!



begin

On the platform, you will find educational webinars and videos, trackers, challenges, assessments and more. Employees can also apply for Fitness Release Time and Wellness Leave on the platform.

What if I encounter an issue or concern? If you run into issues, check the **User's Guide** found under "Resources" or the **Frequently Asked Questions** found at the bottom of every platform page. You may also submit a service ticket for technical assistance from the platform vendor. For non-technical issues or questions, email POWERUP@uh.edu.

Gretta McClain, Director General Accounting

- **Sales Tax Update – Sales Tax Manual and Sales Tax Training Development**

Sales tax guidelines manual was developed and posted on the finance webpage at

<https://uh.edu/office-of-finance/tax-information/university-of-houston-sales-tax-guidelines.pdf>

General Accounting department is currently developing training materials. The training will be made available to colleges/department at the beginning of fiscal year 2023.

Roland Shaw, Executive Director Payroll

- **Time Reporting and Absence Management (TRAM)**

Every Tuesday Payroll staff sends via listserv reminding Reports to-Manager (RTM) to run the required report and clear all of the high exception (HE) items by Wednesday 10.00 AM. At end of pay period, if HE items still exist, Payroll staff attempts to clear them and notify RTM's of an action taken. Please see attached presentation material on TRAM roles and responsibilities.

Colleges and departments may contact Roland Shaw directly at rashaw@Central.UH.EDU for the detailed high exception items spreadsheet.

Louis Edwards, Treasurer

Here is the hyperlink to the [Office of the Treasurer](#). You may contact Louis Edwards and/or Dan Corcoran on treasury related questions.

Samantha Yurus, Assistant Controller

- **Artificial Intelligence (AI) Accounts Payable Project update**
- AI software detects possible duplicate invoices, similar vendors, date discrepancies, and other irregularities noted during the voucher payment process.
- The contracted vendor for this project is Tunabear and it will be using a software called Celonis.
- This is a system-wide project, and the implementation consists of three phases: Sprint 1, Sprint 2, and Sprint 3. We will extend the process to other campuses in Sprint 2.
- We are providing the information and data associated with vouchers (e.g., policies and procedures, PS data tables, etc.) to Tunabear so they can program audit logics in Celonis.
- We will provide additional information as the project proceeds.

Usha Mathew, Assistant VP Finance/Controller

- **Guidelines – Contracts over \$1M** – Available <https://www.uh.edu/office-of-finance/purchasing/faculty-staff-resources/guidelines-procedures/guidelines---contracts-over-1m-2-2-2022-reviewed-approved-by-oca.pdf> See attached document.
- **EOY Calendar** - <https://www.uh.edu/office-of-finance/calendar-schedule/fy22-fy23-key-dates-calendar-06-16-2022.xlsx>
- **Digital Signature Project** progress and update – As per the established schedule, below is the status of digital signature project:
 - Trainings completed – Vendor provided the DocuSign 101; Template Creation 101; Powerform 101; Administration 101; Review SSO/Organization and set up in Demo. Two work session refresher and one internal training on the basics of sending envelop and creating a template was provided to CDA's.
 - Testing status: 14 forms have been tested in DocuSign. Templates have been created for these forms.
 - Pending – discuss provisioning of users, delegation, use case; Digital Signature Access forms, functionality and assignment; shared folders functionality; final SSO configuration in production, update finance webpage with training materials, FAQs, listing of templates for Go-live, institutional communication roll out plan, etc.,
 - Highly encourage colleges/departments to test and build templates in DocuSign Demo. Contact Andrew Hoang to obtain access to DocuSign Demo.

Other items from the group