

**College/Division Administrator Meeting**  
**Via Zoom**  
**December 8, 2022 - 9 AM to 10 AM**

**Minutes**

**Cecilia Rodriguez, Director, Accounts Payable**

- Travel department and status on travel expense reports
  - The AP-Travel department has had high staff turnaround and is aware of the delay with Travel Expense Report processing. We thank you for your patience as our travel team works through them as fast as possible. As of this morning, the number of Travel Expense Reports was 319.
- Update on new staff in the Accounts Payable Department – Travel
  - Naomi Compton- AP Analyst II
  - Tripti Das – AP Analyst II
- Celonis status update
  - As previously announced, the university is adopting the use of Tunabear/Celonis to identify issues with vouchers.
  - Celonis will place comments for items flagged by the program in the comments section of the voucher approval page.
  - Departments may start seeing these comments if the voucher is returned to the department in early January.
  - See the attached screenshot to see examples.

**Kimberly Robinson, Director, Tax and Compliance**

- Tax department update
  - Working toward getting the department fully staffed and will now be able to start processing request faster and responding to inquiries timely.
  - The new auto allowance and club dues estimate will go out next week. Therefore, please forward any auto and/or club changes to the Tax Office.
  - We have paused processing Foreign Nationals for 2022 and working on transition to 2023. We will provide updates on the Tax webpage.
  - The 2022 monthly pay cycles have concluded; therefore, all pending fringe benefit reimbursements will be processed at the beginning of 2023 immediately after we return from the Christmas break.

**Margaret Busch, Manager, Payroll**

- Manual paychecks and manual payroll ACH's Reminder
  - 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:
- December payroll timelines – see attached

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

- Announcements
  - Job opening - position of Division Business Administrator for A&F
  - When submitting contract packets to OCA, and there are proposed revisions to standard UH forms and documents, please make it clear in your submission (either in the email or by making that document a separate file) what forms and documents have proposed revisions, and what pages those documents are on.