

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

Minutes

Linelle Clark, Director HUB Operations

- Senator West Spot Bid Fair
- UH Virtual Vendor Fair

Please see attached presentation materials.

Brenda Dixon, Executive Director, Payroll

- Updates being done on the “Off-cycle procedures”
- High Exceptions Report – see attached presentation materials
- ePARS - Brief
- Training on time reporting, and manager training. Payroll department will be conducting training in the near future.
- Mandatory training acknowledgement and hold them accountable
- ePARS – see attached presentation material.

Usha Mathew, Asst. VP, University Controller

- Payroll Overpayments in 2022 & 2023 – New procedures and forms are being developed. This will be communicated at the next CDA meeting.
- Policy Exceptions 2023 – Status of FY 2023 shared. Most of the exception requests are related to contracts and travel. A comparison data will be provided at the April, 2023 meeting.

See attached presentation materials - summary of payroll overpayments of terminated employees in calendar years 2022 and 2023 (Jan through Feb 2023).

Other items from the group:

Travel updates – Any changes to travel policies and procedures will be shared as soon as it is finalized and approved. Travel website will be updated accordingly.