

WELCOME, UHCL BUSINESS ADMINISTRATORS

- To sign in, scan the QR code, visit link, and fill out the form.
- No device? No problem! April will mark you present.
- We will begin shortly.

UHCL Business Administrator
Meeting Sign-In: 6/13/2023



AGENDA

- Abby Varela (Human Resources)
 - Student Employment Pay Rates
 - Proposal of changes and request for feedback
- Mila Bautista (General Accounting)
 - A&F FY23 End of Year Calendar

AGENDA

- **Rosie Pineda (Accounts Payable/Travel)**
 - **Vendor Credits reminders:**

For Vendor credits less than \$500, the departments will need to contact applicable vendors to request refunds.

For Vendor credits \$500 or more, the departments will need to create a credit vouchers in the system (effective 05/01/23).

Celonis will send an e-mail to the appropriate voucher creator in July and August notifying that they have pending credit vouchers.

At the Fiscal year end, unused credit vouchers will need to be closed or deleted

- **Upcoming Concur Trainings:**
 - 06/15/23 – 2:00-4:00PM – Garden Room
 - 06/27/23 – 2:00-4:00PM – SSCB 331 1
 - 06/29/23 – 2:00-4:00PM – SSCB 331 1

PLANNING & BUDGET UPDATES

- **Deja Sero (Director, Planning & Budget)**
 - Proposal – meetings with newly-hired budget managers

CONCLUSION

- **Save the Date**
 - Next D/CBA Meeting Date: July 19th at 10-11:30 am
 - Location TBD
 - More info and invitation to follow
- If you need any assistance or have any questions, reach out to us at budgetoffice@uhcl.edu