WELCOME
FISCAL YEAR 2017 YEAR-END INFORMATION SESSION
APRIL 24, 2017
GENERAL ACCOUNTING

Year-End Information Session

Presenters:
Paul Bushno & Brigid Smith
Year End Payroll Adjustments & Accruals

• Review salary accounting units (AU) for year, make sure the expenses are in the correct AU.

• Any changes should be made with the Salary Transfer Request form, NOT the standard expense transfer form. Any adjustments must be received by June 21, 2017 NO EXCEPTIONS.

• The University will accrue payroll for the last week of the fiscal year through June 30th based on prior period actuals.
General Accounting Salary Transfer Request Form

- http://www.luc.edu/finance/forms.shtml#d.en.103630
- Email form to Christine Fraczkowski at cfraczkowski@luc.edu

### General Accounting Salary Transfer Request Form

**Note:** This form should only be used to request transfer of salary expenses between operating or endowment AUs.

If you have a transfer that involves Sponsored Program Accounting AUs (grants, gifts, incentives, RSEEs), please follow SPA’s procedures for requirements and submission.

Please provide the information below regarding the salary for transfer. Instructions are available on the Finance page at LUC.edu under Resources -> Online Forms.

If the salary for transfer is charged to multiple PPE (Pay Period End) dates or AU-Accounts, or needs to be transferred to multiple AU-Accounts, please create a separate line for each expense.

The “Position #” columns are not required unless you are requesting the correction of a position number.

Please enter information for salary ONLY. Please do NOT include fringe benefit amounts.

Send completed excel form, along with any relevant backup, to Christine Fraczkowski in General Accounting (cfraczkowski@luc.edu).

Salary transfers will post to the GL on biweekly pay days.

<table>
<thead>
<tr>
<th>AU-Account currently charged to AU Account</th>
<th>Employee ID Number</th>
<th>Employee Name</th>
<th>PPE Date</th>
<th>Amount</th>
<th>AU-Account to move expense to AU Account</th>
<th>Correct Position # (if applicable)</th>
<th>Reason for transfer</th>
<th>Requested by</th>
<th>Date of Request</th>
</tr>
</thead>
</table>
Setting up a payable

**EXPENSE ACCRUAL FORM**

- **Form Definition:**
  To record an expense that has been incurred but not yet paid.

**Expense Accrual**

<table>
<thead>
<tr>
<th>Accounting Unit (6-dig)</th>
<th>AU Description</th>
<th>Account (4-dig)</th>
<th>Acct Description</th>
<th>Increase Expense</th>
<th>Decrease Expense</th>
<th>Transaction Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100624</td>
<td>UNIVERSITY FOOD SERVICE</td>
<td>2030</td>
<td>SMDACOUNTS/INVOICE</td>
<td>(485,000.00)</td>
<td></td>
<td>accrued aramark INV 111111</td>
</tr>
<tr>
<td>100624</td>
<td>UNIVERSITY FOOD SERVICE</td>
<td>8321</td>
<td>FOOD SERVICE/CATERING</td>
<td>$485,000.00</td>
<td></td>
<td>accrued aramark INV 111111</td>
</tr>
</tbody>
</table>
Prepaid expenses

• If an invoice is paid in FY17 which relates to goods, services, events, or clubs received or taking place in FY18, expenses should be submitted using account 1810 (Prepaid Expense). Instruct AP to code these to 1810 and list in comment section that it is for FY18 and the expense account (6XXX). See example below:

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Activity</th>
<th>Account Category</th>
<th>Distribution Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100000</td>
<td>1810</td>
<td></td>
<td></td>
<td>$999.99</td>
</tr>
</tbody>
</table>

Note: FY18 expense
use account 6310 in FY18

• Please begin reviewing your invoices submitted to AP between now and year end to make sure all FY18 expenses are properly coded to 1810.

• If you recognize an item in your expense account prior to year end relating to FY18, submit a journal entry debiting 1810 and crediting the expense account to move the expense to next fiscal year.
Other items to note

**Gift Processing**

- Advancement processes gifts in real time, so if any large gifts are expected by year end and need to processed in FY17, please ensure they are received by the bank as of 6/30. No gifts will be accrued for FY17 after this date if the bank is not in possession of the funds.

- If a department has in its possession a check of $25k or more for a gift that was received by the department on or before 6/30, Gift Processing should be notified as soon as possible so the gift can be entered in Advance and accrued to FY17

**Expense Transfers**

- Expense transfer entries to clean up FY17 activity prior to May 31st should be submitted by 6/1.

- The deadline for June journal entries and expense transfers will be Friday July 7th, 2017. **No Exceptions.**
Setting up a receivable

- Any revenue not received by June 30th that relates to goods/services provided by the University in FY 2017 should have a proper receivable set up.

ACCOUNTS RECEIVABLE FORM

<table>
<thead>
<tr>
<th>Step 1: Type of Form</th>
<th>Accounts Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2:</td>
<td>EMAIL TO SUPERVISOR FOR APPROVAL</td>
</tr>
<tr>
<td>Step 3:</td>
<td>EMAIL TO FINANCE DEPARTMENT: <a href="mailto:accounting@luc.edu">accounting@luc.edu</a> or <a href="mailto:gmtcon@luc.edu">gmtcon@luc.edu</a></td>
</tr>
</tbody>
</table>

- Enter an explanation for this Accounts Receivable Transfer:

<table>
<thead>
<tr>
<th>Accounting Unit (6-dig)</th>
<th>AU Description</th>
<th>Account (4-dig)</th>
<th>Acct Description</th>
<th>Increase Accounts Receivable</th>
<th>Decrease Accounts Receivable</th>
<th>Transaction Description (30 char. max)</th>
</tr>
</thead>
<tbody>
<tr>
<td>100432</td>
<td>ATHLETICS DEPARTMENT</td>
<td>1280</td>
<td>OTHER RECEIVABLE</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Athletics Department revenue earned related to FY17 - not expected to be received until FY2018</td>
</tr>
<tr>
<td>100432</td>
<td>ATHLETICS DEPARTMENT</td>
<td>4068</td>
<td>ATHLETIC DISTRIBUTIONS</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>Athletics Department revenue earned related to FY17 - not expected to be received until FY2018</td>
</tr>
</tbody>
</table>

LOYOLA UNIVERSITY CHICAGO
Revenue Deferrals

- Revenue received prior to June 30th for programs or services in FY 2018 must be deferred to the new fiscal year using account 2210, Deferred Income
- Example: Camp revenue received prior to June 30, but camp takes place in July 2017 (FY18)
- Revenue deferrals must be received by 6/30/17

**REVENUE DEFERRAL FORM**

- Step 1: Type of Form
  - Revenue Deferral

- Step 2: EMAIL TO SUPERVISOR FOR APPROVAL

- Step 3: EMAIL TO FINANCE DEPARTMENT
  - accounting@luc.edu or gmtcon@luc.edu

**Form Definition**

Revenue recorded in current fiscal year that is for the next fiscal year.

**Date**: 06/30/17

**Control Totals**: $ -

**Accounting Unit (6-dig)**
<table>
<thead>
<tr>
<th>AU Description</th>
<th>Account (4-dig)</th>
<th>Acct Description</th>
<th>Decrease Revenue</th>
<th>Increase Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>101550 MEN'S BASKETBALL CAMP</td>
<td>2210</td>
<td>DEFERRED INCOME</td>
<td>$ 5,000.00</td>
<td></td>
</tr>
<tr>
<td>101550 MEN'S BASKETBALL CAMP</td>
<td>3590</td>
<td>OTHER INCOME</td>
<td>$ 5,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**Department Approval**

Athletics

Revenue for athletic camp that takes place July 15, 2017 originally deposited to other revenue account in 2017. Revenue should be recognized in FY18.
Equipment Purchases & Disposals

• Please make every effort to submit all payments for equipment purchases to AP by mid June
  • Notify General Accounting of any capital equipment items (equipment cost>$5k) that were physically received in FY17, but not paid by June 30th
  • Documentation for Equipment or Artwork received as a gift should be submitted to Advancement before June 30th

• Submit all equipment disposal forms with proper approvals to General Accounting by June 30th
  • [http://www.luc.edu/media/lucedu/finance/pdfs/Equipment_Disposal_Form.pdf](http://www.luc.edu/media/lucedu/finance/pdfs/Equipment_Disposal_Form.pdf)
QUESTIONS?
ACCOUNTS PAYABLE
ACCOUNTS PAYABLE – IMPORTANT YEAR END INFORMATION

• Check Requisition-June 23, 2017
• Expense Reimbursements-June 23,02017
  • Must be received by Friday June 23, 2017 by 5 p.m. All expenses including operating, gift/grant accounting units.
  • Any request received after June 30, 2017 will be paid against FY2018

• Advances—Be sure to check your -1271 Accounts!
  • (Expense reimbursements for activity after July 1, 2017 is considered an advance. If you have FY2017 activity in -1271, please be sure to submit any substantiating documentation)
ACCOUNTS PAYABLE –IMPORTANT YEAR END INFORMATION CONTINUE..

• Purchase Order Invoices – Receipt in Lawson – June 30, 2017
• Miscellaneous AP Accruals – July 7, 2017
  • In order to accrue an expense, the goods must have been received or services rendered prior to June 30, 2017. The request to accrue expenses must be received by Accounts Payable in writing no later than Friday, July 7, 2017

• Prepaid Expenses- Account Code 1810
  • Prepaid expenses should be noted in the comment section of the Payment Requisition/Expense reimbursement forms.

• Expense Transfer of AP Transactions-July 7, 2017
  • This form should be completed and returned with supporting documentation to AP no later than July 11, 2017 for transactions posted prior to July 1st.
# PAYMENT REQ/EXPENSE REIMBURSEMENT FORMS

## Payment Requisition Form

For the payment of expenses from the procurement of goods or services pertaining to Loyola University Chicago business.

**Requirer:**

**Department:**

**Extension:**

**Date:**

**Vendor Number:**

**ACH Banking Information:**
- **Receiving Bank Name:**
- **Address:**
- **City:**
- **State:**
- **ZIP Code:**

**Accounting Unit:**
- **Account:**
- **Activity:**
- **Account Category:**
- **Distribution Account:**

**Comment: Additional information or notes about the payment request.**

**BUDGET ADMINISTRATOR (PRINT):**

**DATE:**

**BUDGET ADMINISTRATOR (SIGNATURE):**

**EXTENSION:**

**ACCOUNTS PAYABLE:**

**DATE:**

**SPONSORED PROGRAM ACCOUNTS:**

**DATE:**

Please allow 10 working days after receipt for your request to be processed.

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## Expense Reimbursement Form

For the reimbursement of expenses pertaining to travel and business relating to Loyola University Chicago business.

**Name:**

**Address:**

**City:**

**State:**

**ZIP Code:**

**Employee ID or UCN:**

**Employee ID or UCN:**

**Employee Name:**

**Department:**

**Date:**

**Amount:**

**Reasons for Expense:**

**Reimbursement Due to University:**

**Reimbursement Due to Employee:**

**Accounting Unit:**
- **Account:**
- **Activity:**
- **Account Category:**
- **Total Distribution:**

**Please retain all completed forms including all supporting documentation to Accounts Payable Department, Lewis Tower, Room 601, West Tower Campus. Please contact Accounts Payable at extension 6-5740 with any questions.**

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Loyola University Chicago
## EXPENSE TRANSFER OF AP TRANSACTIONS

**LOYOLA UNIVERSITY CHICAGO**  
**ACCOUNTS PAYABLE DEPARTMENT**

**REQUEST FOR EXPENSE TRANSFER OF ACCOUNTS PAYABLE TRANSACTIONS**

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Activity</th>
<th>Account Category</th>
<th>Period</th>
<th>Reference Number</th>
<th>Increase Expense - Move To</th>
<th>Decrease Expense - Move From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Unit</td>
<td>Account</td>
<td>Activity</td>
<td>Account Category</td>
<td>Period</td>
<td>Reference Number</td>
<td>Increase Expense - Move To</td>
<td>Decrease Expense - Move From</td>
</tr>
<tr>
<td>Accounting Unit</td>
<td>Account</td>
<td>Activity</td>
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<td>Period</td>
<td>Reference Number</td>
<td>Increase Expense - Move To</td>
<td>Decrease Expense - Move From</td>
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<td>Account</td>
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<td>Account Category</td>
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<td>Reference Number</td>
<td>Increase Expense - Move To</td>
<td>Decrease Expense - Move From</td>
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<td>Account</td>
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<td>Period</td>
<td>Reference Number</td>
<td>Increase Expense - Move To</td>
<td>Decrease Expense - Move From</td>
</tr>
</tbody>
</table>

**DATE:**

**EXPLANATION:**

**PREPARED BY:**

**BUDGET ADMINISTRATOR:**

**E-MAIL FOR APPROVAL**
PROCUREMENT CARD
PROCUREMENT CARD PROGRAM-IMPORTANT YEAR END INFORMATION

- Transactions in the June bank billing cycle that runs from **05/28/2017 to 06/27/2017** will be paid for the current **Fiscal Year 2017**.

- Transactions must **post** in PNC ActivePay by **06/27/2017** to be paid for the current fiscal year 2017.

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**Approvers**: Please ensure transactions in the June billing cycle ending on **06/27/2017** contain the correct budget information and approved by **06/30/2017 at 2:00PM**. The cardholder’s default accounting unit will be used in the event of a blank or inactive Accounting Unit in PNC ActivePay. Changes made in ActivePay after the 2pm deadline will not be booked in Lawson to that budget.

We highly encourage all transactions be made as soon as possible to ensure they are posted in PNC ActivePay by June 27, 2017.
Questions?
Session Break
PROCUREMENT SERVICES

YEAR END DEADLINES
GENERAL PURCHASING PROCEDURE

• Purchase Order Invoices
  – Submitted Purchase Requisitions will not be posted to FY 2017 unless goods being ordered are physically received or services fully rendered by June 30, 2017
  – For HSD receipts, these are items received on Dock 8 by 4:30 p.m. June 30, 2017
  – For Lakeside, these are items received by a department and substantiated with the signed PO back to Purchasing by 4:30 p.m. June 30, 2017

• If your department has a receipt that is close to the deadline and you want to ensure that they are properly posted to FY 2017, please send an e-mail to bslavin@luc.edu for confirmation of proper period posting.

• Be proactive and check your budgets now to ensure your Year-to-Date Expenses are up to date and accounted for.
  – This should include your bulk mailing charges, catering charges, supply or equipment orders, etc.
RECEIVED NOT INVOICED

• For items received and not invoiced in Lawson at June 30

• Will post an entry in 2017 to accrue the expense and will reverse in FY 2018

• Final entries will be posted on July 11, 2017 (tentative)

• For the details of any RNI entry, please send a request to bslavin@luc.edu.
IMPORTANT TRANSACTION TYPES

• Warehouse Direct (Office Supplies):
  
  – Recommend that all orders be placed by Friday, June 23, 2017.
  – All chargeback will be processed the week of July 3rd.
  – If an order is not shipped and received by June 30, 2017, it will not be processed for FY 2017.

• Printing Arts:
  
  – All jobs to be included in FY 2017 must be invoiced (completed) by June 23, 2017.
GIFT CARDS

• All gift cards issued prior to June 30, 2017 must be substantiated and reconciled

• Send your completed logs and documentation to the appropriate department:
  
  – If the AU begins with a 2, 5, 103XXX or 104XXX please send the completed Gift Log to SPA at GRNTCON@LUC.EDU
  
  – All other AU requests should be sent to General Accounting at ACCOUNTING@LUC.EDU

• Gift Card Policy: http://www.luc.edu/finance/giftcardpolicy/
RECAP

- Goods physically received by June 30, 2017
- Services rendered by June 30, 2017 (requires an invoice)
- Be proactive and check your account activity now
- Don’t wait, communicate!
Questions?
Treasury-Cash Management Services
Electronic Funds Transfer or EFT

EFT is defined to be the transmission of an electronic message to a financial institution instructing it to make an electronic entry reflecting the transfer of ownership of funds from one depositor to another.

There are two EFT methods of payment:

- ACH (Automated Clearing House)
- Wire Transfer
ACH or Wire Transfer

ACH is processed through the Automatic Clearing House (ACH) -

- ACH takes ONE BUSINESS DAY to get to Beneficiary Bank Account
- Only used for USA.

Wire Transfer is processed by the Federal Reserve Bank -

- Wire Transfer will arrive in the Beneficiary Bank Account SAME DAY in the USA.
- TWO BUSINESS DAYS to a Foreign Country. This depends upon the foreign country, it could be longer.
Wire Transfer

Wire Transfers are usually used due to one or more of the following reasons:

- Payment is being made to a foreign country
- Legal or contractual requirements
- Expedited payment required
- Guaranteed payment delivery requested
- Most cost-effective payment procedure
Electronic Funds Transfer

Electronic Funds Transfer forms can be found on Financial Services website at: http://www.luc.edu/finance/forms.shtml
Treasurer’s Office EFT Forms:

All the EFT forms are listed with the Instructions. Click on the Form or the Instructions.

April 17, 2017
This form is used when a vendor is paid via a repetitive ACH or wire transfer.

Setup Form EFT01 should have been completed prior to EFT02A.
Instructions for Form EFT02A

- Department Name
- Requested By
- Desired Transaction Date
- Vendor Number and Contract Number
- Remarks-Intended Use of Wire
- Dollar Amount and Type of Currency
- Receiving Bank Name
- Beneficiary Account Number
- Beneficiary Name and Address
- Attention or Further Credit
- LUC Charge Accounting Unit and Account
- Budget Administrator and if necessary a secondary Budget Administrator for over $5,000

April 17, 2017
Instructions for Form EFT02A

Required for processing:

Attached to the EFT02A form:

1.) Invoice supporting the transfer amount
Electronic Funds Transfer – Non-Repetitive Wire Transfer – Form EFT02B

This form is used when a vendor is paid via a wire transfer.

All vendors in foreign countries are paid via wire transfer.
Instructions for Form EFT02B

- Department Name
- Requested By
- Desired Transaction Date
- Vendor Number and Contract Number
- Remarks-Intended Use of Wire
- Dollar Amount and Type of Currency
- Receiving Bank Name
- United States Bank ABA or Routing Number or Foreign Bank - Swift or BIC Code
- Bank Address, Including Country
- Beneficiary Account Number
- Beneficiary Name and Address
- Attention or Further Credit
- LUC Charge Accounting Unit and Account
- Budget Administrator and if necessary a secondary Budget Administrator for over $5,000

April 17, 2017
Instructions for Form EFT02B

Required for processing:

Attached to the EFT02B form:

1.) Invoice supporting the transfer amount
2.) Banking instructions received from person or vendor
3.) If not already on file at LUC a W-9, W-8BEN or W-8BEN-E
Example of Invoice

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANT</th>
<th>AMOUNT</th>
<th>TOT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice $100 for $1000 on [Date]</td>
<td>1.00</td>
<td>$1,000.00</td>
<td>$1,100.00</td>
</tr>
<tr>
<td>Late fee on overdue balance at 1.5%</td>
<td></td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

**TOTAL DUE:** $1,115.00

Make all checks payable to [Your Company Name]. THANK YOU FOR YOUR BUSINESS!
W-9, W-8BEN or W-8BEN-E

➤ A W-9 (U.S. Payees) or W-8BEN (Foreign Individuals) or W-8BEN-E (Foreign Entities) must be on file at LUC.

➤ These forms have to be completed by the recipient of the wire transfer, before the wire is sent.

➤ These forms are found under the Tax Forms at the Financial Services website at: http://www.luc.edu/finance/forms.shtml
W-9 for USA Vendors

[Image of W-9 form]

April 17, 2017
W-8BEN for Individuals in Foreign Countries
**W-8BEN-E**  Entities in Foreign Countries

April 17, 2017
Instructions for Form EFT02B

- Ideally all requests must be received by three to five days before desired transaction date.

- The desired transaction date is the date the funds will be initiated.

- For wire transfers the date of initiation and the date the funds are received in the Beneficiary Account is the same date in the United States.

- A foreign wire transfer may take two to three days to arrive in the Beneficiary Account, depending upon which country the funds are being transferred to.
Instructions for Form EFT02A and B

Once EFT02A and B form is completed and all supporting documentation are attached, e-mail form and documentation to Cash Management at

CashMgmt@luc.edu
2017 Fiscal Year End Processing for Repetitive

Repetitive EFT forms and Documentation need to be at the Treasurer’s Office by 12 pm on June 29, 2017.

These transactions will be processed on June 29th and clear Loyola's bank account on June 30, 2017.

Any EFT's/ACH's that come in AFTER 12 pm on June 29, 2017 they will be processed on June 30th and clear Loyola's bank account on July 1, 2017 and these transactions will be recorded in Fiscal Year 2018.
2017 Fiscal Year End Processing for Non-Repetitive

Non-Repetitive EFT forms and Documentation need to be at the Treasurer's Office by 12 pm on June 27, 2017.

These transactions will be processed on June 28th and clear Loyola's bank account on June 30, 2017.

Any EFT's/ACH's that come in AFTER 12 pm on June 27, 2017 will be processed on June 29th and clear Loyola's bank account on July 1, 2017 and these transactions will be recorded in Fiscal Year 2018.
EFTs To Loyola University Chicago

Funds are wired into LUC:

Please remind the sender to include **REFERENCING INFORMATION**

When the funds arrive at LUC what are the funds for and who should be notified.
All Cash, Check and Credit Card Deposits

All cash, check and credit card deposits should be made on June 30, 2017, to the appropriate AU.

Otherwise your AU will not reflect the correct revenue at Fiscal Year end. LUC’s GL and bank balance will be out of balance for Fiscal Year end.
PCI

➢ Keep all *Credit Card Data Secure at all times*
SPONSORED PROGRAM
ACCOUNTING

Year- End Information Session
SPA General

• SPA follows the year end schedule of other Finance departments with some exceptions:
  • Payroll forms requesting an adjustment need to be received in SPA with full approvals at **earlier dates** than are required for non-sponsored accounts
  • Expense transfers impacting a sponsored project need to be received in SPA at an **earlier date** than are required for non-sponsored accounts
  • Accruals are not used for sponsored program funds

• SPA will send out reminders in early May and in early June directly to departments regarding sponsored programs deadlines

• All overdraft should be resolved by the end of May with overdraft that “pops” in June resolved in June

• Please review the SPA Policies at [http://www.luc.edu/spa/policies.shtml](http://www.luc.edu/spa/policies.shtml)
Requesting Payroll Transfers

• Payroll
  • Student workers: Initiate an ePAF [https://forms.luc.edu/epaf/login.htm](https://forms.luc.edu/epaf/login.htm)
  • Staff: Initiate a PAF [http://www.luc.edu/media/lucedu/hr/pdfs/personnel_action_form.pdf](http://www.luc.edu/media/lucedu/hr/pdfs/personnel_action_form.pdf)
  • Faculty: Initiate a salary budget change [FIS System Faculty Salary](mailto:FIS System Faculty Salary)
  • Faculty: Initiate a supplemental salary request [FIS System Supplemental Salary](mailto:FIS System Supplemental Salary)


• Faculty: Initiate a PAF change  Fiscal Affairs > Payroll Actions > Faculty (PAF)
• Staff: Initiate an EIF change  Fiscal Affairs > Payroll Actions > Staff (EIF)
• Graduate Assistants: Initiate an EIF change  Fiscal Affairs > Payroll Actions > Staff (EIF)
THANK YOU FOR COMING