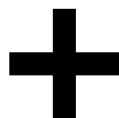


# OFS Office Hours Schedule





# **\*NEW\* Controller Office Hours-A/P Travel & Cash Management, Donor Funds & General Accounting**

**Endowment, Gifts, and COA Office Hours are changing to an all-encompassing Accounting Office Hours.**

Included will be subject matter experts from the following:

- Endowment and Gifts
- Accounts Payable
- General Accounting (including Chart of Accounts)

Hours will be held on the second Wednesday of each month from 11AM-12PM, the next office hours will take place on Wednesday, December 13th. The login information for these new office hours can be found on the Office of Financial Services Internal Website.



# Payroll Office Hours

- Payroll Office Hours will remain independent addressing Payroll specific items only.
- Second Wednesday of every month from 11:00AM to 12:30PM
- Emails will be sent to remind you of the Payroll Office Hours with the Zoom link.

