

College/Division Administrator Meeting (Virtual)
Thursday July 10, 2025 - 9 AM to 11.00 AM

Agenda

New Person of Interest (POI) Form – Malka Kirshner, Director, HR Operations

- New Person of Interest (POI) Form

Procurement to Pay Updates – Samantha Yurus, Asst. Controller

- Wire Transfer of funds – Foreign Countries
- Current Gift Card Request Form and recommended business process

Payroll-Tax Updates

- Important due dates – Fiscal Year End and Calendar Year End
- Fringe benefits – Exhibit B (listing of accounts)
- New Payroll-Tax email accounts
- Importance of clearing Payroll Suspense
- Foreign Countries payment process
- Aflac deduction changes effective Sept 1, for Bi-weekly employees.

Other items from the group

- July 11th last day for benefit enrollment