

AGENDA

1. Welcome and Introductions
2. Archibus, Space Management – Dan Rowe
3. E-Print Reconciliation – LuAnne Troutman
4. I-Flex Funds & Lapse Salaries – Jane Stewart
5. Grant Reconciliation and using Banner – Wendy Meier
6. State and Discretionary Reconciliation and using Banner – Jennifer Eklund
7. Review of COE Administrative Website – Jennifer Eklund
 - a. Internal Audit
 - b. Travel
 - c. How to Resources
 - d. Grants and Contract Resources
8. Upcoming Dates to Remember:
 - a. SPA & EPA Evaluations begin March 1, 2014, Due April 30, 2014
 - b. Faculty Contracts begin Monday, August 18, 2014,
I-9 MUST BE COMPLETED
PD7 Dates:
Contract Dates: August 18, 2014 To: May 15, 20XX
Effective Payroll Dates: August 16, 2014 Remove from Payroll: June 30, 20XX
9. Coordinate and spend your Graduate School and Chancellor's funding