What’s New . . .

November, 2006

Controller

- **Payroll and HRIS announce new automated e-mail notification**
  A new automated e-mail notification message will be sent to EPAF approvers for pending labor distribution changes.  [Read more . . .]

- **New reporting option available in WebFocus on the Banner Month end menu**
  FGR102 Statement of Account Funds is a new report that displays financial information for active funds based on selection criteria entered.  [Read more . . .]

- **Travel Updates**
  - Travel insurance information has been added to the website;
  - Electronic Business & Entertainment Expense Voucher is now available;
  - American Express @Work expense reporting tool has been discontinued;
  - A contact has been established at American Express for group air travel;
  - New features are available from Enterprise Rent-A-Car.  [Read more . . .]

Purchasing

- **New Purchasing Coordinator is hired**
  Jackie Siebert joins the Purchasing Department as a Purchasing Coordinator.  [Read more . . .]

- **Fisher Scientific will provide webinars in December**
  Fisher Scientific will provide web-based training to assist those who wish to place supply orders on-line.  [Read more . . .]

- **Federal Express International shipping information**
  Duties and/or taxes may be charged when shipping international packages.  [Read more . . .]