



# AGENDA

## Financial Area Representatives' Meeting

November 17, 2010

2:00 – 3:30 p.m.

Biotechnology Sciences and Engineering BSE 2.102

Happy Thanksgiving!

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2:00 p.m.	<b>Welcome &amp; Introductions</b> <i>Ann Roberts, SIS Financial Accounting Manager Office of the Associate Vice President for Financial Affairs</i>	
2:05 p.m.	<b>Institutional Memberships</b> <i>Lenora Chapman Assistant VP Financial Affairs and Controller</i>	Power Point will be posted to website
2:20 p.m.	<b>Way Finding (University Signage)</b> <i>Pamela Bacon, Associate Vice President Administration</i>	Power Point will be posted to website
2:35 p.m.	<b>Tax Withholding Implications for One-Time Merit Pay:</b> <ul style="list-style-type: none"><li>• <b>Tax</b></li><li>• <b>FLSA Requirement for Overtime</b></li></ul> <i>Javier Martinez, Director Payroll Services</i>	Power Point will be posted to website
2:45 p.m.	<b>Emergency Checks</b> <i>Javier Martinez, Director Payroll Services</i>	Power Point will be posted to website
2:55 p.m.	<b>Pro Card &amp; Travel Card Migration to Citibank</b> <i>Diana Ollervidez, Assistant Controller Office of the Controller</i>	Power Point will be posted to website
3:05 p.m.	<b>Mileage Reimbursement Log</b> <i>Diana Ollervidez, Assistant Controller Office of the Controller</i>	Power Point will be posted to website
3:30 p.m.	<b>Future Meeting Agenda Items Wrap-up &amp; Announcements:</b>  <b>Next FAR Meeting: Tuesday, January 18, 2011 2:00 p.m. – 3:30 p.m.</b>	

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