

## **Controller's Office 2009 Holiday Schedule**

The Controller's Office will be closed on all campus holidays: November 26 and 27, December 24, 25, and 31, and January 1.

During the week of December 21 – 23 and the previously announced Campus closure period December 28 – 30, the Controller's Office will offer limited services as described below. The office will resume normal operations on Monday January 4.

| <b>Unit</b>                                    | <b>Dates</b>             | <b>Status</b> | <b>Services</b>  |
|--|--------------------------|---------------|--|
| <b>Accounts Payable</b>                        | December 21 - 23         | Limited staff | Emergency checks, limited customer service responses         |
|  | December 28-30           | Closed        | None   |
| <b>Payroll</b>                                 | December 21 - 23         | Limited staff | Bi-weekly paychecks, final paychecks, Faculty PAF processing |
|  | December 28-30           | Limited staff | Final paychecks, Faculty PAF processing                      |
| <b>Satellite Office at Millberry Union G-3</b> | December 21-23 and 28-30 | Closed        |  |
| <b>MCB 425 Reception</b>                       | December 21-23           | Limited staff | Check pick-up 11:00 – 2:00                                   |
|  | December 28-30           | Closed        |  |
| <b>Student Accounts</b>                        | December 21-23 and 28-30 | Closed        |  |
| <b>Extramural Funds</b>                        | December 21-23 and 28-30 | Closed        |  |
| <b>General &amp; Capital Accounting</b>        | December 21-23 and 28-30 | Closed        |  |
| <b>Foundation Accounting</b>                   | December 21-23 and 28-30 | Limited staff | Gift deposits & processing                                   |
| <b>Internal Controls</b>                       | December 21-23 and 28-30 | Closed        |  |
| <b>Administration</b>                          | December 21-23 and 28-30 | Closed        |  |