

From: Murphy, Jennifer
Sent: Monday, August 16, 2004 8:59 AM
To: GRP-APS Customer Advisory Group
Cc: GRP-Accounting & Purchasing Services
Subject: Hourly Employees' Time Sheets - Due to APS today by noon, Reminders, and Kudos

Good Morning:

Time Sheets

Friday, August 13th was the last day in this payroll period. Please make sure that all timesheets have been turned in to Accounting and Purchasing by **noon Monday, 16th**, so that we can process the payroll in a timely and efficient manner. The payroll checks for this period will be issued on Friday, August 20th. If you have already turned in your timesheets please ignore this message.

Reminders

In an effort to keep the high volume of payment requests coming through APS moving quickly, we ask that you share the following information with appropriate individuals in your department. This will help with the efficiency of paying with 2004 funds and also with getting payments scanned into filenet to assist you with departmental reconciliations.

Please:

- Use the business expense form that is on our web site.
<http://www.utsystem.edu/act/forms.htm>
- On checks to deposit: print APS on the top left hand corner of each check and a copy of the check needs to be attached to your deposit request.
- Have things ready to be scanned into filenet (tape odd sized receipts to 8x10 paper if you want them scanned into filenet).
- Get all necessary approval signatures before turning in a request for payment.
- Keep an eye on your accounts for payments that you want paid with 2004 funds. Contact us if you have concerns. We are in this together.

Kudos

- Great job to all of you who have documented checking to make sure lobbyists are not paid from organizations where state money is used to pay membership dues.
- Kudos to all of your departments who used the new procard form and documenting that you checked the Taxpayer and Vendor Account Information before purchasing with your procard.
- Thank you to all that have been effected by the requirement of filling out a new form to satisfy contract workforce requirements. UT Telecampus you are the most effected...thank you for turning in the form with every request for payment for services using state money.

Thank you, have a great day!
Jenny

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