

College/Division Administrator Meeting
Via Zoom
Thursday October 8, 2025 - 9 AM to 10.30 AM

Agenda

Payroll-Tax Updates – Kimberly Robinson, Asst. Controller Payroll-Tax

- Encumbrance will be running 2x for monthly (New Schedule revised Payroll Calendar)
- Other Paid Leave review (monthly review)
- Inactive Cost Centers – Needs both HR and Finance approval
- TVACs process update
- Emergency Leave vs. Other Leave

Calendar Year End Reporting

- Auto Allowance – November Reporting
- Maximize Contributions – November
- Moving Relocation Reimbursements – 2 months left in the year to opt to split taxable reimbursement
- UBIT

Other Items:

- Cost Center Verification Review Period.