

College/Division Administrator Meeting (Virtual)
Thursday July 10, 2025 - 9 AM to 11.00 AM

Minutes

New Person of Interest (POI) Form – Malka Kirshner, Director, HR Operations

- New Person of Interest (POI) Form
 - Soft implementation mid-July. See attached presentation

Procurement to Pay Updates – Samantha Yurus, Asst. Controller

- Wire Transfer of funds – Foreign Countries – copy DBA when sending an email to the vendor
- Current Gift Card Request Form and recommended business process – when the project is complete.

Payroll-Tax Updates

- Important due dates – Fiscal Year End and Calendar Year End
- Fringe benefits – Exhibit B (listing of accounts)
- New Payroll-Tax email accounts
- Importance of clearing Payroll Suspense
- Foreign Countries payment process
- Aflac deduction changes for Bi-weekly employees. – Effective September 01, 2025, AFLAC premiums will change for bi-weekly employees from semi-monthly deductions to a one-time deduction each month. This deduction will be taken from the first Bi-weekly payroll check each month starting with paycheck date, September 19, 2025. This payroll deduction modification is due to AFLAC's change in third-party administrative billing processes. No further action is required by the employees enrolled in AFLAC. We appreciate your attention and continued participation in the AFLAC benefits program. An email notification was sent to all employees on August 8, 2025
- Please see attached presentation for additional information.

Other items from the group

- July 11th last day for benefit enrollment