

PeopleSoft Finance/Supply Chain Upgrade Memorial Day Weekend Update May 14th, 2015

DEADLINE TO ENTER TRAVEL & EXPENSE TRANSACTIONS

A reminder that tomorrow, May 15th, is the last day that Expense Reports, Cash Advances and Travel Authorizations may be entered or submitted/resubmitted before the upgrade. You will have the ability to enter again when the system is available on May 26th.

DEADLINE TO ENTER VOUCHERS OR REQUEST NEW VENDORS

Tuesday, May 19th, is the last day that new vendors may be requested or new vouchers entered into the system. You will have the ability to enter again when the system is available on May 26th.

CAMPUS INFORMATION SESSIONS

The schedule for Campus Information Sessions and Open Labs was shared in the email Monday. It has also been posted on the Controller's website. To see the schedule, click [here](#).

There is no advance registration for the sessions at the campus locations. Hospital employees have been contacted by separate email to register for a session at their locations.