Banner Finance including Finance Self-Service and LoboMart will be available over the Winter break, however, Postings and Approvals will not be enabled.

During the Winter break you can still use your PCard to purchase goods and allowable services within your card limits. If your procurement needs require an increase to a single purchase limit or changes to any of your PCard limits you should complete a PCard modification form. Otherwise, the standard PCard limits and restrictions will remain in effect. If these procurement options do not meet your department procurement needs, please contact the Purchasing Department at 277-2036 or purch@unm.edu as soon as possible to discuss alternative solutions. During the break, if your situation requires immediate attention, contact Peggy Sedillo at 249-2227.

Departments are encouraged to initiate, complete and approve their DP-EZ documents and submit supporting documentation to Financial Services by 5:00 PM on Friday, December 16, 2011. This should allow time for the necessary Financial Services review and approvals so that payments can be made by December 22nd. Modifications are necessary to the form pursuant to the changes in the Regent's Travel Policy. Therefore, access to Banner form FZADPEZ will be removed at 5:00 PM on Friday, December 16, 2011, through 8:00 AM on Tuesday, January 3, 2012.

Travel reimbursement requests that cannot be approved by December 22nd, 2011, will be disapproved by Financial Services and documentation will be returned to the initiator. Departments will need to re-complete the DP-EZs in January 2012. Other reimbursements that cannot be approved by December 22nd, 2011, will be reviewed in January 2012.

Payroll checks will be direct deposited and available on December 22nd, 2011. Paper checks will be mailed on Wednesday, December 21st. Employees are encouraged to verify their mailing address to ensure prompt and accurate delivery of their paychecks by the US Post Office. If you have questions about payroll checks, please contact Payroll directly at 277-2353. If you have further questions about the system closures during the Winter break, please contact the appropriate Financial Services office listed at: www.unm.edu/~fssc.

Thank you,

Financial Services
fssc@salud.unm.edu
MSC01 1290
See the Fast Info web site to find answers to common questions or to submit requests for support. Web: http://fastinfo.unm.edu.