

OFFICE OF THE CONTROLLER

Queries Webinar Series:
Time and Labor

October 2026





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Accessing and Searching for Queries

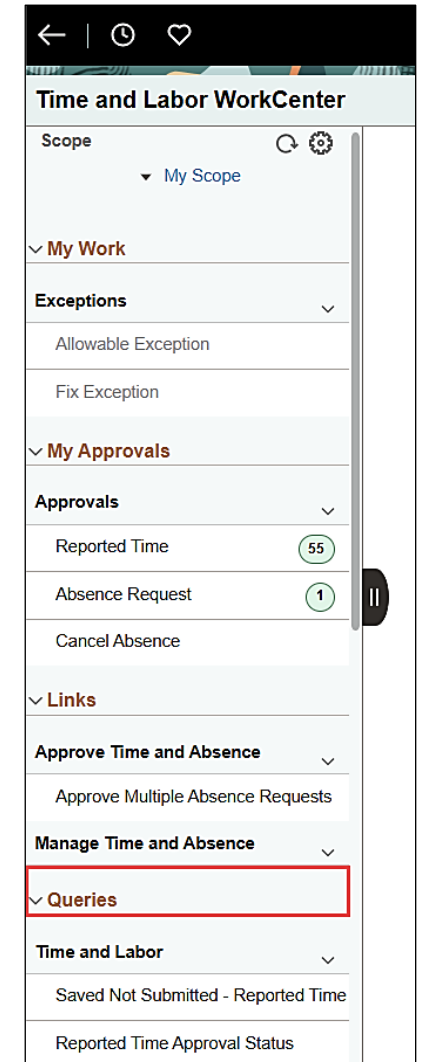
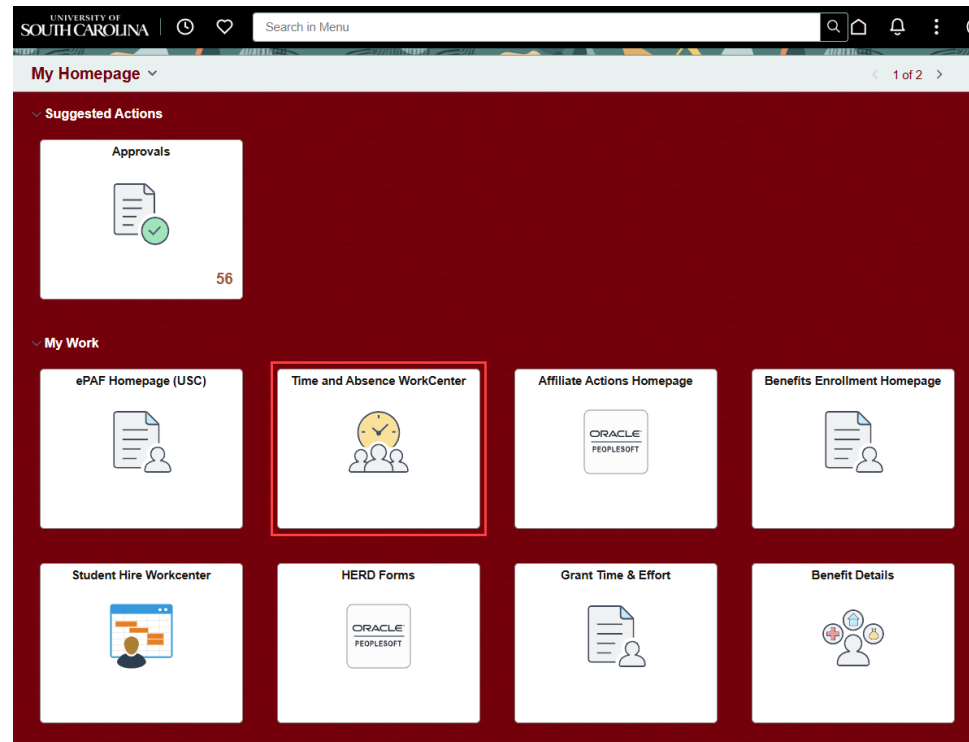


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Using Time and Labor WorkCenter

The Time and Absence WorkCenter provides the quickest access to Time and Labor queries available to your role.

- Use the **Time and Absence WorkCenter** to access Time and Labor queries and reports.
- From your PeopleSoft homepage, select the **Time and Absence WorkCenter** tile.
- On the left side of the WorkCenter, expand the **Queries** dropdown menu.
- Select the needed query to review or export results.



Time and Labor Queries



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Time and Labor Queries

If you need to . . .

Review timesheets waiting for your approval

Find timesheets saved but not submitted

Check a timesheet's status or approval history

View employees' current comp and holiday comp balances

Review approved and processed hours for a date range

Review overtime hours for a specific employee

Identify salary non-exempt employees who did not meet their schedule

Review comp or holiday comp hours earned, taken, or paid out

Use this query!

SC_TL_PENDING_APPROVALS_WC

SC_TL_RPTD_TIME_SAVED

SC_TL_RPTD_TIME_AUDIT_WC

SC_TL_COMP_BALANCE_WC

SC_TL_PYBL_TIME_AUDIT_WC

SC_TL_PAYABLE_TIME_OVT_WC

SC_TL_MISSING_TIMESHEETS_WC

SC_TL_PAYABLE_TIME_CMP_WC



Pending Approvals – Reported Time

SC_TL_PENDING_APPROVALS_WC

What does it do?

Shows timesheets and telecommuting hours currently pending your approval.

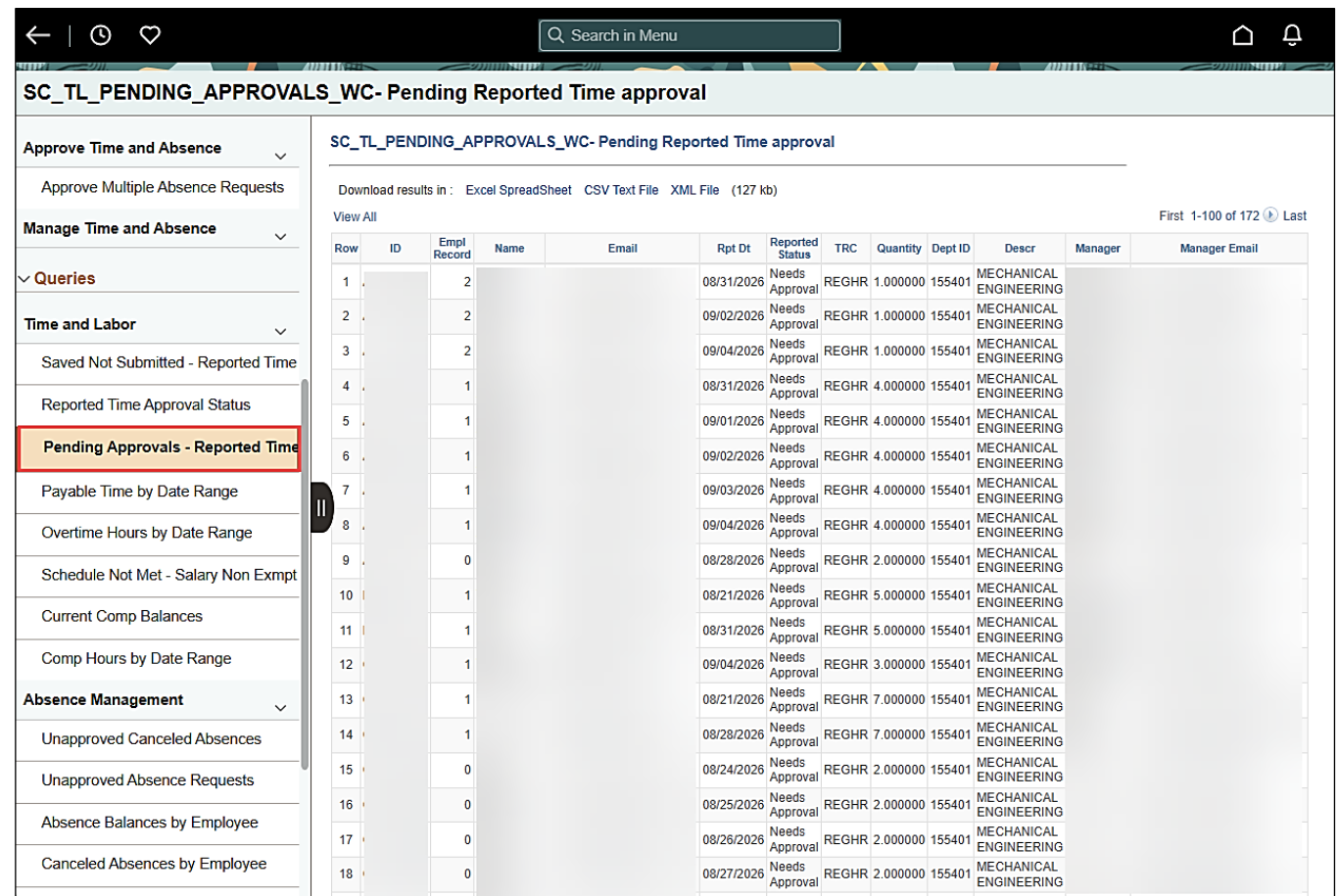
When would I use it?

- Review outstanding timesheet approvals.
- Identify telecommuting hours awaiting approval.
- Help ensure employees are compensated on time.

Key Search Criteria:

- No selection criteria

Key Tip: Review this query weekly and approve pending time before payroll deadlines.



The screenshot displays the 'SC_TL_PENDING_APPROVALS_WC- Pending Reported Time approval' interface. On the left is a navigation menu with categories like 'Approve Time and Absence', 'Manage Time and Absence', 'Queries', 'Time and Labor', and 'Absence Management'. The 'Pending Approvals - Reported Time' option is highlighted. The main area shows a table of pending approvals with columns for Row, ID, Empl Record, Name, Email, Rpt Dt, Reported Status, TRC, Quantity, Dept ID, Descr, Manager, and Manager Email. The table lists 18 rows of data, all with a 'Needs Approval' status and 'MECHANICAL ENGINEERING' as the department. At the top right, there is a search bar and a notification bell icon. Below the table title, there are download options for Excel Spreadsheet, CSV Text File, and XML File (127 kb), along with a 'View All' link and a pagination indicator showing 'First 1-100 of 172'.

Row	ID	Empl Record	Name	Email	Rpt Dt	Reported Status	TRC	Quantity	Dept ID	Descr	Manager	Manager Email
1		2			08/31/2026	Needs Approval	REGHR	1.000000	155401	MECHANICAL ENGINEERING		
2		2			09/02/2026	Needs Approval	REGHR	1.000000	155401	MECHANICAL ENGINEERING		
3		2			09/04/2026	Needs Approval	REGHR	1.000000	155401	MECHANICAL ENGINEERING		
4		1			08/31/2026	Needs Approval	REGHR	4.000000	155401	MECHANICAL ENGINEERING		
5		1			09/01/2026	Needs Approval	REGHR	4.000000	155401	MECHANICAL ENGINEERING		
6		1			09/02/2026	Needs Approval	REGHR	4.000000	155401	MECHANICAL ENGINEERING		
7		1			09/03/2026	Needs Approval	REGHR	4.000000	155401	MECHANICAL ENGINEERING		
8		1			09/04/2026	Needs Approval	REGHR	4.000000	155401	MECHANICAL ENGINEERING		
9		0			08/28/2026	Needs Approval	REGHR	2.000000	155401	MECHANICAL ENGINEERING		
10		1			08/21/2026	Needs Approval	REGHR	5.000000	155401	MECHANICAL ENGINEERING		
11		1			08/31/2026	Needs Approval	REGHR	5.000000	155401	MECHANICAL ENGINEERING		
12		1			09/04/2026	Needs Approval	REGHR	3.000000	155401	MECHANICAL ENGINEERING		
13		1			08/21/2026	Needs Approval	REGHR	7.000000	155401	MECHANICAL ENGINEERING		
14		1			08/28/2026	Needs Approval	REGHR	7.000000	155401	MECHANICAL ENGINEERING		
15		0			08/24/2026	Needs Approval	REGHR	2.000000	155401	MECHANICAL ENGINEERING		
16		0			08/25/2026	Needs Approval	REGHR	2.000000	155401	MECHANICAL ENGINEERING		
17		0			08/26/2026	Needs Approval	REGHR	2.000000	155401	MECHANICAL ENGINEERING		
18		0			08/27/2026	Needs Approval	REGHR	2.000000	155401	MECHANICAL ENGINEERING		

Saved Not Submitted – Reported Time

SC_TL_RPTD_TIME_SAVED

What does it do?

Shows timesheets that have been saved but not submitted for approval.

When would I use it?

- Identify employees who need to submit their time.
- Follow up before a payroll deadline.
- Confirm entered time is moving through the approval process.

Key Search Criteria:

- Reported Date From
- Reported Date To

Key Tip: Run before each payroll deadline to catch saved timesheets early.

Row	ID	Empl Record	Name	Rpt Dt	TRC	Quantity	Dept ID	Descr
1		2		09/06/2026	REGHR	1.000000	155401	MECHANICAL ENGINEERING
2		0		09/01/2026	REGHR	7.500000	155401	MECHANICAL ENGINEERING
3		0		09/02/2026	REGHR	7.500000	155401	MECHANICAL ENGINEERING
4		0		09/03/2026	REGHR	7.500000	155401	MECHANICAL ENGINEERING
5		0		09/04/2026	REGHR	7.500000	155401	MECHANICAL ENGINEERING
6		0		09/01/2026	REGHR	2.000000	155401	MECHANICAL ENGINEERING
7		1		09/01/2026	REGHR	2.000000	155401	MECHANICAL ENGINEERING
8		1		09/02/2026	REGHR	2.000000	155401	MECHANICAL ENGINEERING
9		1		09/03/2026	REGHR	2.000000	155401	MECHANICAL ENGINEERING
10		1		09/04/2026	REGHR	2.000000	155401	MECHANICAL ENGINEERING
11		0		09/01/2026	REGHR	3.000000	155401	MECHANICAL ENGINEERING
12		0		09/02/2026	REGHR	8.000000	155401	MECHANICAL ENGINEERING
13		1		09/01/2026	REGHR	4.000000	155401	MECHANICAL ENGINEERING
14		1		09/02/2026	REGHR	2.000000	155401	MECHANICAL ENGINEERING
15		1		09/03/2026	REGHR	4.000000	155401	MECHANICAL ENGINEERING
16		1		09/04/2026	REGHR	6.000000	155401	MECHANICAL ENGINEERING
17		1		09/01/2026	REGHR	4.000000	155401	MECHANICAL ENGINEERING
18		1		09/03/2026	REGHR	3.000000	155401	MECHANICAL ENGINEERING
19		2		09/01/2026	REGHR	2.000000	155401	MECHANICAL ENGINEERING
20		2		09/02/2026	REGHR	1.000000	155401	MECHANICAL ENGINEERING
21		2		09/03/2026	REGHR	1.500000	155401	MECHANICAL ENGINEERING
22		2		09/04/2026	REGHR	7.500000	155401	MECHANICAL ENGINEERING
23		1		09/02/2026	REGHR	6.500000	155401	MECHANICAL ENGINEERING
24		1		09/04/2026	REGHR	6.500000	155401	MECHANICAL ENGINEERING
25		0		09/01/2026	REGHR	5.000000	155401	MECHANICAL ENGINEERING
26		0		09/01/2026	REGHR	7.000000	155401	MECHANICAL ENGINEERING
27		0		09/02/2026	REGHR	3.000000	155401	MECHANICAL ENGINEERING
28		0		09/03/2026	REGHR	7.000000	155401	MECHANICAL ENGINEERING

Reported Time Approval Status

SC_TL_RPTD_TIME_AUDIT_WC

What does it do?

Shows timesheet status, approval dates, and the person who approved the time.

When would I use it?

- Check whether a timesheet has been approved.
- Review approval history for an employee.
- Monitor timely approval of reported telecommuting hours.

Key Search Criteria:

- From Date
- To Date
- USCID

Row	NAME	EMPLOYEE	EMPL RECORD	WORK_DATE	HOURS	TIME REPORTING CODE	WO_NUMBER	TIME REPORTED STATUS	UPDATED BY	TIMESTAMP
1			1	09/01/2026	4.000000	REGHR		Needs Approval		09/04/2026 5:12:23PM
2			0	09/01/2026	5.000000	REGHR		Approved		09/06/2026 11:13:23PM
3			0	09/01/2026	0.000000	REGHR		Approved		09/04/2026 3:23:38PM
4			0	09/01/2026	5.000000	REGHR		Approved		09/04/2026 9:08:45AM
5			0	09/01/2026	5.000000	REGHR		Needs Approval		08/31/2026 4:21:23PM
6			1	09/01/2026	8.000000	REGHR		Approved		09/04/2026 9:28:24PM
7			0	09/01/2026	1.500000	REGHR		Needs Approval		09/06/2026 9:48:46PM
8			5	09/01/2026	5.000000	REGHR		Needs Approval		09/04/2026 2:41:53PM
9			0	09/01/2026	2.000000	REGHR		Approved		09/03/2026 12:45:01PM
10			0	09/01/2026	7.500000	REGHR		Needs Approval		09/04/2026 11:04:38AM
11			0	09/01/2026	2.000000	REGHR		Needs Approval		09/04/2026 2:32:11PM
12			1	09/01/2026	2.000000	REGHR		Needs Approval		09/03/2026 6:22:02PM
13			1	09/01/2026	4.000000	REGHR		Approved		09/04/2026 9:21:30PM
14			0	09/01/2026	2.000000	REGHR		Needs Approval		09/06/2026 12:59:54PM
15			0	09/01/2026	3.500000	REGHR		Needs Approval		09/04/2026 7:56:26PM
16			0	09/01/2026	7.500000	REGHR		Saved		09/04/2026

Key Tip: Review the status to determine whether time is saved, awaiting approval, denied, etc.

Current Comp Balances

SC_TL_COMP_BALANCE_WC

What does it do?

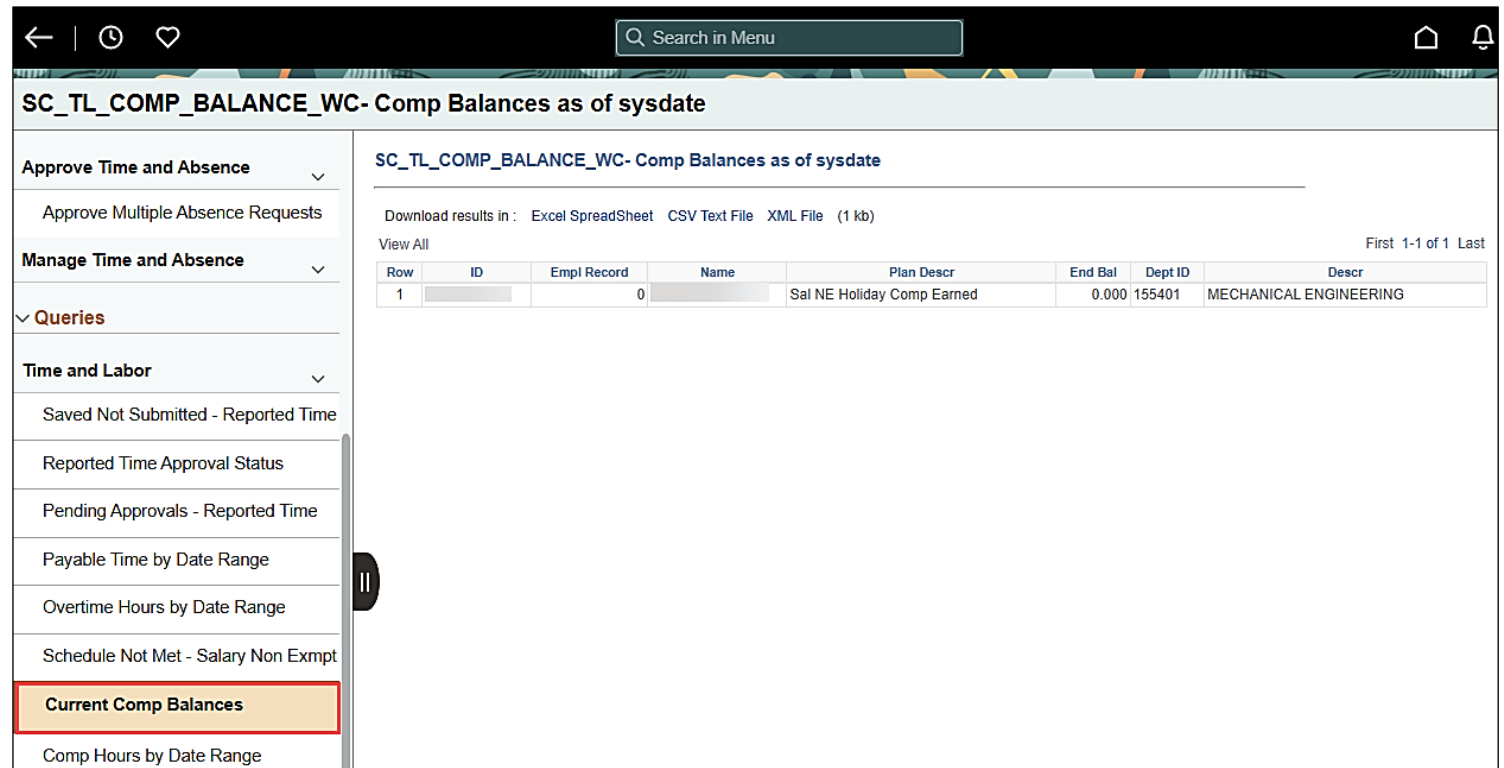
Shows employees with current compensatory and holiday compensatory time balances.

When would I use it?

- Monitor employee comp time balances.
- Identify employees with available comp time.
- Support comp time planning and oversight.

Key Search Criteria:

- No selection criteria



The screenshot displays the application interface for 'SC_TL_COMP_BALANCE_WC- Comp Balances as of sysdate'. The left sidebar contains a menu with categories: 'Approve Time and Absence' (with a sub-item 'Approve Multiple Absence Requests'), 'Manage Time and Absence', 'Queries' (expanded), 'Time and Labor', and 'Comp Hours by Date Range'. The 'Current Comp Balances' option is highlighted with a red border. The main content area shows the title 'SC_TL_COMP_BALANCE_WC- Comp Balances as of sysdate' and download options: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (1 kb)'. Below this is a table with one row of data.

Row	ID	Empl Record	Name	Plan Descr	End Bal	Dept ID	Descr
1		0		Sal NE Holiday Comp Earned	0.000	155401	MECHANICAL ENGINEERING

Key Tip: A zero balance means the employee had a comp balance at one time.

Payable Time by Date Range

SC_TL_PYBL_TIME_AUDIT_WC

What does it do?

Shows approved and processed hours for one or more employees within a selected date range.

When would I use it?

- Confirm reported time has been processed.
- Review payable hours for an employee.
- Verify whether hours are ready for payment or have been paid.

Key Search Criteria:

- From Date
- To Date
- USCID

Row	NAME	ID	Empl Record	Rpt Dt	TRC	Sum Quantity	Status	Dept ID	Empl Class
1				0 09/01/2026	REGHR	7.500000	Estimated	155401	FTE
2				0 09/02/2026	REGHR	7.500000	Estimated	155401	FTE
3				0 09/03/2026	REGHR	7.500000	Estimated	155401	FTE
4				0 09/04/2026	REGHR	7.500000	Estimated	155401	FTE
5				0 09/07/2026	HOL	7.500000	Estimated	155401	FTE
6				0 09/08/2026	REGHR	7.500000	Estimated	155401	FTE
7				0 09/09/2026	REGHR	7.500000	Estimated	155401	FTE
8				0 09/10/2026	REGHR	7.500000	Estimated	155401	FTE
9				0 09/11/2026	REGHR	7.500000	Estimated	155401	FTE
10				0 09/14/2026	REGHR	7.500000	Estimated	155401	FTE
11				0 09/15/2026	REGHR	7.500000	Estimated	155401	FTE
12				0 09/01/2026	REGHR	7.500000	Estimated	155401	RGP
13				0 09/02/2026	REGHR	7.500000	Estimated	155401	RGP
14				0 09/03/2026	REGHR	7.500000	Estimated	155401	RGP
15				0 09/04/2026	REGHR	7.500000	Estimated	155401	RGP
16				0 09/07/2026	HOL	7.500000	Estimated	155401	RGP
17				0 09/08/2026	REGHR	7.500000	Estimated	155401	RGP
18				0 09/09/2026	REGHR	7.500000	Estimated	155401	RGP
19				0 09/10/2026	REGHR	7.500000	Estimated	155401	RGP
20				0 09/11/2026	REGHR	7.500000	Estimated	155401	RGP
21				0 09/14/2026	REGHR	7.500000	Estimated	155401	RGP
22				0 09/15/2026	REGHR	7.500000	Estimated	155401	RGP
23				3 09/01/2026	REGHR	7.500000	Estimated	155401	FTE
24				3 09/02/2026	REGHR	7.500000	Estimated	155401	FTE
25				3 09/03/2026	REGHR	7.500000	Estimated	155401	FTE
26				3 09/04/2026	REGHR	7.500000	Estimated	155401	FTE
27				3 09/07/2026	HOL	7.500000	Estimated	155401	FTE
28				3 09/08/2026	REGHR	7.500000	Estimated	155401	FTE

Key Tip: “Estimated” means hours are ready to pay; “Distributed” means hours have been paid.

Overtime Hours by Date Range

SC_TL_PAYABLE_TIME_OVT_WC

What does it do?

Shows overtime hours for a specific employee during a selected date range.

When would I use it?

- Monitor employee overtime.
- Confirm overtime was authorized.
- Review overtime hours before or after payroll processing.

Key Search Criteria:

- USCID
- From Date
- To Date

SC_TL_PAYABLE_TIME_OVT_WC - OVT Payable Time

Approve Time and Absence

Approve Multiple Absence Requests

Manage Time and Absence

Queries

Time and Labor

Saved Not Submitted - Reported Time

Reported Time Approval Status

Pending Approvals - Reported Time

Payable Time by Date Range

Overtime Hours by Date Range

Schedule Not Met - Salary Non Exmpt

Current Comp Balances

Comp Hours by Date Range

SC_TL_PAYABLE_TIME_OVT_WC - OVT Payable Time

ID

*From 08/01/2026

*To 09/30/2026

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (3 kb)

View All

First 1-8 of 8 Last

Row	ID	Empl Record	Name	Rpt Dt	TRC	Descr	Sum Quantity	Work Order	Status	Dept ID	Descr
1		1		08/05/2026	OVT	Overtime @1.5	1.820000		Distributed	155401	MECHANICAL ENGINEERING
2		1		08/06/2026	OVT	Overtime @1.5	7.000000		Distributed	155401	MECHANICAL ENGINEERING
3		1		08/07/2026	OVT	Overtime @1.5	7.000000		Distributed	155401	MECHANICAL ENGINEERING
4		2		08/05/2026	OVT	Overtime @1.5	2.180000		Distributed	155401	MECHANICAL ENGINEERING
5		2		08/06/2026	OVT	Overtime @1.5	8.000000		Distributed	155401	MECHANICAL ENGINEERING
6		2		08/07/2026	OVT	Overtime @1.5	7.000000		Distributed	155401	MECHANICAL ENGINEERING
7		0		08/07/2026	OVT	Overtime @1.5	1.820000		Distributed	155401	MECHANICAL ENGINEERING
8		3		08/07/2026	OVT	Overtime @1.5	2.180000		Distributed	155401	MECHANICAL ENGINEERING

Key Tip: All three search fields are required. Regular hours worked over 40 in a Sunday to Saturday FLSA workweek may appear as overtime.

Schedule Not Met – Salary Non-Exempt SC_TL_MISSING_TIMESHEETS_WC

What does it do?

Shows whether salaried non-exempt employees met their scheduled hours.

When would I use it?

- Confirm employees are submitting weekly time.
- Identify employees whose schedule was not met.
- Follow up on missing or incomplete timesheets.

Key Search Criteria:

- Reported Date From
- Reported Date To

SC_TL_MISSING_TIMESHEETS_WC - Missing Timesheet

Approve Time and Absence

Approve Multiple Absence Requests

Manage Time and Absence

Queries

Time and Labor

Saved Not Submitted - Reported Time

Reported Time Approval Status

Pending Approvals - Reported Time

Payable Time by Date Range

Overtime Hours by Date Range

Schedule Not Met - Salary Non Exm

Current Comp Balances

Comp Hours by Date Range

SC_TL_MISSING_TIMESHEETS_WC - Missing Timesheet

*From Rpt Dt 09/01/2026

*To Rpt Dt 09/30/2026

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)

View All

First 1-5 of 5 Last

Row	ID	Empl Record	Name	Dept ID	Descr	Total Scheduled Hours	Total Reported Hours	Total Absence Hours	Total Holiday	Variance	Status
1		0		155401	MECHANICAL ENGINEERING	165.00	0.00000	0.00000	7.50000	-157.50	A
2		0		155401	MECHANICAL ENGINEERING	165.00	0.00000	0.00000	7.50000	-157.50	A
3		0		155401	MECHANICAL ENGINEERING	165.00	0.00000	0.00000	7.50000	-157.50	A
4		0		155401	MECHANICAL ENGINEERING	165.00	30.00000	0.00000	7.50000	-127.50	A
5		0		155401	MECHANICAL ENGINEERING	165.00	30.00000	7.50000	7.50000	-120.00	A

Key Tip: Use only a seven-day Sunday to Saturday range. Negative numbers indicate the schedule was not met; zero indicates it was met.

Comp Hours by Date Range

SC_TL_PAYABLE_TIME_CMP_WC

What does it do?

Shows comp and holiday comp hours earned, taken, or paid out within a selected date range.

When would I use it?

- Review how an employee's comp time was used.
- Monitor earned or paid-out comp hours.
- Research comp activity for one or more employees.

Key Search Criteria:

- From Date
- To Date
- USCID

Row	ID	Empl Record	Name	Rpt Dt	TRC	Descr	Sum Quantity	Work Order	Status	Dept ID	Descr
1		1		07/03/2026	HOLCM	Holiday comp earned	8.000000		Closed	987020	UP UNIVERSITY POLICE
2		0		07/03/2026	HOLCM	Holiday comp earned	8.400000		Closed	987025	UPS POLICE OFFICR 28 DAY ROTAT
3		0		08/21/2026	CMPT	Comp Time	6.750000		Closed	986070	DIV OF INFORMATION TECHNOLOGY
4		0		08/28/2026	CMPT	Comp Time	3.000000		Closed	986070	DIV OF INFORMATION TECHNOLOGY
5		0		08/21/2026	CMPT	Comp Time	0.750000		Closed	987013	UPS FACILITIES GRNDS HOUSEKEEP
6		0		08/28/2026	CMPT	Comp Time	0.750000		Closed	987013	UPS FACILITIES GRNDS HOUSEKEEP
7		0		09/07/2026	HOLCM	Holiday comp earned	8.400000		Closed	987025	UPS POLICE OFFICR 28 DAY ROTAT
8		0		09/07/2026	HOLCM	Holiday comp earned	8.400000		Closed	987025	UPS POLICE OFFICR 28 DAY ROTAT
9		0		07/30/2026	CMPT	Comp Time	6.000000		Closed	987020	UP UNIVERSITY POLICE
10		0		08/20/2026	CMPT	Comp Time	3.000000		Closed	987020	UP UNIVERSITY POLICE
11		2		08/14/2026	CMPT	Comp Time	0.750000		Closed	987013	UPS FACILITIES GRNDS HOUSEKEEP
12		2		08/15/2026	CMPT	Comp Time	6.375000		Closed	987013	UPS FACILITIES GRNDS HOUSEKEEP
13		2		08/21/2026	CMPT	Comp Time	1.500000		Closed	987013	UPS FACILITIES GRNDS HOUSEKEEP
14		2		07/03/2026	HOLCM	Holiday comp earned	7.500000		Closed	985020	ADMISSIONS
15		3		07/03/2026	HOLCM	Holiday comp earned	7.500000		Closed	984109	STUDENT SUCCESS CENTER
16		3		07/27/2026	HCTK	Holiday Comp Taken	9.500000		Distributed	984109	STUDENT SUCCESS CENTER
17		3		07/28/2026	HCTK	Holiday Comp Taken	9.500000		Distributed	984109	STUDENT SUCCESS CENTER
18		0		08/15/2026	CMPT	Comp Time	6.750000		Closed	987013	UPS FACILITIES GRNDS HOUSEKEEP
19		0		08/15/2026	CMPT	Comp Time	12.000000		Closed	987013	UPS FACILITIES GRNDS HOUSEKEEP
20		0		08/14/2026	CMPT	Comp Time	5.250000		Closed	987020	UP UNIVERSITY POLICE
21		0		08/15/2026	CMPT	Comp Time	12.000000		Closed	987020	UP UNIVERSITY POLICE

Key Tip: Use USCID to focus on one employee, or leave it blank to review all employees within the date range.

Resources and Communications



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GATEWAYS FOR: STUDENTS FACULTY & STAFF ALUMNI PARENTS & FAMILIES CALENDAR MAP DIRECTORY APPLY GIVE

SEARCH SC.EDU

Payroll Department

Payroll Department

My Payroll

Pay Dates

Direct Deposit

International Payroll

Payroll Toolbox

Forms

Payroll Schedules

HCM PeopleSoft Resources

Time/Labor and Absence Management

Employment Verification

Office Contacts

Time/Labor and Absence Management in HCM PeopleSoft

Our Time/Labor and Absence Management modules in HCM PeopleSoft bring pay, time, and absence management together into one system.

We recently made some changes to the Business Manager role in PeopleSoft HCM. Those with this role will now be able to access HR queries, and we've also added new payroll queries. Please refer to the below document for a list of available queries.

- [Useful Queries for Business Managers in PeopleSoft HCM \[pdf\]](#)

The HCM All Access form has been updated to reflect this change to the Business Manager role. When submitting HCM access requests, please ensure you are using the current version of the form, so you see all roles/options currently available in the system. The current version of the access form is always housed in the [ServiceNow system](#), available by searching 'HCM' in the search field and selecting the first option that appears.

[Login to the HCM PeopleSoft System](#)

To log in, use your Network Username and password. This requires two-factor authentication (DUO). The HCM PeopleSoft system replaces ITAMS.

It is important to note that you will receive an error message (STR_PCMINVPORTAL: Invalid portal name) when logged into both the HCM PeopleSoft and Finance PeopleSoft systems in the same browser. It is recommended that you use different browsers for each system (Edge, Chrome, Safari, etc.). If that doesn't work, clear your browser cache using the [How to clear your web browser's cache](#) instructions.

Student Job Aids

Expand all

Where to Find the Resources

Visit the Payroll website for more Time/Labor and Absence Management resources and information.



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Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

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Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Account Funding Change

Expand all



AP Uploads



Business Expense Prepaid Cards



Cash Advances



Cost Transfer



Departmental Deposits



Employee Reimbursement (Non-travel)



Endowments



Finance Intranet

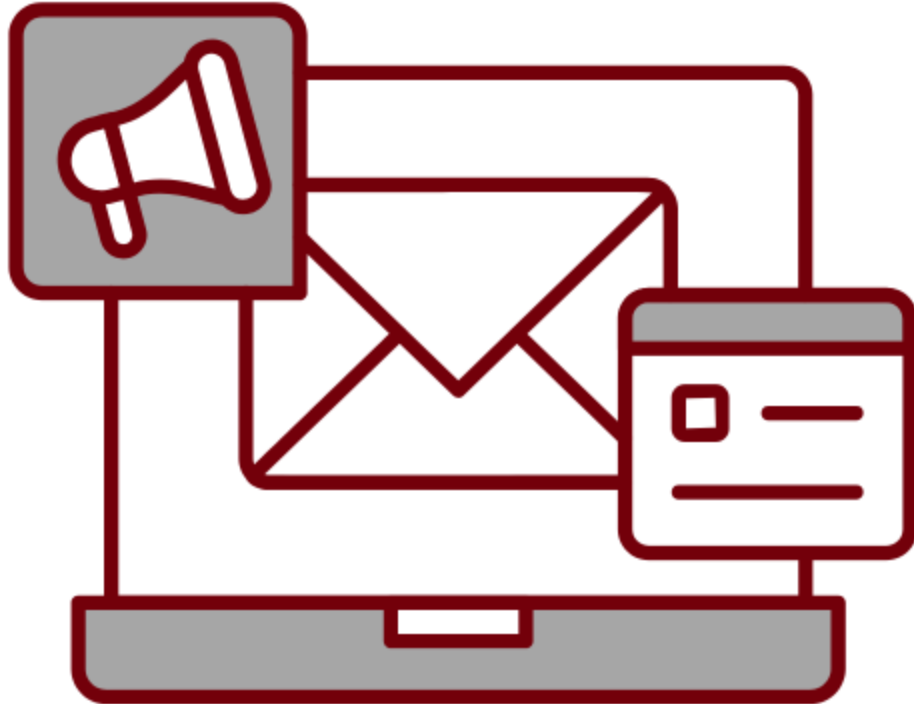


Where to Find the Resources

For transaction correction training resources, visit our [Business Manager](#) page.



Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



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Questions



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THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



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