



SACRAMENTO  
STATE

# Business Partners Round Table Accounting Services Reminders

Thursday, February 10, 2022

*Redefine the Possible™*

# Federal Work Study

Please monitor FWS Budget monthly to prevent overspending

- Causes major issues
- Difficult & time consuming to fix
- The Budget worksheet can be found on the AS Web Page or link below
- <https://www.csus.edu/administration-business-affairs/internal/documents/source-docs/080720-template-fws-for-departments-and-agencies.xlsx>

# Reminders:

## OnBase EXPTX updates

- Training will be February 23<sup>rd</sup> 9 am

## Please be patient with us while we are hiring

- Send all inquiries and request to the AS Group emails. This will ensure your email is received
- Non urgent requests should receive a response in 1-3 business days

## Deadlines

- Year End Deadlines: <https://www.csus.edu/administration-business-affairs/financial-services/internal/documents/bprt-2021-2022/2021-2022-year-end-department-deadlines.pdf>

## UFSS Updates:

The Endowment distribution of 4% was posted on December 31, 2021

# AS Staff Updates

## Open Positions

- Accountant I – 2 positions
- Accountant III – 1 Position
- Operations Manager – 1 Position

## Recently Filled Position

- Accountant II – Eli Misker
- Senior Director – Tabitha Leeds

# Contact Us

Accounting Services:

Sacramento State (SACST): [accountingservices@csus.edu](mailto:accountingservices@csus.edu)

University Foundation (UFSS): [ufssaccounting@csus.edu](mailto:ufssaccounting@csus.edu)

Information & Resources: <https://www.csus.edu/administration-business-affairs/financial-services/accounting.html>