

SUNO

ADMINISTRATION & FINANCE NEWSLETTER

COVID-19 EDITION



QUOTE

"You may not always have a comfortable life and you will not always be able to solve all of the world's problems at once but don't ever under estimate the importance you can have because history has shown us that courage can be contagious and hope can take on a life of its own."

- Michelle Obama

MESSAGE FROM CFO

This is the first of many newsletters to come! Over time, this will become an important source of information that our customers can use to interact with Administration and Finance. Having a topical information source during this particular time will deepen the partnership that exists between our area and our stakeholders. I expect the newsletter to serve as a beacon that lights the way for SUNO as we improve our operations in support of our mission, goals and objectives.

I look forward to our collaboration on topics and stories for future newsletters. Thank you for your contribution to our inaugural edition!

Sincerely,

Teresa Hardee, EdD, CPA, SSBB



FACILITIES MANAGEMENT

What should you know?

You should know... that buildings are locked but open to authorized users from 8-5 M-F, and sanitized daily.

What should you do?

Please give us a call to let us know when you're here and when you are leaving in an effort to have the space sanitized.

Who should you contact?

-  Name: Derrick M. James
-  Phone: (504) 286-5292
-  Email: djames@suno.edu



INTERNAL AUDIT

What should you know?

You should know... that the Internal Auditor assists the university in accomplishing its objectives by bringing a systematic and disciplined approach to SUNO's risk management, control, and governance process.

What should you do?

Should you have any knowledge or concerns related to fraudulent activities, waste or abuse, please contact us.

Who should you contact?

-  Name: Justin M. James, CPA
-  Phone: (504) 286-5115
-  Email: jjames@suno.edu





COMPTROLLER'S OFFICE

STUDENTS

What should students know?

In efforts to limit social contact, the SUNO Cashier's & Comptroller's Office will be closed for walk-in transactions. However, we will remain available M-F 8am-5pm by phone, as well as through email and online services. Student refunds will continue to be processed 14 days after funds have been disbursed to student accounts and a credit balance is available.

What should students do?

Students should continue to check their accounts online by way of their Banner SUNO Student Web: www.suno.edu. Payments can also be made online by debit or credit card.

PURCHASING

What should you know?

You should know... that Purchasing Office is processing requisitions daily.

What should you do?

Please drop off your requisitions in the Purchasing Office Room 3L1 or email the top copy.

Who should you contact?



Name: Marilyn Manuel



Email: mmanuel@sunou.edu



Phone: (504) 286-5020

Who should students contact?



Email: bursar@sunou.edu



Phone: (504) 286-5322

Vendors

What should vendors know?

Operations have been scaled back due the Covid-19. In efforts to limit social contact, the SUNO Cashier's & Comptroller's Office will be closed for walk-up transactions. Accounts Payable will process vendor checks bi-weekly during this time of social distancing.

All payments will be mailed to the address on file.

Vendors are required to have a Purchase Order (PO) in order for invoice(s) to be processed.

Who should vendors contact?

✉ Email: accountspayable@suno.edu

What should vendors do?

Vendors should continue to submit all invoices to: accountspayable@suno.edu

Employees

What should employees know about payroll?

Payroll will continue to be processed regularly. And as always, Public Relations will email timesheet submission reminders. Direct deposits will continue to post according to schedule. The Southern University System requires that all employees receive payroll through direct deposit. Employees who have not signed up for direct deposit should do so immediately by completing the below form:

What should employees do?

Employees should ensure that payroll is submitted in Banner & approved timely. When timesheets are not submitted and approved by the deadline, unfortunately a paycheck will not be processed. In the event that a submission is missed, employees must submit their timesheet via WEBTIME, with a letter of late justification, and email immediately in order to meet the next available manual processing.

Who should employees contact?

✉ Email: agibson@suno.edu.



POLICE

What should you know?







You should know... All Southern University at New Orleans' buildings will remain locked throughout the day. Any faculty or staff members seeking entry into campus buildings must contact the SUNO's Police Department.

Residential Housing visitation has been temporarily suspended and additional social distancing guidelines have been implemented. Failure to abide by the guidelines may result in the student's immediate removal from housing pending a hearing before the Judicial Committee.

What should you do?

Calls for service, which do not require an officer-to-citizen contact, will be taken over the phone. This will be on a case by case basis. This is only in effect for non-emergency calls for service. Emergency calls for service will remain as usual. The lobby of the Police Department will remain open; however, reports will be taken over the phone unless there is an extenuating circumstance. Once again, this will be determined on a case by case basis.

Who should you contact?

-  On-Campus Emergency (504) 286-3355
-  Off-Campus Emergency 911
-  Non-Emergency Reporting
(504) 286-5290
-  Escort Service (504) 286-5290
-  Lost & Found Office (504) 286-5291
-  Parking and Traffic (504) 286-5291



INFORMATION TECHNOLOGY

What do you need to know?

The Information Technology Department is functioning in a hybrid mode. We have employees on campus and employees working remotely. The office hours are the same 8:00 am to 5:00 pm.

Who do you need to contact:



Phone: 504-286-5237



Email: service@suno.edu

What do you need to do?

As we work through the current situation, we are still making strides to support the work from home initiative. We are able to remote into your device to provide assistance. We just integrated Webex with Office365 which allows the creation of Webex Meetings from your Office365 Calendar.

We are also using a software application called Cisco Jabber. Jabber allows employees to remotely access their desk phones for making and receiving phone calls. It also allows access to voicemail.

To get started with Cisco Jabber, download it from your App Store. If you need assistance getting it installed please contact us.

OFFICE OF ADMINISTRATION AND FINANCE

What should you know?

You should know... Departmental requisitions and invoices are still being accepted and processed.

However, all University travel and campus events are suspended until further notice.

What should you do?

If possible, please forward your request electronically.
If not, place under the door, Room 301, Bashful Administration Building.

What do you need to know?

- Financial Aid Appeal, (FAA), Fall 2020, start date, July 1, 2020.
- FAA Fall and Spring semesters only. No FAA Summer semester.
- Open Scholarship Application period, March 1, 2020-May 15, 2020.
- Deadlines may extend.
- Travel Card Program, WORKS upload and documentation due.

Who should you contact?



Name: Tiara Konate



Email: tkonate@suno.edu



Phone: (504) 286-5117

Who do you need to contact?



Ms. Hazel Pitts



Email: hpitts@suno.edu



Phone: (504) 286-5148

Please leave a detailed message with Student ID, and contact information.

PLEASE NOTE: Voicemail checked daily. Additional questions or concerns are welcomed.