



DID YOU KNOW?

Welcome
All Staff
and
Faculty!

The Business Office would like to introduce to you a new way of communicating important information to all employees. We are happy to announce that we will be sending out a *Did You Know?* Newsletter.

In this newsletter we plan to give faculty and staff information about all things HR related.

These newsletters aim to clear up any confusion and provide helpful information about topics such as retirement, benefits and more.

They will be sent out and posted monthly, or as new information comes along. We hope that you benefit from the *Did You Know?* Newsletter, and we are happy to answer any questions that may come up.

Thank you,

The Business Office

**Business Office Contact
Information**

Kate Heath, *Business Administrator*

P: 607-533-3020 X4002

Karen Hradisky, *Payroll Coordinator*

P: 607-533-3020 X4005

Melissa Ferris, *Purchasing Clerk*

P: 607-533-3020 X 4004

Mara Mitchell, *Finance Clerk*

P. 607-533-3020 X4006