

## **Payroll Management Report paperless migration to Finance and Payroll Dashboard effective May 2018**

We are pleased to announce that the Office of Finance and Administrative Systems and the Controller's Office will be replacing the paper distribution of the Payroll Management Reports with the Finance and Payroll Dashboard available in Argos. The paper distribution will be discontinued after the reports for April 2018 activity are distributed in May. The Finance and Payroll Dashboard offers more flexibility than paper reports and enables you to access financial information electronically when managing your Banner indexes. Actual payroll expense detail is provided by employee and can be queried for a range of dates.

Please visit the Finance and Administrative Systems website at <http://financeadmin.lehigh.edu/fasystems> to access the link for the Finance and Payroll Dashboard along with the user guide and training video under the Resources section. If you have additional questions, please contact Bob Siegfried, Director of Finance & Administrative Systems at rs08 or extension 83142 or Walt Conway, Assistant Director at wac2 or extension 85013.