Administrative Guide for FLAC

Issue	Priority Contact	Name	Area	Email
I need to confirm a position number or suffix code for a job assignment	Assistant Director of Budget and Financial Planning	**Kathy Mowatt**	Business Office	km3586@cabrini.edu
I need to confirm a faculty change for a course assignment	Registrar	**Gerry Donahue**	Registrar's Office	gd7006@cabrini.edu
I need to check on access for a new hire	HR Administrative Assistant	**Justin Ferkler**	Human Resources	Jef55@cabrini.edu
A job assignment that was coded is not loading into the Cabrini Portal	Collegis Support Team	**Personal Support Center**	ITR	ITRhelp@cabrini.edu
I need to check on the pay schedule **OR** I need to cancel or change a job after it has been signed by the faculty	Payroll Specialist	**Cathie Jarlsberg**	Business Office	caj76@cabrini.edu