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To

cc

bcc Annette Reardon/CON/SFGOV

Subject FAMIS v5 Flash # 111 - FAMIS Check Schedule to 11/19

[Note: This email is being sent to the FAMIS Flash, ADPICS All-Users, Con-Finance Officers lists. Please forward this message to all FAMIS Accounting and Purchasing users in your department.]

The FAMIS check processing schedule is changing this week and next due to the following events:

1. Thursday, 11/11/10 is a City Holiday. No FAMIS checks will be processed.
2. Friday, 11/12/10 the DT printer used for FAMIS checks will be moved to Reproduction at 875 Stevenson St.  
We expect to print checks over the weekend for mailing Monday, 11/15.
3. Monday, 11/15/10 begins the first week that FAMIS check processing moves to a weekly process. (See reminder email dated 10/14/10.)
4. Wednesday, 11/17/ 10 is the **first day** of FAMIS weekly check processing.

Please remember that electronic payments (ACH) will go out every weekday except for holidays.

Here is the FAMIS Check processing and mailing schedule until 11/19, the beginning of the weekly process..

Day	Date	Check Processing?	For Payment Due Dates on or Before What?	When will they be Mailed?
Monday	11/8/2010	Yes	11/9/2010	11/9/2010
Tuesday	11/9/2010	Yes	11/10/2010	11/10/2010
Wednesday	11/10/2010	Yes	11/12/2010	11/12/2010
Thursday	11/11/2010	No (Holiday)	n/a	n/a
Friday	11/12/2010	Yes	11/15/2010	11/15/2010
Monday	11/15/2010	No	No Processing	-
Tuesday	11/16/2010	No	No Processing	-
<b>Wednesday *</b>	<b>11/17/2010</b>	<b>Yes</b>	<b>11/19/2010</b>	<b>11/19/2010</b>
Thursday	11/18/2010	No	No Processing	-
Friday	11/19/2010	No	No Processing	(Note -- Checks from 11/17 processing are mailed on 11/19)
<b>*First day for FAMIS Checks weekly processing schedule</b>				

Subsequently, Wednesday will continue to be the weekly check processing day and Friday the check mailing day.

11/24, the Wednesday before Thanksgiving is a City furlough day. We are coordinating with DT and Reproduction regarding FAMIS processes that day and will send an update to you by early next week.

Departments should contact their fund accountants with any questions about the above schedule.