

Business Office Winter Break Information and Hours of Operation

The Business Office Staff will be working remotely the final two weeks of December, 2020.

Below is some helpful information for students, staff, and faculty for resources and services, including closure dates and hours of operation.

- **Students:** Financial Emergencies during the break? If outside normal business hours, please leave a detailed message on the mainline 503-777-7505 or in an email to: business-office@reed.edu, with *EMERGENCY* in the subject line, these will be responded to within 24-48 hours from when they are sent.
- **Students and Families:** [The Student Account Center](#) is a helpful tool for students and families to be able to view their student account and pay balances owed.
- **Students, Staff, and Faculty:** Bus passes and food points for commons can all be taken care of remotely by emailing: business-office@reed.edu.
- **Students, Staff, and Faculty:** Payroll services are uninterrupted and paychecks will be available following all of the usual payroll calendars. *Now is a great time to sign up for direct deposit to avoid delays with picking up a check!*
- **Students, Staff, and Faculty: *Need Business Office assistance?***
Staff are available by phone, email, and by appointment on Zoom for students, staff, and faculty throughout November-January. See our [Contact us](#) page on the website for the Business Office contact information.
- **Students, Staff, and Faculty:** Payroll forms and documents can be scanned and delivered securely to: [Payroll File Robot](#)
- **Students, Staff, and Faculty:** Student accounts, accounts payable, and general business office forms and documents can be scanned and delivered securely to: [Business Office File Robot](#)
- **Students, Staff, and Faculty:** There is a secure mail slot under the cashier window for any forms or documents that need to be physically dropped off at the Business Office.
- **Regular business hours are: Monday-Friday, 8:30am-5pm PST.**
- **Regular cashier window hours are: Monday-Friday, 10am-noon and 1pm-3pm.**
- **Students, Staff, and Faculty:** The Business Office and Cashier Window holiday closures and availability are below in **BOLD**, please note the check run information.
- ***The Business Office and cashier window are closed November 26 and 27.***
 1. The check run for this week will be processed on 11/25.
 2. Disbursements and invoice vouchers due no later than noon, Monday 11/23.
 3. All cashier window activities may be done remotely, as needed, except for cash handling. Contact business-office@reed.edu for information or requests.
 4. No notary services will be available for these two days.

- ***The Business Office and cashier window are closed December 24, 25, 31 and January 1.***

1. All disbursements and invoice vouchers are due by noon on Friday 12/18 for processing on Tuesday 12/22, the last check run of December.
2. There is no check run the week of 12/28.
3. The next check run will be back to the usual schedule, processed on Friday, 1/8/21 (disbursements and invoice vouchers due Wednesday 1/6 by 5 pm).
4. All cashier window activities may be done remotely, as needed, except for cash handling. Contact business-office@reed.edu for information or requests.
5. No notary services will be available for these four days.

- ***The Business Office and cashier window will be closed, but staff will be available in a limited capacity: all of the College's administrative days (12/23, 12/28, 12/29, 12/30). The only functions the Business Office staff cannot do remotely are: cash handling and the printing of checks. If either of these items are needed during the office closure dates, or over the administrative days, an advance request should be sent to: business-office@reed.edu with the understanding that these requests may not occur the same day, an appointment will need to be scheduled, please allow 24-48 hours for assistance.***

1. Please reach out by phone 503-777-7505 and leave a detailed message.
2. Or reach out by email: business-office@reed.edu.
3. There will be a staff member on call to check and respond to messages and emails.
4. All cashier window activities may be done remotely, as needed, except for cash handling. Contact business-office@reed.edu for information or requests.
5. Notary services may be done by appointment, as necessary, for Reed College related items. Personal notary services should be sought after at a local bank branch or other vendor.