



## DECEMBER 2018

### DECEMBER CREDIT CARD MONTH END DEADLINE

The deadline to edit credit card transactions in ActivePay for the December billing cycle is Friday, January 4<sup>th</sup> at 5:00pm. Holiday break begins on Monday, December 24<sup>th</sup> and campus re-opens on Wednesday, January 2<sup>nd</sup>. If you do not edit your transactions prior to December 21<sup>st</sup>, this schedule allows for three days in January to complete changes. Keep in mind, you can log into ActivePay anytime during the month to view and edit transactions.

### PASSWORD RESET IN ACTIVEPAY

Recently, several users have had issues resetting their passwords in ActivePay. PNC has tightened their security measures. A history of user passwords are kept and if you attempt to use a password that is in any way similar to a prior password, it will be denied. If you are receiving an error message during password reset, you will need to create a password that is completely different from one you have used in the past. As always, you can contact Payroll and Travel Services for assistance if you are having issues logging into ActivePay.

### Reminder – December ActivePay Deadline is Friday, January 4th, 2019 at 5 PM

#### Statistics for November (10/25/18 to 11/26/18)

Total Spend	\$990,266.11
Total Number of Transactions	5,582
Average Charge	\$185.86
Open Credit Cards	1,162
Cards with Activity	746

Thanks,

Payroll and Travel Services

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