
From: CMU Today <cmuline@cmich.edu>
Sent: Friday, May 04, 2018 8:15 AM
To:
Subject: CMU Today for May 4



Friday, May 4, 2018

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Fire alarm testing – residential and dining halls

Facilities Management and Risk Management, Environmental Health & Safety will be testing the fire alarms in the residential and dining halls May 7-11. If the testing crew has a problem with a building fire alarm system necessitating repairs, they may have to deviate from the planned schedule. Please note, building occupants do not have to evacuate the building during testing. [Click here for the May 2018 fire alarm testing schedule for residential and dining halls.](#)

Submitted by: Kathy Litwiller, Risk Management, Environmental Health and Safety, phone 7398, litwi1km@cmich.edu.

Benefits open enrollment period is closing – act before it's too late

Benefits Open Enrollment closes at 5 p.m. ET today. All benefit-eligible employees

must log in to CMU Choices online enrollment system to review and actively elect their 2018-19 benefit elections. Employees who don't enroll may end up with coverage they don't want or without coverage they need. Don't pay for inaction. Make your benefit elections online in [CMU Choices](#) today.

**Submitted by: Patty Tatham, Benefits and Wellness, phone 3661,
benefits@cmich.edu.**

2018 fiscal year-end cutoff dates for vendor invoices and invoice vouchers

Invoices and invoice vouchers that should be charged to the FY2018 budgets must be submitted by 5 p.m. Friday, June 15, 2018, to Payable Accounting, Warriner Hall 302. Travel expense vouchers must be submitted by June 8, 2018, to Payroll and Travel Services, Warriner Hall 204.

**Submitted by: Linda Kaliszewski, Payable Accounting, phone 3351,
kalis1m@cmich.edu.**

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Submitted by: Mel Purdy, Media Graphix, phone 2570, mgx@cmich.edu.



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