



INFORMATION ANNOUNCEMENT

Andrew M. Cuomo
Governor

RoAnn M. Destito
Commissioner

BSC Summer 2014 Open Houses

The BSC is pleased to invite you to join us during July and August for a series of open houses, workshops and panel discussions. We would like you to stop by and meet the people you talk to on the phone and get an up-close look at how we operate. In addition, the workshops and panel discussions will give you an opportunity to ask questions and learn more about the services the BSC provides. Our team will be there to help you with any issues you may be having with the BSC and talk about how we can help you with your finance and human resources needs.

The schedule is detailed below and we hope that agency staff, management and leadership who work with the BSC will be able to attend an open house or any session that may be beneficial. Each session will accommodate 20–30 people.

Please RSVP by Thursday, June 26 by clicking here: <https://www.surveymonkey.com/s/BSCOpenHouse2014>. Be sure to include the name and contact information of each person who will be in attendance at the specific open house, workshop and/or panel discussion. We'll send a confirmation email to each person after registration has been completed.

We look forward to seeing you in the upcoming weeks. Please contact us at BSCCustomerCare@ogs.ny.gov or (518) 457-8085 with any questions.

Open House Dates and Times

NOTE: All Open Houses are scheduled from 9am to 10am

Open House Location	Dates	Service & Support Lines at Location
800 N. Pearl St., 1 st Flr Albany, NY 12204 <i>Visitor parking available in lot</i>	<ul style="list-style-type: none"> • July 1, 2014 • July 9, 2014 • July 16, 2014 • July 29, 2014 • August 6, 2014 	Finance: <i>Accounts Payable</i> <i>Accounts Receivable</i> Organizational Development & Operations
50 Wolf Rd., 3 rd Flr Albany, NY 12232 <i>Visitor parking available in lot</i>	<ul style="list-style-type: none"> • July 2, 2014 • July 8, 2014 • July 15, 2014 • July 31, 2014 • August 5, 2014 	Finance: <i>Purchasing</i> <i>Travel</i> <i>Credit Cards</i> Customer Care & Transition Performance Management Technical Services
540 Broadway, 3 rd Flr Albany, NY 12207 <i>Parking available on street</i>	<ul style="list-style-type: none"> • July 10, 2014 • July 23, 2014 • August 7, 2014 	Human Resources: <i>Personnel Administration</i> <i>Time and Attendance</i> <i>Benefits Administration</i> <i>Payroll Administration</i>

Workshops and Panel Discussions

NOTE: All Workshops and Panel Discussions are scheduled from 10:00am to 11:00am unless otherwise noted.

Workshop/Panel Discussion Topic	Location	Date
Purchasing Policies and Procedures: Question and Answer Panel	50 Wolf Rd., 3 rd Flr Albany, NY 12232	<ul style="list-style-type: none">• July 8, 2014• August 5, 2014
Purchasing FileNet Overview: Question and Answer Session	50 Wolf Rd., 3 rd Flr Albany, NY 12232	<ul style="list-style-type: none">• July 15, 2014
Credit Cards Policies and Procedures: Question and Answer Panel	50 Wolf Rd., 3 rd Flr Albany, NY 12232	<ul style="list-style-type: none">• July 8, 2014• August 5, 2014
Credit Cards FileNet Overview: Question and Answer Session	50 Wolf Rd., 3 rd Flr Albany, NY 12232	<ul style="list-style-type: none">• July 15, 2014
Accounts Payable FileNet Overview: Question and Answer Session	800 N. Pearl St., 1 st Flr Albany, NY 12204	<ul style="list-style-type: none">• July 9, 2014
Accounts Payable Policies and Procedures: Question and Answer Panel	800 N. Pearl St., 1 st Flr Albany, NY 12204	<ul style="list-style-type: none">• July 16, 2014• August 6, 2014
Accounts Payable SFS Tools: Overview and Use	800 N. Pearl St., 1 st Flr Albany, NY 12204	<ul style="list-style-type: none">• July 29, 2014
Human Resources Policies and Procedures: Question and Answer Panel	540 Broadway, 3 rd Flr Albany, NY 12207	<ul style="list-style-type: none">• July 23, 2014
Human Resources Time and Attendance Workshop	540 Broadway, 3 rd Flr Albany, NY 12207	<ul style="list-style-type: none">• August 7, 2014 Note: 10:00am to 10:30am
Travel Policies and Procedures: Question and Answer Panel	50 Wolf Rd., 3 rd Flr Albany, NY 12232	<ul style="list-style-type: none">• July 15, 2014• July 31, 2014

Release Date: June 19, 2014

For more information visit the BSC website or contact the BSC today!

Email: bsc@ogs.ny.gov

Tel: (518) 457-4272

Website: <http://bsc.ogs.ny.gov>