

**From:** Elisabeth Williams  
**Sent:** Thursday, August 12, 2010 9:03 PM  
**To:** Adam Culbreath; Angela Cheng; Ann Beeson; Bill Vandenberg; Christina Voight; Cristina Parnetti; Cristóbal Josh Alex; Dawn Page; Eric Ferrero; Erlin Ibreck; Fei Chin; Gladys Lopez; Hayley Roberts; Hyon Seo Kwon; Jaime Herrera; Jeronimo Saldana; Joseph Moffett; Katie Barnett; Laleh Ispahani; Leonard Noisette; Lori McGlinchey; Lorraine Ramirez; Luisa Taveras; Luna Yasui; Nancy Chang; Nashay Jones; Patricia Jerido; Raquiba LaBrie; Rashid Shabazz; Rochelle Rosenbaum; Shawn Dove; Shruti Garg; Solomon Greene; Sophia Conroy; Susan Allen; Terrance Pitts; Thomas Hilbink; Timothy Dorsey; Victoria Choong; William Johnston; Hayley Roberts  
**Cc:** Eric Ferrero; Aida Henriquez-Brown; Victoria Choong; Joseph Moffett  
**Subject:** Re:Clarifying the Administrative Coordinators' role - Attendance and supplies  
**Importance:** High  
**Follow Up Flag:** Follow up  
**Flag Status:** Blue

Dear Colleagues,

First, I wanted once again to thank your patience and support during these past couple of months, as we were trying to define our role and strengthen our team.

I am happy to say that the F&A Department is now “up and running” and ready to roll over all the tasks listed in Eric’s email (please see below).

As of Friday, August 13, 2010, F&A will be taking over attendance and supplies for USP staff.

■ **USP attendance calendar and Metro-card**

I am sure that you will be relieved to know that we are now in charge of gathering and submitting USP attendance/calendar to the Human Resources Department.

You will still be in charge of tracking your own time but no longer responsible to submit it to HR.

Attendance calendar are due by the last day of the month; however we are kindly requesting that you submit these to your assigned AC no later than the 25<sup>th</sup> of each month.

This is especially important this month as it seems that a lot of staff will be taking off for well deserved vacation. Just stop by your AC’s desk and drop your attendance calendar.

As we are taking over attendance, it makes sense for us to take over the role of retrieving and distributing Metro-card and checks to USP.

ACs will retrieve these from HR and pass these on to their designated PA counterpart. This usually happens after we have submitted our attendance/calendar to HR.

Our goal is to provide you with a timely service and also to repair our department’s image with HR, by meeting their set deadlines.

■ **Supplies**

Last but not least, F&A will take over the task of ordering supplies for their assigned program.

We have provided “Facilities” with the names of the authorized staff, which in this case will be your assigned AC.

Just submit your requests via email or stop by and we will make sure that these are fulfilled.

Please keep in mind that Facilities has been tightening the system –and things might take a little longer as anything over \$25 must now be approved. However we will do our best to smooth out the system to provide you with best service possible.

Please let me know if you have any questions. Thanks again.

Best,

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