



SAINT LOUIS  
UNIVERSITY.  
— EST. 1818 —

# Workday Financial Reports

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# Budget vs Actuals by Org

## CR - FIN - Budget vs Actuals by Org

Company \*  1

Organization \*  2

Fund  3

Period \*  4

Plan Structure \*  1

Plan Name \*  1

Worktags  5

Book  1

Filter Name

Manage Filters

1 Saved Filters

Save

## Report Usage

End users are able to view Budget vs Actuals by Org results for a given fiscal period and specific worktags. Report will populate current period and YTD results.

## Prompt Selection (recommended)

1. Leave these fields as the default
2. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
3. Select appropriate Fund (i.e. 11 Operating Fund or 81 SLUCare)
4. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
5. Select any additional worktags, i.e. Program, etc. (This will only work for worktags that you budget to)

## Versions Available

- CR – FIN – Budget vs Actuals by Org - [Workday Link](#)
- CR – FIN – Budget vs Actual SLUCare (SLUCare cost centers) - [Workday Link](#)
- CR – FIN – Budget vs Actual SLUCare – Org Selection (Specialties or Programs) - [Workday Link](#)

## Sample Results

	Original Budget	Revised Budget	Last Year YTD Actuals	Prior Period YTD Actuals	Current Period Actuals	YTD Actuals	YTD Encumbrance	YTD Actuals with Encumbrances Total	Fav / (Unfav) Variance
Operating revenues and other support:									
Operating revenues and other support	98,853	98,853	108,630	75,227	15,470	90,698	0	90,698	(8,155)
Operating expenses:									
Operating expenses	3,434,380	3,681,299	1,894,369	1,773,415	298,690	2,072,105	1,810,358	(3,882,463)	(201,164)
SLU Parent: Income statement	(3,335,527)	(3,582,446)	(1,785,739)	(1,698,187)	(283,220)	(1,981,407)	(1,810,358)	(3,791,765)	(209,319)
Transfers	0	0	0	0	0	0	0	0	0
Total	(3,335,527)	(3,582,446)	(1,785,739)	(1,698,187)	(283,220)	(1,981,407)	(1,810,358)	(3,791,765)	(209,319)



# Budget vs Actuals by Org

CR – FIN – Budget vs Actuals by Org

1. By clicking the arrow next to data in blue you can choose dimensions to drill by
2. You can select another dimension to drill in to the data further. Select the second dimension in the “and then by” box and click the Refresh button

**Details**

The variance column shows no  
Due to the way deductions are p

Criteria View by: **Journal Source** and then by: **Period** Refresh

13 items

Journal Source	01 - July	02 - August	03 - September	04 - October	05 - November	06 - December	07 - January	Net Amount
Ad Hoc Bank Transaction	0	-23,229	0	0	0	0	0	-23,229
Allocation	60,465	65,639	67,596	69,053	1,284	0	0	264,037
Banner Student AR	0	1,440	0	0	0	0	1,920	3,360
Concur GL	408	89	929	771	247	90	204	2,739
Operating revenues and ot								
Operating revenues ar								
Operating expenses:								
Operating expenses	3,434,380	3,681,299	1,894,369	1,773,415	298,690	2,072,105		
SLU Parent: Income statement	(3,335,527)	(3,582,446)	(1,785,739)	(1,698,187)	(283,220)	(1,981,407)	(1,810,358)	
Transfers	0	0	0	0	0	0	0	
Total	(3,335,527)	(3,582,446)	(1,785,739)	(1,698,187)	(283,220)	(1,981,407)	(1,810,358)	

7 items

View By

- Grant
- Journal Source**
- Ledger Account
- Location
- Period**
- Program
- Project
- Revenue Category
- Specialty
- Spend Category as Worktag

View Details  
Export to Excel (All Columns)  
Export to PDF



# Fund Balance Report

## CR - FIN - Fund Balance ⋮

**Instructions** \*\*For detail on Fund Balance for Clinical Trials (Fund 32), please run the CR - FIN - Fund Balance - Clinical Trials report\*\*

Organization \*  ⋮ **1**

Period \*  ⋮ **2**

Book  ⋮ **3**

Worktags  ⋮ **4**

Filter Name

Manage Filters

0 Saved Filters

### Report Usage

End users are able to view fund balances for Designated (Fund 20-24), Construction (Fund 71) and Agency (Fund 91) through a selected fiscal period and specific organization. The actuals will include details such as transactions and journal lines.

### Prompt Selection (recommended)

1. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
2. Period reflects the accumulative results as of the end of the month (if the month is not closed your results may not be accurate)
3. Leave this field as the default
4. Select any additional worktags, i.e. Program, Gift, Project etc.

### Versions Available

- CR – FIN – Fund Balance - [Workday Link](#)
- CR – FIN – Fund Balance - Clinical Trials (Fund 32) - [Workday Link](#)

### Sample Results

2 items

Gift	Project	Program	Cost Center	Fund	Beginning Balance	YTD Revenue	YTD Expenses	YTD Transfers	Calculated Ending Balance	Ending Balance	YTD Encumbrance	YTD Pre-Encumbrance	Available Balance
(Blank)	(Blank)	200520 Campus Store	D230 Campus Store	24 Designated Unrestricted	59,981.29	1,611.84	714.82	(193.43)	60,684.88	60,684.88	0.00	0.00	60,684.88
Total					59,981.29	1,611.84	714.82	(193.43)	60,684.88	60,684.88	0.00	0.00	60,684.88



# Fund Balance Report

CR – FIN – Fund Balance

1. By clicking the arrow next to data in blue you can choose dimensions to drill by
2. By clicking on any blue value you can view the transaction detail

Criteria View by: Revenue Category and then by: Select a Field... Refresh

4 items

Revenue Category	Total	
	Fund Balance	Fund Balance Reverse
Auxiliary Fees (502)	\$355.73	<b>2</b> (\$355.73)
Auxiliary Room and Board (502)	\$139.16	(\$139.16)
Room and Board (511)	\$1,116.95	(\$1,116.95)
Total	\$1,611.84	(\$1,611.84)

View By: Gift, Grant, Ledger Account, Period, Program, Project, Revenue Category, Sales Item, Specialty, Spend Category, View Details, Export to Excel (All Columns)

YTD Revenue 1,611.84

Total					59,981.29	1,611.84	<b>1</b> 714.82	(193.43)
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Criteria View by: Select a Field... and then by: Select a Field... Refresh

1 item

Journal	Fund	Program	Cost Center	Function	Ledger Account	Line Memo	Accounting Date	Operational Transaction	Journal Number	External Reference ID	Journal Status	Journal Source	Transaction Amount
Operational Journal: Saint Louis University - 12/18/2020	24 Designated Unrestricted	200520 Campus Store	D230 Campus Store	42 Auxiliaries	4402:Auxiliary Fees		12/18/2020	Ad Hoc Bank Transaction: US Bank Departmental Depository 12/18/2020			Posted	Ad Hoc Bank Transaction	<b>2</b> (355.73)



# Statement of Account

## CR - FIN - Statement of Account

Instructions Separate reporting for Fund 31: Grants is in progress  
SLUCare must select GAAP Book Code

Repeat By \*  1

Company \*  2

Organization \*  3

Period \*  4

Plan Structure \*  5

Plan Name \*  6

Worktags  7

Book  2

Filter Name

Manage Filters

1 Saved Filters

Save

## Report Usage

End users are able to view budget, actual, revenue and expenses for a selected “repeat by” dimension, (i.e. Cost Center, Gift, Program, etc.) for a given fiscal period and specific worktags.

## Prompt Selection (recommended)

1. Select the dimension you would like your report to repeat by
2. Leave these fields as the default
3. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
4. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
5. Select SLU Virtual University Budget or SLUCare
6. Select the correct Plan Name that corresponds with your selection for #5
7. Select any additional worktags, i.e. Program, Gift, Project etc.
  - This will only work for worktags that you budget to
  - To limit your results to Operating for your selected dimensions Select Fund 11

CR – FIN – Statement of Account - [Workday Link](#)

## Sample Results (more examples on next slide)

	Report Total									10040 Res Philosophia Operating									(Blank)						
	Revised Budget	Beginning Balance	Current Period Actuals	YTD Actuals	YTD Encumbrance	YTD Actuals & Encumbrance	Budget Available	Percentage Used	Ending Balance	Revised Budget	Beginning Balance	Current Period Actuals	YTD Actuals	YTD Encumbrance	YTD Actuals & Encumbrance	Budget Available	Percentage Used	Ending Balance	Revised Budget	Beginning Balance	Current Period Actuals	YTD Actuals	YTD Encumbrance	YTD Actuals & Encumbrance	Budget Available
Fund Balance		(3,760,398.34)							(4,839,485.97)		(1,933,444.98)							(1,681,148.01)		(3,607,011.35)					
Operating revenues and other support				0.00	0	0.00	0.00	0%	0	0	0	0	0.00	0	0.00	0%	0	0	0	0	0	0.00	0	0.00	0.00
Revenues	0	0	0	0.00	0	0.00	0.00	0%	0	0	0	0	0.00	0	0.00	0%	0	0	0	0	0	0.00	0	0.00	0.00
Operating expenses:																									
Expenses	1,788,793.24	0	148,318.24	1,079,299.43	734,912.43	1,813,912.06	(30,118.82)	102%	0	28,791.40	0	623.44	11,800.06	1,388.00	13,188.06	12,605.84	91%	0	1,788,001.44	0	148,694.80	1,047,299.87	735,424.43	1,800,724.00	(42,722.36)
Net operating results	(1,788,793.24)	0	(148,318.24)	(1,079,299.43)	(734,912.43)	(1,813,912.06)	(30,118.82)	102%	0	(28,791.40)	0	(623.44)	(11,800.06)	(1,388.00)	(13,188.06)	12,605.84	91%	0	(1,788,001.44)	0	(148,694.80)	(1,047,299.87)	(735,424.43)	(1,800,724.00)	(42,722.36)
Transfers In (Out)	0	0	0	0	0	0.00	0.00	0%	0	0	0	0	0	0.00	0.00	0%	0	0	0	0	0	0	0	0.00	0.00
Non-Operating	0	0	0	0	0	0.00	0.00	0%	0	0	0	0	0	0.00	0.00	0%	0	0	0	0	0	0	0	0.00	0.00
Net Activity	(1,788,793.24)	0	(148,318.24)	(1,079,299.43)	(734,912.43)	(1,813,912.06)	(30,118.82)	102%	0	(28,791.40)	0	(623.44)	(11,800.06)	(1,388.00)	(13,188.06)	12,605.84	91%	0	(1,788,001.44)	0	(148,694.80)	(1,047,299.87)	(735,424.43)	(1,800,724.00)	(42,722.36)

Report Total

Repeat by Columns

(Blank)



# Statement of Account

CR – FIN – Statement of Account

Report Total

Report Total

Repeat by Program

120243 SLU Program

Blank Program

(Blank)

	Revised Budget	Beginning Balance	Current Period Actuals	YTD Actuals	YTD Encumbrance	YTD Actuals & Encumbrance	Budget Available	Percentage Used	Ending Balance
Fund Balance		(3,760,356.34)							(4,839,455.97)
Operating revenues and other support:									
> Revenues	0	0	0	0.00	0	0.00	0.00	0%	0
Operating expenses:									
> Expenses	1,783,793.24	0	149,318.24	1,079,099.63	734,812.43	1,813,912.06	(30,118.82)	102%	0
Net operating results	(1,783,793.24)	0	(149,318.24)	(1,079,099.63)	(734,812.43)	(1,813,912.06)	(30,118.82)	102%	0
Transfers In (Out)	0	0	0	0	0	0.00	0.00	0%	0
Non-Operating	0	0	0	0	0	0.00	0.00	0%	0
Net Activity	(1,783,793.24)	0	(149,318.24)	(1,079,099.63)	(734,812.43)	(1,813,912.06)	(30,118.82)	102%	0



# Income Statement Trend by Org

## CR - FIN - Income Statement Trend by Org ⋮

Instructions SLUCare must select GAAP Book Code

Organization \*  ⋮ **1**

Fund  ⋮ **2**

Period \*  ⋮ **3**

Time Period \*  ⋮ **4**

Book  ⋮ **5**

Worktags  ⋮ **6**

Filter Name

Manage Filters

0 Saved Filters

Save

## Report Usage

This report displays monthly trend of the income statement with a total. The periods in the trend can be selected to show YTD, Last 12 months, last three months, etc.

## Prompt Selection (recommended)

1. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
2. Select appropriate Fund (i.e.11 Operating Fund)
3. Period is the most current month that will populate and trend backwards from there
4. Time Period is the duration of time you want to run the report for, i.e. YTD, Last 4 months, etc.
5. Leave this field as the default
6. Select any additional worktags, i.e. Program, Activity Code, Location, Specialty, Function etc.

CR - FIN - Income Statement Trend by Org - [Workday Link](#)

## Sample Results

Income Statement Trend	01/2021	02/2021	03/2021	04/2021	Total	Prior Year End
Operating revenues and other support	144,609,309	2,702,178	12,984,944	8,047,874	168,344,305	365,953,880
<b>Total Operating Revenue and Other Support</b>	<b>144,609,309</b>	<b>2,702,178</b>	<b>12,984,944</b>	<b>8,047,874</b>	<b>168,344,305</b>	<b>365,953,880</b>
Operating Expenses	36,404,046	18,429,503	26,747,543	24,915,278	106,496,370	379,963,521
SLU Parent: Fringe benefits allocated	2,812,376	2,584,830	2,683,023	2,568,239	10,648,468	54,417,436
SLU Parent: Salaries and wages	16,015,905	15,861,636	15,990,354	16,159,943	64,027,838	188,541,671
5100:Communications	225,146	304,261	212,730	152,768	894,905	2,517,904
Communication Other	61,086	49,986	48,924	14,275	174,270	472,303
Postage/Shipping	95,325	83,538	77,792	82,704	339,359	718,770



# Income Statement Trend by Org

CR – Fin – Income Statement Trend by Org

57 items

Income Statement Trend	Period - FY2021 - 10 - April						Time Period - Current Period YTD					Total	Prior Year End
	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020	01/2021	02/2021	03/2021	04/2021			
Operating revenues and other support	251,616,946	(93,556,083)	8,788,245	9,081,740	5,854,650	5,838,584	144,609,309	2,702,178	12,984,944	8,047,874	355,968,387	365,953,880	
<b>Total Operating Revenue and Other Support</b>	<b>251,616,946</b>	<b>(93,556,083)</b>	<b>8,788,245</b>	<b>9,081,740</b>	<b>5,854,650</b>	<b>5,838,584</b>	<b>144,609,309</b>	<b>2,702,178</b>	<b>12,984,944</b>	<b>8,047,874</b>	<b>355,968,387</b>	<b>365,953,880</b>	
Operating Expenses	15,623,275	27,771,671	28,529,929	30,421,033	25,378,172	30,069,824	36,404,046	18,429,503	26,747,543	24,915,278	264,290,274	379,963,521	
SLU Parent: Fringe benefits allocated	2,806,181	2,820,347	3,031,733	2,423,926	2,682,243	2,896,896	2,812,376	2,584,830	2,683,023	2,568,239	27,309,795	54,417,436	
SLU Parent: Salaries and wages	14,226,321	15,323,435	15,934,636	15,039,853	15,949,423	16,504,335	16,015,905	15,861,636	15,990,354	16,159,943	157,005,841	188,541,671	
5100:Communications	88,777	82,849	139,704	116,611	54,438	563,965	225,146	304,261	212,730	152,768	1,941,249	2,517,904	
Communication Other	39,615	31,103	34,102	29,796	22,766	141,186	61,086	49,986	48,924	14,275	472,838	472,303	
Postage/Shipping	15,488	8,617	9,790	9,710	6,532	297,678	95,325	83,538	77,792	82,704	687,173	718,770	
Telephone Charges	0	784	0	0	0	0	0	0	0	0	784	0	

Another option is to select April and Last 6 periods to see results for 11/2020 – 04/2021

Time Period \*

Period - FY2021 - 10 - April			Time Period - Last 6 Periods			
11/2020	12/2020	01/2021	02/2021	03/2021	04/2021	

# Journal Lines by Org

## CR - FIN - Journal Lines by Org ⋮

Organization \*  ⋮ **1**

Amount Type \*  ⋮ **2**

Period \*  ⋮ **3**

Time Period \*  ⋮ **4**

Worktags  ⋮ **5**

Book  ⋮ **6**

Ledger Accounts and Summaries  ⋮ **7**

Calculate Current Year Retained Earnings

Filter Name

Manage Filters

0 Saved Filters

### Report Usage

End users are able to view monthly or year-to-date activity by selected ledger accounts. If no Ledger Account selection is made the results will be similar to a Trial Balance report (i.e. includes balance sheet and income statement accounts)

### Prompt Selection (recommended)

1. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
2. Report can be run by Activity, Beginning Balance or Ending Balance
3. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
4. Time Period is the duration of time you want to run the report for, i.e. Current Period, Current Period YTD, etc.
5. Select any additional worktags, i.e. Program, Gift, Project etc.
6. Leave this field as the default
7. Select individual Ledger Accounts or Account Summaries to narrow your results.

CR - FIN - Journal Lines by Org - [Workday Link](#)

### Sample Results

Ledger Account	Amount
1000:Cash	0.00
1104:Interworktag Due To/Due From	673.75
3400:Transfers - Current Year	134.74
4400:Auxiliary Room and Board	-767.09
4402:Auxiliary Fees	-355.73
5102:Books,Subscriptions,Periodicals	314.33
Total	0.00

# Journal Lines by Org

CR – FIN – Journal Lines by Org

Turn on the new tables view

5 items



Ledger Account	Amount
1000:Cash	0.00
1104:Interworktag Due To/Due From	3,341.00
1400:Notes Receivable	-3,330.14
6200:Nonoperating Loan Fund Int Collect	-10.86
Total	0.00

- By clicking on the value in blue you can populate the detailed transactions that make up that number.

Criteria View by:  and then by:

**Transaction Details**

10 items

Journal	Fund	Gift	Cost Center	Spend Category as Worktag	Function	Ledger Account	Line Memo	Accounting Date	Operational Transaction	Journal Number	Journal Source	Ledger/Budget Debit Amount	Ledger/Budget Credit Amount
<a href="#">?</a>	52 Loan Permanently Restricted	510836 Saunders, Dr. and Mrs. Richard and Muriel	D004-2 Student Financial Services-General		18 Scholarships & Fellowships	1400:Notes Receivable	UAS 1-15-21 MISC WIRE	01/15/2021	Ad Hoc Bank Transaction: Wells Fargo Master 01/15/2021		Ad Hoc Bank Transaction	0.00	333.00
<a href="#">?</a>	52 Loan Permanently Restricted	510836 Saunders, Dr. and Mrs. Richard and Muriel	D004-2 Student Financial Services-General		18 Scholarships & Fellowships	1400:Notes Receivable	UAS Misc Wire 2-18-21	02/18/2021	Ad Hoc Bank Transaction: Wells Fargo Master 02/18/2021		Ad Hoc Bank Transaction	0.00	333.02

# Report of Transactions - Org

## CR - FIN - Report of Transactions - Org

Instructions SLUCare must select GAAP Book Code

Company	* X Saint Louis University ...	1
Organization	*	2
Fund		3
Year	*	4
Period		5
Book	X Department ...	1
Journal Number		6
External Reference ID		7
Accounting Date On or After	MM/DD/YYYY	8
Accounting Date On or Before	MM/DD/YYYY	8
Ledger Accounts	X SLU Parent: Income statement ... X SLU Parent: Transfers ...	9
Created by		10
Approved by		11
Reversed Journal	<input type="checkbox"/>	12
Recurring Journal	<input type="checkbox"/>	12
Amount Equal To	0	13
Amount Greater Than	0	13
Amount Less Than	0	13
Worktags		14

## Report Usage

End users are able to view monthly or year-to-date balances or activity by selected ledger accounts. The default ledger account selections will produce results for revenue, expenses and transfers.

## Prompt Selection (recommended)

1. Leave this field as the default
2. Select your Organization from “My Organization” or “My Organization Hierarchy” (if applicable)
3. Select appropriate Fund (e.g. 11 Operating Fund)
4. Select Fiscal Year
5. Period is the month you want to run the report (if the month is not closed your results may not be accurate)
6. Optional prompt to search by Journal Number
7. Optional prompt to search by External Reference ID
8. Select a date range instead of Period (#5)
9. You can leave as the default or clear and select specific ledger accounts (if left blank you will get results for all ledger accounts, i.e. balance sheet and income statement)
10. Search by person who originated the transaction
11. Search person who approved the transaction
12. Select a specific transaction type
13. Optional selections for Amounts
14. Select any additional worktags, i.e. Program, Gift, Project etc.

CR - FIN - Report of Transactions – Org - [Workday Link](#)

# Report of Transactions - Org

CR – FIN – Report of Transactions - Org

Journal	Fiscal Year Name	Source	Fund	Function	Cost Center	Gift	Program	Ledger Account
Q	FY2021	↑ Sort Ascending ↓ Sort Descending Filter Condition * is		10 Instruction	D351 Ctr for Workforce & Org Development	203560 Transformative Workforce Academy		3400:Transfers - Current Year
Q	FY2021	Value * × Ad Hoc Bank Transaction × Supplier Invoice		10 Instruction	D351 Ctr for Workforce & Org Development			4000:Tuition

So

- Ad Hoc Bank Transaction
- Advancement Gifts
- Allocation
- Fringe Benefit
- Manual Journal
- Payroll Actual Accrual
- Procurement Card Transaction Verification
- Supplier Invoice
- Xerox GL

Search

- × Ad Hoc Bank Transaction
- × Supplier Invoice

Filter

1. Functions like Excel filter – click the heading to open filter options
2. Select multiple options to narrow search results



# Report Demo



# Data Audit Reports

Data audits are reports used to view a list of Workday dimensions and their related worktags

- Available Data Audit reports (not everyone will have access to all of these)
  - [Data Audit - Cost Center and Cost Center Hierarchies](#)
  - [Data Audit – Spend Categories and Spend Category Hierarchies](#)
  - [Data Audit - Revenue Categories and Revenue Category Hierarchies](#)
  - [Data Audit – Ledger Account and Ledger Account Summaries](#)
  - [Data Audit - Activity Code and Activity Code Hierarchies](#)
  - [Data Audit – Awards](#)
  - [Data Audit - Programs and Program Hierarchies](#)
  - [Data Audit - Projects and Project Hierarchies](#)
  - [Data Audit - Functions and Function Hierarchies](#)
  - [Data Audit - Fund and Fund Hierarchies](#)
  - [Data Audit - Specialty and Specialty Hierarchies](#)



# Other Helpful Reports

Additional reports may not be available to everyone:

- [PRISM - LBD002 Labor Distribution Details](#) – View labor distribution details
- [CR - FIN - Find Suppliers](#) - View details for selected suppliers
- [CR - FIN - Find Supplier Payments Status](#) - View payment status of supplier invoices
- [My Procurement Card Transaction Verifications](#) - View your procurement card transaction verifications
- [CR - FIN - Internal Service Delivery by Org](#) – View Internal Service Deliveries, including status



# Additional Resources

- [wdfinance@slu.edu](mailto:wdfinance@slu.edu) – email for Workday Finance requests and issues
  - Natasha Seidl, Lisa Zoia, Crystal Santa Cruz
- [Business Manager Training](#) (courses available in Skillsoft)
  - Workday Training How to Run Reports for Business Managers
  - Business Manager Training Workday Reporting Procurement
  - Business Manager Training Workday Reports Procurement Part Two
  - Business Manager Training FY22 Budget Process
  - SLU Business Manager Training Workday Reporting for Budgeting and Forecasting SLUCare
  - SLU Business Manager Training Budgeting and Forecasting SLUCare
- [Crosswalk: Financial Reports](#)
- [Job Aid Library](#)
- Office Hours
  - [May 20th 9-10am](#)
  - [May 27th 9-10am](#)
  - June - TBD

Questions ?