The activities in Encina shouldn't be stopped as they are services to students, faculty staff, [redacted].

Student insurance

[redacted] General Secretary's Office - responsible for gifts which support all phases o University Life

University Health Officer

Health Physics (Radiation survellience)

University Housing

Residences

Personnel - including minority training program planning as well as job placement. Personnel approves and initiates appointment forms. Emergency approval for early pay, loans for needy staff.

Payroll - including Administrative Data Processing, PBR and Payroll Sections tl process payroll forms, produce checks and distribute.

I.D.Mail - and Mail Services, interplay from start of payroll process to delivery of checks. Payroll forms all originate in the department and must be delivered to Encina.

Benefits - personal services including medical plan information, retirement, life insurances and emergency help.

Cash Disbursements - student loans, emergency loans, travel advances, emergency advances, student refunds.

Cashier's Office - check cashing and paying of bills.
Check signers must be available otherwise checks are worthless.

Vendor Disbursements - some vendors will not deliver if not paid weekly such as food stuffs for dining halls. Vendors can not meet their payrolls and are already calling for checks. The vendors are hiring all people of the community.

Rental Housing - lists of rental housing for student use.

In order to fulfil these obligations it requires approximately three-quarters of the staff in the financial areas to be effective. We have had about half the number needed and they have gained entrance by coming early or various other methods including permission to enter by the regular doors. The decision to allow only payroll people ignores the interrelation above.

Your reactions to above would be appreciated.

Controller's Office - KDC