

## **Required Administrative Systems for All Employees**

According to the University's Exclusive Suppliers and Administrative Systems the University may implement an administrative system and require such administrative system to be used by some or all of the University community.

The following Administrative Systems are considered to be the official administrative systems of the University and are required to be used by all University employees, as applicable, in the course of their employment:

1. Microsoft Exchange for employee email;
2. Microsoft Office 365 for student email;
3. Concur for travel and expenses;
4. EPIC for purchasing;
5. VIP and Banner for human resource records;
6. Desire2Learn (D2L) or Opal for learning management;
7. Banner for records.

**Please note this list may not be exhaustive.**