



FAST Tips Newsletter - December 2025 Edition

From Financial Advisory Services & Training (FAST) <fast.help@utoronto.ca>

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To Rames Paramsothy <rames.paramsothy@utoronto.ca>



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[REMINDER: December 2025 Holiday Payment Schedule](#)

As we approach the holiday closure, please review the **key payment deadlines** below. Several payment runs have now been completed, while others are still upcoming.

Important Cutoff Dates

Cheque & Draft Payments

- **Final run:** Wednesday, December 17, 2025 (*completed*)
- Included vendor cheques, foreign drafts, and petty cash/imprest reimbursements
- Payments over \$50,000 required supporting documentation to be attached in FIS by December 15

EFT Payments

- **Final run:** Thursday, December 18, 2025 (*completed*)
- Payments over \$50,000 required supporting documentation to be attached in FIS by December 16

ERDD & Concur Reimbursements

- **Final run:** Tuesday, December 23, 2025
- Claims must be posted in FIS by December 22
- “Parked” ERDD documentation was due by December 17

Concur Cash Advances

- **Final run:** Tuesday, December 23, 2025
- Departmental one-up approval is required by **today, December 19**

Wire Payments

- Wire payment forms for 2025 processing were required to be received by December 15

Honorariums (T4A-NR)

- Wire transfer deadline: December 1 (*completed*)
- Cheque/draft deadline: Posted in FIS by December 2 (*completed*)
- Final honorarium run: December 3 (*completed*)

👉 [Full memo available here](#)

For questions, please contact **Linda Wong**, Supervisor, Accounts Payable (lindaf.wong@utoronto.ca).

Concur Availability Over the Holiday Break

Concur will remain available throughout the holiday break. Appointed employees and non-appointed employees with an active Concur profile may continue to enter and submit expense claims as usual, and approvers will still be able to review and approve submissions.

Please note:

Expense reports **submitted after December 22 will not be processed until after the holiday break**. No action is required by Concur users—claims will simply resume processing once the University reopens.

Until processing resumes, submitted claims will not move forward in the workflow or post in FIS and may display the status

“Pending External Validation.” This status is expected during the closure period.

If you have any questions please
contact: concur.travel@utoronto.ca

TRAINING

[FIS Courses: January - March 2026](#)

The FAST team is presenting another round of Standard Curriculum course and FIS workshops between January – March 2026. These courses will train staff on how to process FIS transactions, generate reports and interpret policy.

[Click here to view the training calendar](#) and register for our upcoming courses and workshops.

In addition, we offer *self paced eLearning Courses*:

- [FIS Overview eLearning Module](#)
- [Departmental Accounts Receivable Responsibilities & A/R Open Item Aging Report](#)
- [Understanding the Relationship Between HRIS and FIS](#)

TRAINING

- [FIS Training Calendar](#)
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