

April 2023



### FY23 Closing Schedule

The closing schedule for FY23 is now available, and can be viewed on the OBO website.

Schedule

### ProCard and TEV Review Class

Due to high demand the Accounts Payable team will be offering another ProCard and TEV Review class on April 25, 2023 from 10:00 – 11:00 a.m.

We will cover best practices and end with a Q & A. Whether you are new to ProTrav or you would like to refresh your knowledge, this session will give you a better understanding of our ProCard and Travel guidelines and help you create detailed vouchers.



Register



### Faculty 12 Month Pay Option

Faculty may be paid for their continuing non-temporary academic year appointment in 10 or 12 equal installments beginning with the August 31 or July 31 payroll respectively. Faculty members who would like to change their salary payments from 10 to 12 months, or vice versa, must complete a [Pay Frequency Change Form](#).

The completed form can be scanned and emailed to [payroll@uni.edu](mailto:payroll@uni.edu) or sent via campus mail to Business Operations - Payroll, mail code 0008, prior to the May 15, 2023 deadline. Questions may be directed to [Amy Stanbrough](#).

### Business Cards, Letterhead & Envelopes

Effective June 1, 2023, pricing will increase for standardized stationery and business card printing with the university's contracted vendor, Professional Office Services (POS). These increases mirror trends across the global paper supply chain which has seen consistent material shortages over the past few years, as well as increases due to inflation.



New pricing will be posted on the [UNI brand site](#) by Friday, April 14, 2023.