

ACCOUNTS
PAYABLE

ACCOUNTS
RECEIVABLE

PAYROLL

PROCUREMENT
SERVICES

April 2024



New Faces in OBO

Please join OBO in welcoming our newest staff members to the team!

Cassidy Rigdon, has joined Accounts Receivable as a Accounts Receivable Clerk. Cassidy will primarily work with Perkins Loans, Customer Creation and Customer Invoices.

Tara Mennenga, has joined Accounts Payable as a Invoice Specialist. She will be responsible for purchase order and non-PO invoices, procurement card reconciliations and non catalog requisitions.

Jenny Murphy, has also joined Accounts Payable as a Travel Specialist. She will specialize in travel accommodations, spend authorizations and expense reports.

Contact Us

Non Payroll Direct Deposit Set Up

UNI WORKS

New Workday sneak peak!

Maintaining your direct deposit information for non-payroll refunds or reimbursements from the university is easy to set up in Workday.

Click on the link below to see a quick demonstration on the set up process which you will be able to do on July 1st.

As always, if you have any questions please email UNIWorks-Info@uni.edu.

Video



Dell Return Policy

Dell is no longer accepting returns as a result of an accidental or incorrect purchase.

Please review the new [Dell Return Policy](#) for more information.

Please open *all* deliveries and reconcile your order, as soon as they arrive.

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 or sent via campus mail to Business Operations - Payroll, mail code 0008, prior to the May 15, 2024 deadline.

Questions may be directed to Amy Stanbrough, amy.stansbrough@uni.edu or 3-7049.



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