

June 2024



Collegiate Travel Planners

Starting July 1st, Collegiate Travel Planners (CTP) will be the new UNI travel management company. For more information, please view the welcome letter from CTP.

Please register at one of the links below for training offered via Zoom.

[Mon, June 24th | 10:00 - 11:30AM CST](#)

[Mon, June 24th | 1:00 - 2:30PM CST](#)

[Tue, June 25th | 10:00 - 11:30AM CST](#)

[Mon, July 15th | 2:00 - 3:30PM CST](#)

[CTP Welcome Letter](#)

End of FY24 Reminders

Please be aware of the following dates as the end of June approaches:

Travel Expense Vouchers must be submitted and fully approved by 3:00 pm on June 27th.

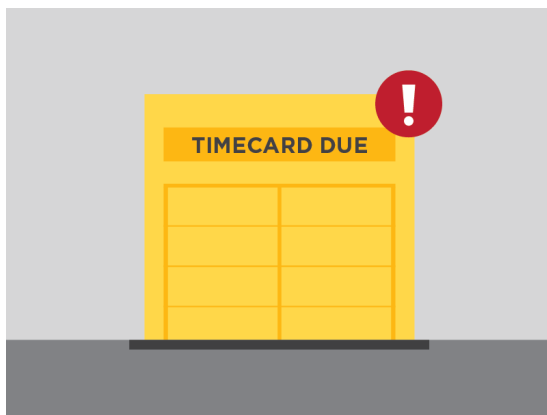
Requests for Payment must be submitted and fully approved by 4:00 pm on June 28th.



Pcard vouchers must be submitted and fully approved by 4:30 pm on July 5th.

Receiving on Purchase Orders must be completed by 4:30 p.m. on June 28th.

Starting July 1st, all expense reimbursements and requests for payment will be submitted in the Business Operations area of Service Hub.



Timecard Reminder

In preparation for our move to UNI Works, it is crucial that all timecards are submitted at the end of each work week to ensure accurate accrual balances and pay. Timecards for June (6/1 - 6/30, for salaried and 6/16-6/29, for hourly) must be in **approved** status in eBusiness Suite, no later than 7/1 at noon to guarantee they will be moved to UNI Works.

All time entries & absence requests for dates beginning 6/30 for hourly, 7/1 for salaried should be completed in UNI Works. Refer to the communication sent May 16th titled 'Time Tracking, Absences, and Accruals - UNI Works' for more details.

If you have questions, please email payroll@uni.edu or call x2162, option 2.

Payroll Documents

Prior pay slips and W-2s will be available in eBusiness Suite Self-Service until 7/31. If you anticipate you will need a copy of these documents, you can save it to a personal USB or print the document and shred it when finished with the information. For data security reasons, we discourage downloading any Personally Identifiable Information (PII) to UNI systems.



Current withholding elections are also available in Self Service; however, we highly recommend that you use the [tax withholding estimator](#) provided on the respective federal and state websites to determine your withholding elections in UNI Works as the forms have changed recently.

If you have questions, please email payroll@uni.edu or call x2162, option 2.

Contact Us:
obo@uni.edu
319-273-2162

103 Gilchrist Hall
Cedar Falls, IA 50614
Mail Code: 0008

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