March 2024

UNI WORKS

March Project Update

Engaging the larger campus community is underway. Individuals who had earlier expressed an interest in engaging with the system to a Campus Engagement kick off meeting on February 12th. Those in attendance were given an overview of planned engagement opportunities for the spring semester. They also were encouraged to consider becoming a member of the Change Champion Network (CCN). CCN members are those individuals who are interested in promoting new processes and facilitating change by creating enthusiasm to raise awareness. They will also have the opportunity to gain early insight into new business processes and provide feedback on the training plan

for campus. The next meeting of this group is scheduled for Tuesday, March 26th at 1:00pm in Maucker Union Ballroom C. To learn more email UNIWorks-Info@uni.edu.

On February 16th the Office of Business Operations (OBO) unveiled the new OBO Hub to the Business Process Users Group (BPUG). The Hub is an online portal available to faculty, staff and students who need to submit requests related to accounts payable, accounts receivable, payroll, and procurement financial transactions. Requests may include purchasing a good or service, making a payment to a vendor, travel authorizations and reconciliation of PCard expenses. The OBO Hub will go live on July 1, 2024. OBO staff are still in the process of designing the intake forms for the Hub and will continue to seek input as their design continues. You can access the BPUG power point at uniworks.uni.edu under the Resources tab.

Testing of system configuration is moving ahead at a rapid pace. All functional areas are working with their respective consultants to thoroughly test all business processes and related data. Any bugs are identified, corrected and submitted for re-testing. This phase of testing will be completed April 5th and will be followed shortly by another comprehensive testing phase.

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

Basic Navigation Video

Update to Taxi or Car Service Policy

Taxi, shuttle, car service (i.e. Uber or Lyft) or other local common carrier fares (including tips up to a maximum of 20% of the fare) are allowable expenses.

Expenses should be itemized by date and indicate points of travel in the description. A justification is required when the expense exceeds $50.

Receipts are required for fares in excess of $75.

Any travel expense from the location of your hotel to another venue, such as restaurant, theatre, etc., is considered a personal expense, unless there is a proper business justification or pre-approval from the Office of Business Operations.

Share Feedback