

ACCOUNTS
PAYABLE

ACCOUNTS
RECEIVABLE

PAYROLL

PROCUREMENT
SERVICES

May 2024



UNI WORKS

May Project Update

As we approach the final weeks of UNI Works implementation, two major activities are taking place. First, we are finalizing the campus training plan. This plan includes instructor led sessions as well as development of approximately 90 job aids and about a dozen videos for self-guided training. Sign up for training will begin mid May, with classes beginning late May and continuing through most of the summer. For those employees who will not be on campus during the summer, classes will again be offered as the fall semester gets underway. Training resources, class information and registration will be available at UNIWorks.uni.edu.

The other major focus is finalizing the design and delivery of help and support once UNI Works goes live on July 1st. As described above, self-guided job aids and videos will be available at UNIWorks.uni.edu. In addition, a dedicated help line will be made

available through Information Technology. We will also be planning drop in sessions for anyone who wants to stop by, ask questions, and receive some one-on-one assistance.

As training, help and support materials are launched, information will be shared via campus email, Inside UNI and UNIWorks.uni.edu.

Contact Us



Recurring Procard Charges

The last day to use the current procard is June 10, 2024. There will be a temporary pause on all procurement card transactions between June 11-30, 2024. In the event your card is setup for recurring charges please follow the instructions below:

1. If the charge occurs between June 11-25, please complete this [form](#) for each recurring charge you have during this time period **no later than May 31, 2024**. We will allow for this recurring charge to be processed. If we are not made aware of the recurring charge within this time period, it will be declined and other arrangements will need to be made with the vendor.
2. If the charge occurs between June 26-30, please make arrangements with the vendor to pay them by another method. There can be no

activity on any UNI procards from June 26-30.

Contact michelle.sullivan@uni.edu with questions.



Travel Advances

Faculty and staff traveling between June 11-30, 2024, there will be a temporary pause on your procurement card. You will need to pay for your expenses with your own personal card and seek reimbursement when you return.

If you have a circumstance where an out of pocket reimbursement is not possible, please contact michelle.sullivan@uni.edu to discuss your potential options for a travel advance.

Receiving on Your Orders

Procurement would like to remind departments to receive on their orders as soon as they come in. Receiving on an order includes receiving goods from the supplier, checking them against the details outlined in the order and identifying any damage that may have occurred during shipment. Receiving in iProcurement also helps to complete the Procure to Pay cycle.



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