

## NOVEMBER 2021



### 2021 Renewal of Technology Allowances

The [Technology Allowance Policy](#) requires employees receiving Technology allowances to have the authorization reviewed and approved annually.

Visit [Office of Business Operations](#) for links to the policy, [allowance form](#) and FAQs. Submit authorizations to Business Operations by November 30 to receive the allowance on the January 31 payroll.

### Did You Know

In Fiscal Year 2021 Procurement Services processed over 2,900 orders (over \$1.9 Million) through our iProcurement stores. It is our goal to make sure that the iProcurement purchasing process is a simple and cost-effective way to get your products to you.

Please reach out to [Procurement Services](#) if you have any questions on the iProcurement store ordering process.



### Elect to Receive an Online W-2 Wage and Tax Statement

If you have not already done so, consider electing to receive your W-2 online versus a paper copy. Here are the benefits of having online access to your W-2:

- ✔ Your online W-2 will be available sooner which is beneficial if you intend to prepare your tax return early.
- ✔ Eliminating paper W-2s results in significant cost savings to the university.
- ✔ Your W-2 is securely available online instead of having a paper W-2 routed through multiple processing stages.
- ✔ You may access your W-2 through e-Business Self Service at any time including prior years.

To make this election, go to e-Business UNI Employee Self Service>W-2 Delivery Preference, and select Yes for Online. If you become an ex employee prior to W-2 processing your W-2 will be mailed to your home address.

Thanks in advance for choosing the online W-2!