



When do I need a Professional Services Agreement?

Professional Service Agreements are contracts for unique, technical or infrequent functions performed by an independent contractor or business.

If payment for services will be \$500 or more, some form of a written agreement or contract will be required.

Expenses for services should be charged to object codes 65010 – 65910. Additional information is available through the link below.

PSA



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.

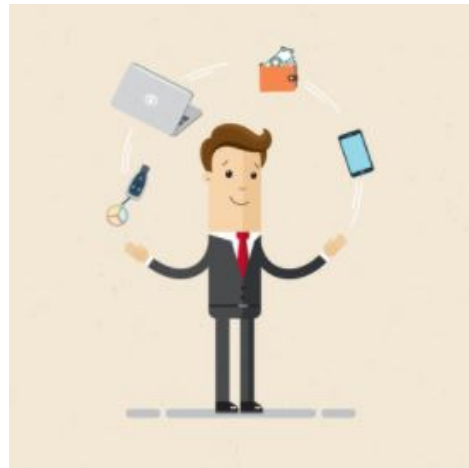
If you become an ex employee prior to W-2 processing, your W-2 will be mailed to your home address.

Thanks in advance for choosing the online W-2!



Renewals 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 29 paycheck.



DocuSign Reminder

Just a reminder, anytime you have a new supplier or need updates to an existing supplier (such as new banking information, address changes, etc.), the supplier will need to fill out a DocuSign form. The purpose of using DocuSign is to ensure legible forms and security of the supplier's information.

Forms can be found on the [OBO website](#) for both Individuals and Businesses. You just need to send them the link for the appropriate form. Instructions on how to use the form can be found at the link below.

DocuSign Instructions