November 2023

UNI WORKS

November Update

The UNI WORKS project is moving along as expected. In early November teams completed sessions that confirmed the design decisions they made earlier in the fall. These comprehensive meetings reviewed system configurations and business processes of each functional area to ensure that requirements have been met and the system operates to UNI specifications. Teams have tracked both very detailed changes as well as higher level change incorporated in the new system. This information, along with what is discovered as testing gets underway, will help inform future training initiatives.

We anticipate we will be able to release more detailed information around the start of the Spring semester, including when training will be provided and to whom. We will also plan to provide previews of key Workday functionality in February and March.

If you have any questions, please contact us here: UNIWORKS.uni.edu.

## 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-2's results insignificant 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 processing, your W-2 will be mailed to your home address.

Thank you in advance for choosing the online W-2!
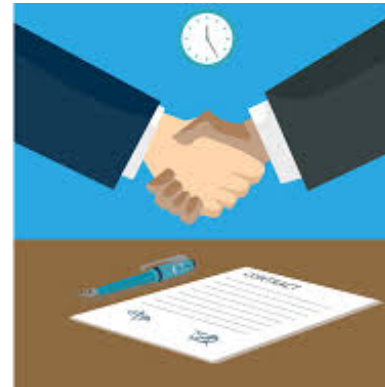
University Agreement with CDW-G

CDW Government LLC has been awarded as the University's preferred distributor for computer peripherals, technology supplies and related services.

These items should be ordered using the CDW-G iProcurement punchout in Oracle ebiz.

2024 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. Please be sure to submit authorizations to Business Operations by **November 30** to receive the allowance on your January 31, 2024 payroll.

Required Annual Training
Due December 15, 2023

Employees that handle cash/checks, make deposits, or reconcile deposits must complete the UNI Deposit and Cash Handling Training.

Employees that accept, process, or reconcile credit card payments must complete the UNI Credit Card Compliance Training (this is not PROCARD training).

Staff who have previously participated in either of these trainings are already enrolled in the courses.

Staff who are new to this training may receive an access denied warning and will need to self-enroll using the links below.

Deposit and Cash Handling Training
Credit Card Compliance Training

New Staff Announcement

Please join Business Operations in welcoming Michelle Wrage to our Accounts Payable team! She will be responsible for Request for Payment auditing and PO entry supervision.

Contact

319-273-2162

Cedar Falls, IA 50614

Mail Code: 0008