

**November 2022**



**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!

**DocuSign Reminder**

When a new supplier or updates to an existing supplier are needed (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. Please provide the supplier the link for the appropriate form. Instructions on how to use the form can be found at the link below.

[DocuSign Instructions](#)



**2023 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, 2023 payroll.

**iProcurement Object Codes**

Procurement would like to remind users to double check all object codes before placing an order.

Below are examples of object codes we would encourage you to use in the iProcurement stores.

Object Code/Description
62010 Office Supplies
63110 Equip/Office Furniture, Non capitalized
63150 Electronic Equipment, Non capitalized
64020 Maintenance Contracts
71250 Equipment, Capitalized



**Paycheck Modeling now available under UNI Employee Self Service**

There are 2 tools now available for paycheck modeling:

Tool #1: UNI Employee Self Service Payslip Modeling (recommended tool as it uses your current pay information from eBusiness)

Tool #2: Paycheck City Calculator

Both tools assist employees in calculating a hypothetical paycheck while considering changes in withholding allowances, earnings, or deductions.

[Here's How!](#)