

October 2022



DIRECT DEPOSIT

CONVENIENT & FAST

Get Your Travel Reimbursement via Direct Deposit

Planning to travel on UNI business? Will you have out of pocket expenses?

Let us help you get your reimbursement faster! Consider signing up for direct deposit for all travel reimbursements and avoid paper checks being sent in the mail.

Here's How!

Independent Contractor vs. Employee

When obtaining the services provided by an individual, an evaluation may be needed to determine whether they should be classified as an employee or an independent contractor.

An independent contractor is typically a self-employed person who provides services or a specific task that is outside the normal scope of a university employee. This individual dictates when, what, and how work is performed. Clear evidence to support classifying an individual as an independent contractor should be obtained before completing a Professional Service Agreement.

Please contact [Jill Thrasher](#) in Payroll with questions or for assistance in making a determination.



Required Annual Training Due November 15, 2022

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.

To self enroll, click on the appropriate link below:

- [Deposit and Cash Handling Training](#)
- [Credit Card Compliance Training](#)