

October 2023



October Update

During September, UNI WORKS teams completed an extensive series of meetings to align UNI business processes and configuration to the Workday product.

Beginning October 16th- November 6th teams will be engaged in Customer Confirmation Sessions (CCS). These meetings will review the fully configured UNI WORKS system based on the agreed-upon configurations defined during previous sessions. The intent of CCS is to review each functional area and associated business processes to insure they are configured per requirements and operate to UNI specifications. Plans will also be developed to resolve any open items prior to the beginning of system testing. These meetings also give teams hands on experience to become more familiar with Workday.

On a related note, test teams for Workday functional areas are being finalized and are participating in required training. These individuals will also participate in CCS and help develop test scenarios for the next stages of the project. The overall project timeline can be found here: UNIWORKS.uni.edu.

UNI WORKS



Payroll Deductions and Departmental Charges

Due to the transition of the UNI Bookstore to Follett, payroll deductions and departmental charges will be discontinued.

Payroll deductions will be discontinued on Saturday, October 14th to align with Payroll processing deadlines and departmental charges will be discontinued on Wednesday, October 18th.

On behalf of the UNI Bookstore, we have appreciated your support and business! Thank you!

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. These 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 visit our [link](#) on the payroll website for more information and to access our Independent Contractor Determination form. Once complete, please email the form to [Jill Thrasher](#) in Payroll for assistance with this determination.



iProcurement Stores & Security Timeout

Procurement would like to remind staff that when you are shopping in one of our iProcurement stores, you are not considered "active" in Oracle and you will timeout. **If you do not create a requisition in Oracle your order will not be placed.**

This is a common issue that we are hearing. If you need to shop for longer than the security window (20 minutes) use the shopping list feature at each site. You can then log back into Oracle and place your order from that shopping list.

Why is my meal considered taxable?

Meal costs reimbursed to university employees for non-overnight trips will be subject to withholding and reported as taxable income in accordance with Internal Revenue Service regulations. The cumulative taxable amount and the amount withheld will be reported on the W-2 form that is mailed at the end of the year.

When seeking reimbursement for a taxable meal, please use the following object codes:

61150

Staff In-State/ Taxable Meal
Reimbursed employee meals when the employee was not engaged in overnight travel, employee number is required.

61450

Staff Out-State/ Taxable Meal
Same as 61150 but for out-of-state travel.

