New Timecard Code

New timecard code additional regular over 40 for non-temporary Merit or P&S employees with a weekly timecard began October 13. This is used for hours over 40 that are not overtime because the employee hasn’t actually worked over 40, normally due to holiday or leave hours.

Reminder: Departmental Cash Funds

Please remember if your department has a change or reimbursement fund, you must submit the Monthly Reconciliation and Verification of Departmental Change Funds to Lisa Klodt by the 5th business day of each month.

Guide to Adding Additional Workflow Approvers

The purpose of this guide is to show ProTrav and electronic RFP preparers how to add additional approvers into the workflow path, and provide examples of when this might be necessary.

Introduction to iProcurement

The course is designed for E-Business users who are new or need a refresher on the process of ordering supplies for their department. Topics will include requisitions, receiving, using the online stores (punchouts), non-catalog requests, setting up favorites, and an opportunity for you to ask questions.

October 30, 2019
1:30 - 3:00 PM
Sabin 102

Register Today

Contact Us:
obo@uni.edu
319-273-2162

103 Gilchrist Hall
Cedar Falls, IA 50614
Mail Code: 0008

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