

September 2023



**Project Milestone Updates**

**Foundational Alignment Sessions:**  
 Throughout the month of September UNI WORKS project teams are engaged in Foundational Alignment Sessions (FAS). These sessions are led by consultants and provide a first look at how Workday will be set up using a limited sample of UNI data. These detailed sessions will review business processes, validate configuration data, and allow team members to view new Workday processes. Feedback and decisions from these sessions will be reviewed and implemented for the next project stage, tentatively scheduled to begin mid-October.

**Project Vision and Guiding Principles:**  
 The project leadership team, working with consultants, have developed the vision and guiding principles which will govern all aspects of UNI WORKS implementation through the coming months. To view these documents, visit the project website at [UNIWORKS.uni.edu](http://UNIWORKS.uni.edu).

**UNI WORKS**



**New Office Supply Vendor**

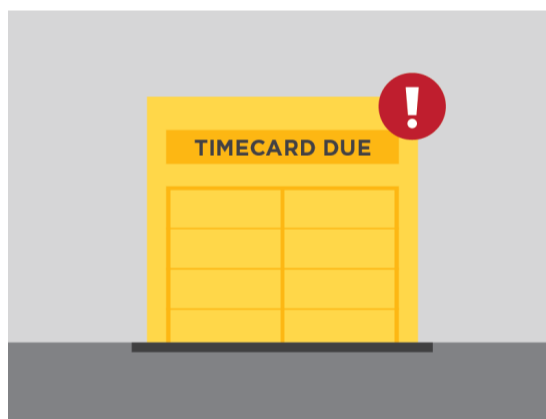
The University of Northern Iowa is excited to announce that **Amazon Business** is now the preferred source for office supplies. This Regent contract will help streamline purchasing, increase savings, provide more visibility and better reporting on office supply purchases.

The contract with Office Depot will be phased out over the next few weeks (final day being Sept 22nd). Orders currently placed with Office Depot will be fulfilled and you must continue to receive on orders in iProcurement as they arrive. Procurement staff will assist with any returns or invoice issues after September 22nd.

**Timecard Reminder**

Untimely submission of timecards can result in over/underpayment of wages and potential penalties to the University. Timecards are instrumental to accurate leave balance reporting, tax reporting, and W-2 reporting.

Please ensure all timecards have been submitted and approved in a timely manner. Weekly timecards should be submitted at the end of each work week and approved by supervisors no later than 5:00 pm each Monday. Monthly timecards should be submitted and approved by the 3rd of the following month.



**Supplier Updates**

With invoice and supplier fraud on the rise, Accounts Payable is asking for departments' help with ensuring accurate supplier information prior to submitting an invoice or non-catalog requisition request. Our suppliers are more likely to work with their departmental contacts with requests to provide updated information (i.e. address or banking changes). Verifying that supplier information in eBusiness is current on the front end will also help to avoid delays in payment processing as well as returned payments.

The address in eBusiness should match the **Remit To** address shown on the invoice. The Supplier Lookup instructions below will guide you on how to identify if the addresses on file are accurate. If your review determines that the correct address is not in eBusiness, please work with the vendor to submit a new Supplier Form via [DocuSign](http://DocuSign). Once the vendor is updated, you can then submit your invoice to Accounts Payable. If you are using a PO for payment, the address should be verified and updates should be made before the requisition is created.

[Supplier Look-up](#)

[Supplier Forms](#)