

December 2021

SPONSORED PROGRAMS ADMINISTRATION



ACCOUNTS PAYABLE DEADLINE

The last accounts payable (A/P) check run for December will be on Wednesday, December 22nd. The deadline to submit items is **Friday, December 17 at 5:00 p.m.**

IMPORTANT PAYROLL INFORMATION: 2021 HOURS DUE NOW FOR W-2s

All time worked through December 31, 2021 should be submitted on or before **10:00 a.m. January 3, 2022**. Timing is critical for proper wage reporting and issuance of 2021 W-2s. Payday will be on January 8, 2022. The W-2s will be available online – if you opted for paperless – or mailed by the end of January. Mailing addresses and W-2 delivery options should be updated using [UEI Workforce](#).

CONSULTANTS – APPROVED AGREEMENT NEEDED PRIOR TO WORK STARTING

As a reminder, [Consultant Agreement Requests](#) **MUST be turned into SPA AT LEAST TWO (2) weeks prior to beginning work, though it is preferred that the request be submitted thirty (30) days in advance of the anticipated start of the work.** Doing this allows UEI to perform the essential task of determining whether the law allows UEI to pay the person/entity as a consultant **prior to services beginning**. Failure to complete the process in accordance with the above-referenced time frame before the work has begun has legal and financial implications for UEI, the University, and you.

Please note that in the great majority of instances, if your anticipated consultant does not perform the same type of services for others as part of a business, they will not qualify as an independent contractor and cannot be contracted and paid as such. An employment situation would then need to be considered. Contact your Account Analyst with any questions about our consultant review process.

TRAVEL PROCESS

Travel under a UEI account requires an approved Travel Request form prior to travel and a Travel Claim within 30 days of return from the trip. Basic process is as follows:

- Complete a [UEI travel request](#) whether or not you require an advance. Advances can be issued up to 90% of estimated travel cost and no more than 30 days prior to first day of travel.
- Submit for University [approval in Concur](#) and upload the UEI travel request.
- After the trip has occurred, submit a [travel claim](#) for all expenses for the trip regardless if reimbursement is due. SPA reviews the claim and will take the total claim amount less any advances and process for the remaining balance due the traveler.

DECEMBER SPA AVAILABILITY

UEI will be closed from Thursday, December 23 through Friday, December 31. Our offices will reopen at 8:00 a.m. on Monday, January 3, 2021. SPA staff will not be available during these dates.

The final SPA Virtual Front Desk of 2021 will be held **on Thursday, December 16** from 10:00 a.m. – 11:00 a.m. Just click this [link](#) during that time to ask general questions or inquire about your account. As a reminder, you will enter a virtual waiting room and will be assisted in the order you arrive.

Happy Holidays from Sponsored Programs Administration