

THE SPREADSHEET

CFO DIVISION NEWS



Welcome to our finance community monthly newsletter. Our team shares divisional updates, critical dates & deadlines, best practices, and other information for the UF Finance community.

Go Gators!



As we approach the holiday season, the CFO Division extends warm wishes to the entire UF Finance community. We are grateful for your dedication and hard work throughout the year, and we look forward to continuing our shared success in 2025. Wishing you a joyful and restful holiday season!

Banking Partner Update

Banking & Merchant Services is continuing to migrate the University from Wells Fargo to JP Morgan Chase. As outlined in previous newsletters, departmental deposits and receivables are

scheduled to transition in early 2025.

Departmental depositors should have received an email with detailed information regarding this change as well as updated banking information. Further communications regarding training guides and training opportunities will be sent out in early January 2025.

Should you have any question or concerns regarding the transition, please do not hesitate to contact the Banking & Merchant Services team via email using the link below or by calling (352) 392-9057.

[Contact Banking & Merchant Services](#)

**CRITICAL
DATES**



Accelerated Payroll Closing

Pay Period Ending December 19th

- Time must be entered by midnight Dec. 17th
- Time must be approved by 10:00 am on Dec.18th

Emergency Checks

- There will not be emergency check runs for pay period ending Dec. 19th, 2024
- The time will be added to pay period ending January 2, 2025

[View the Schedule of Paydays & Critical Dates](#)

**Holiday Closure Invoice Payment
Deadline**

The close of business on Wednesday, December 18th, 2024 will be the final day to process invoices for payment in 2024. Any invoices fully approved in myUFMarketplace and budget checked without errors in PeopleSoft by this deadline will process in the last pay cycle of 2024. The pay cycle on December 19th will process all payments with due date through December 31, 2024. Express payment will be available Dec 23rd and Dec 24th, if urgent.



PCard - Fisher Storeroom Accounts

On December 9th, Fisher Scientific updated the software system used for the Fisher stockroom at UF. The PCard team assisted with transferring payment data for their frequent shoppers, but many existing accounts will no longer have PCard data saved.

Please bring your PCard with you the first time you visit the stockroom after December 9 to reestablish your payment method and let your fellow Fisher shoppers know to do the same. As a reminder, payment accounts are specific to the cardholder saved on that account, and only the cardholder should be using that account/PCard to make purchases at the stockroom.

UF GO Submission Permissions

As mentioned in last months newsletter, submission permission in UF GO changed on November 18th to allow delegates to submit domestic Travel Requests and resubmit returned Expense Reports. For more information and best practices, please review the [Changes to Submission Permissions Info Session recording](#) and/or [PDF slides](#).

Note: The person who submits cannot also approve a request or report.



The UF Print Services department is excited to announce the launch of our new print services. With state-of-the-art production printing equipment now in place, UF Print Services is ready to provide fast, high-quality printing solutions to meet all your printing needs. We offer a wide range of print services, including banners, booklets, flyers, retractable banners, posters, and more! Visit the website linked below or [email us today](#) to start your order.

A promotional banner for UF Print Services. The left side has an orange background with white text: "UF Print & Mail Services UNIVERSITY of FLORIDA", "NEED CUSTOM PRINTING?", "ORDER @ UF PRINT SERVICES", and contact information: "3030 Radio Road go.ufl.edu/printing" and "UFPrinting@bsd.ufl.edu 352.392.1134". The right side has a white background with a large orange "20%" and the text "OFF UF PRINT ORDER" in blue. The entire banner is framed with a dashed orange border.

Visit the Print Services Website

An advertisement for Gator Swag Promotional Product Service. It features a white tent with the UF logo and "Print & Mail Services UNIVERSITY of FLORIDA" on the canopy and tablecloth. To the right, there are several promotional items: a red cap, a black bag with "nrg" on it, a grey water bottle with "HD SUPPLY" on it, and two pens, one with "THALES" and one with "AIRBUS" on them. The text "ORDER PERSONALIZED PROMOTIONAL PRODUCTS" is in large blue letters. Below it is the "Gator Swag" logo and the website "go.ufl.edu/gator-swap".

UF Print Services is also introducing our brand-new **Gator Swag Promotional Product Service**, offering customized merchandise to help you showcase your Gator pride. Our promotional product store has over 10,000+ customized products to choose from, including table covers, ink pens, lanyards, mugs, and totes to name a few. Our prices are competitive, and billing is internal with UF Chartfields.

Visit the website below or [email us today](#).

Visit the Gator Swag Website



UF GO Information Sessions

For all sessions, participation is limited to the first 300 attendees. The sessions are recorded, and the videos are posted to the [UF GO Forms & Resources website](#) after each session.

Register in advance to receive updates and reminders!

January

Topic: Timely PCard Processing

Overview of best practices for timely PCard processing for both travel and non-travel expenses. As a reminder, PCard charges should be approved within 15 days of the posting date for non-travel transactions and 15 days of the trip return date for travel transactions. Cards with transactions older than 30 days are eligible for suspension if there is no reasonable justification for the delay.

Date & Time: January 10th from 10 am - 11 am
[Register Here](#)



Internal Controls at UF

January 7th, 1:30 - 4:30 pm (via Zoom)

[Register Here](#)

The Color of Money

January 14th, 1:30 - 4:30 pm (via Zoom)

[Register Here](#)

Travel Directives Training

UGO010 - Travel Directives: UF GO Policies and Procedures

Topic: This online, self-paced course will provide you with a solid foundation in UF's travel rules and guidelines. Completion of this online course is required before attending the in-person workshop.

[Register Here](#)

PRO306 - Monthly In-Person UF Travel Directives Workshop

Topic: After completing the online course, you can register for an engaging, interactive in-person workshop, where you'll have the opportunity to work through complex travel scenarios. Recommended for travel processors and approvers.



Tax Services

Why are there no taxes coming out of my paycheck?

Can we engage this person as a supplier, or do they need to be hired as an employee?

Should we be charging sales tax when we sell department shirts to our staff or online?

Can we give our staff \$10 Starbucks gift cards as a holiday/appreciation gift?

These are the types of questions that routinely come through the Tax Services office, part of the CFO Division. Like many departments, the assistance we provide varies widely from day to day as we work to support the UF Finance community.



Tax Services includes a team of 3 people, whose primary roles are to manage the taxation of transactions involving foreign individuals and entities (wages, honoraria, suppliers, research participant payments, and student fellowships & scholarships.)

Tax Services also fields tax-related inquiries, develops the annual pooled fringe benefit rates proposal, and works closely with the Auxiliary Accounting staff to

remit the monthly Florida sales and use tax for the university as well as any federal unrelated business income tax (UBIT) for the year.

One thing that Tax Services is not permitted to do is provide any “tax advice.” So, if an employee asks what they should claim on Form W-4, or has questions about how to complete a personal income tax return, we must redirect her to her own tax preparer or the IRS for further assistance. We are always willing to receive questions but are sometimes limited in how we can respond!

To learn more about our office or to ask a question, please visit [our website](#) or [email us](#).

Nominate a Finance Staff Member



Get in Touch!

This email was sent by: **UF Office of the Chief Financial Officer**
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