

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!



Electronic W-2 Consent Reminder

It is that time of year again as we prepare to gather our tax documents and file a personal income tax return with

the IRS.

If you have not already done so, please consider consenting to obtain your Form W-2 electronically.

ACTIVE EMPLOYEES can consent now in myUFL using the navigation: My Self Service > Payroll and Compensation > W-2/W-2c Consent

Most FORMER EMPLOYEES have access to retrieve their Form W-2 through the one.UF.edu application within 18 months of separation.

You should also confirm the accuracy of your Mailing address. This is the address that appears on your paycheck stub and is also used on Form W-2. For those who do not have an electronic consent on file, this is the address where your Form W-2 will be mailed by January 31.

Providing your electronic consent allows you to retrieve your electronic W-2 earlier than the printed version and provides access to all your UF-issued W-2 forms since 2005.

Please visit our [W-2 Information Page](#), or contact Payroll Services by phone at (352) 392-1321 or by email via the link below.

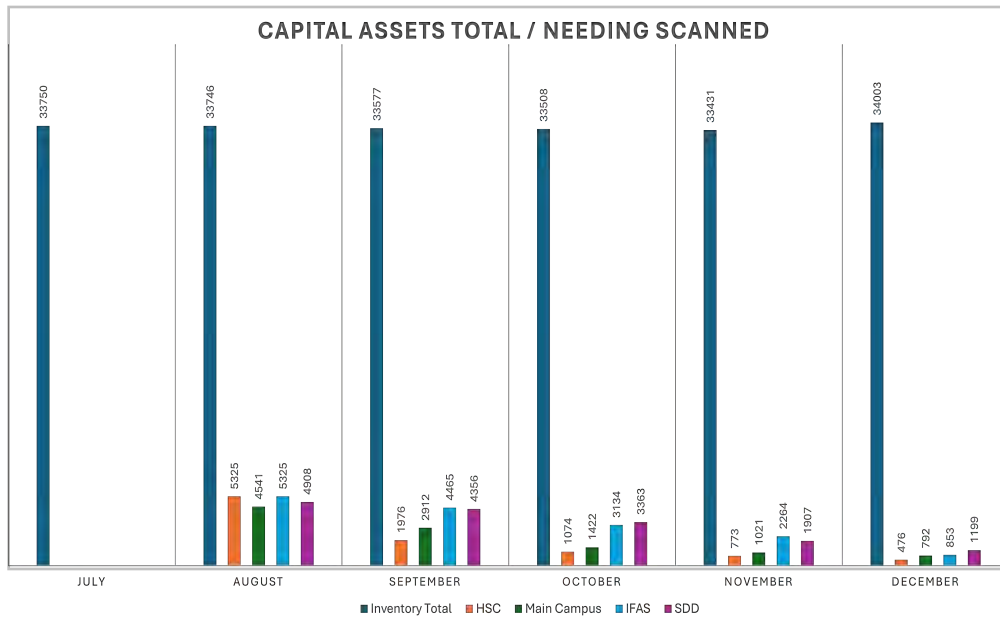
Contact Payroll Services

Inventory Due Dates

Inventory Due Dates are quickly approaching. Thank you to everyone who has already started scanning!

January 31: Self-Scanning Departments (SSD) and IFAS

March 31: All Other Departments



New UF GO Travel Booking Experience

In February 2025, the UF GO Travel Online Booking tool will deliver a new, intuitive user interface and enhanced content experience for travelers! Please see the [New UF GO Travel Booking Experience Document](#) for more detailed information and screenshots.

Requirement for Travel to the UK

As of January 8, 2025, visitors to the United Kingdom from 49 specific countries and territories need to obtain an Electronic Travel Authorization (ETA).

This includes many nationalities that did not previously require a visa or other pre-approval for travel. To determine when additional authorizations are required for travel visit: [Do I Need a Visa? | International Visa Check | CIBTvisas](#).



Supplier Insurance Requirements

All suppliers conducting business on University of Florida property must be properly insured. Insurance requirements are below and on the [Procurement website](#). University of Florida Board of Trustees must be named additional insured on commercial general liability and automobile liability.

For Suppliers conducting business on UF property:

- **Commercial General Liability Insurance** with liability limits of at least \$1,000,000 per occurrence / \$2,000,000 aggregate for bodily injury, death, and property damage.
- **Automobile Liability** with liability limits of at least \$500,000 per occurrence, on all vehicle used to carry out the contract, for bodily injury and property damage.
- **Worker's Compensation Insurance** as required by Chapter 440, Florida Statutes.

Insurance required if applicable:

- Builder's Risk Insurance at replacement cost
- Cyber Security Professional Liability Insurance with

a minimum per claim liability limit amount of \$1,000,000.

- Marine Insurance which covers the boat/vessels, and the marine pilot or captain's license.
- Aviation Insurance Certificates and copy of the front and back of the pilot(s) license(s).

For suppliers requesting a copy of UF insurance certificates, please complete the [certificate of insurance request form](#) on the EH&S website:

American Airlines AAdvantage Business™ program = Free name Changes

We are pleased to announce that UF is now part of the American Airlines Business program! One of the most exciting benefits to this program is that our business-related flights are eligible for free name changes. Call World Travel Service for assistance with name changes.

Purchasing Apple Products

Looking to purchase Apple products? Both CDW-G and Connection sell Apple products in their punchouts in MyUF Marketplace!

The pricing should be the same or better than going to Apple direct. Contact information can be found on the home pages of the punchouts or on the [UF Procurement Website](#).

Quote Level Reminders

- **Purchases of more than \$5,000** – purchase order required.
- **Purchases below \$10,000** – It shall be the Procurement Agent's discretion whether quotes are needed on purchases below \$10,000. Quotations

are encouraged whenever possible.

- **Purchases \$10,000-\$149,999** – Written quotes from three or more vendors or written justification why quotations were not obtained.
- **Purchases of \$150,000 and above** – Formal competitive bids, (ITB/ITN) are required on all purchases.



Our Faculty & Staff meal plans offer incredible convenience and excellent value for on-campus dining. For only \$7.50 per meal, you can access Arredondo Café in the Reitz Union and both all-you-care-to-eat dining halls on campus. These meal swipes never expire as long as you are a UF employee.

Whether looking for a quick lunch or a leisurely meal, these plans ensure you're well-fed throughout the semester. Click [here](#) for more information, email dining@bsd.ufl.edu to sign up for your meal plan.

Budget Errors

Units should regularly run queries to identify Vouchers that are in budget error. Travelers and employees will not receive their reimbursements until the voucher errors are corrected!

Please review the instruction guides located in the Expense section of the [UF GO Toolkits](#). There are 3 Instruction Guides under the Budget Error heading that

will provide the steps to find vouchers in error as well as how to correct the vouchers. Additionally, there was a UF GO Info Session on Correcting Budget Errors. Watch the recording of that presentation here: [Forms & Resources | UF Procurement](#)

UF GO Expense Types

Expense Types in UF GO will soon be getting descriptions! While the [Expense Type to myUFL Account Code Crosswalk](#) is a great resource, account codes will be added as a description to the Expense Types for easier mapping. Stay tuned for additional Expense Type updates that will be rolling out soon!



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: Demonstration of the New Travel Booking Experience

The UF GO booking tool is getting a makeover! Join us for

a demonstration of the new UF GO Booking tool experience.

Date & Time: January 29th from 2 pm - 3 pm
Registration Coming Soon!

February

Topic: Creating an International Travel Allowance

Join us to learn the nuances of creating a Travel Allowance on an International Travel Report. The Travel Allowance is utilized to reimburse travelers for meals and incidentals.

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

March

Topic: PCard Temporary Limit Increases/Exceptions

Overview of when and how to request a temporary limit increase or exception for a PCard.

Date & Time: March 12th from 10 am - 11 am
[Register Here](#)



Procurement 102: Service Contracts

February 4th, 1:30 - 4:30 pm (in person at Elmore Hall)
[Register Here](#)

Travel Directives Workshop

February 13th, 9:00 am - 12:00 pm (via Zoom)
[Register Here](#)



Melissa "Missi" Horvath

Contracts & Grants

UF Research's Division of Contracts and Grants (C&G) is happy to recognize Missi Horvath. Missi serves as an Accountant II on C&G's Subaward team.

As a Subaward Accountant Missi is responsible for the intake, processing, and payment of subawardee invoices. Missi manages a large and complex portfolio that includes high- risk subawards and does it all with a smile. She brings a positive and can-do attitude to her work.

Throughout Missi's thirteen years with the C&G Subaward team she has been an invaluable and dedicated team player, always ready to assist a team member in need or making herself available to answer questions or walk through a process. Missi goes the extra mile to assist UF faculty, colleagues, and external customers. Missi's



supervisor characterized Missi as flexible, adaptable, and supportive during a recent restructuring of the C&G Subaward team.

UF's research enterprise has experienced rapid growth, and it is through the dedication and hard work of team members like Missi that C&G stands ready to meet the challenge.

Nominate a Finance Staff Member



Get in Touch!