

# Top of Mind Newsletter **October 2024**

Top of Mind Area	Resources / Next Steps
<p><b>General Updates</b></p>	<ul style="list-style-type: none"> <li>• <b>Records &amp; Info Management - Revised RIM Policy:</b> In July, 2 major revisions were added to this policy. All academic employees will need to do a short (~5min) training, and secondly, there will be a review of the electronic system. For more details, check out the policy <a href="#">here</a>.</li> <li>• <b>Open Enrollment:</b> UVA’s Benefits OE for 2025 will occur <b>October 7<sup>th</sup> – 18<sup>th</sup></b>, 2024. Check out <a href="#">UVAHR’s page</a> for more info.</li> </ul>
<p><b>Workday Alerts</b></p>	<ul style="list-style-type: none"> <li>• <b>Grants Alerts:</b> There are some new alerts in place to identify issues in various grants-related roles, specifically missing grants roles and conflicting role assignments. Read more about this on the <a href="#">UVAFinance blog</a>.</li> <li>• <b>Payroll Alerts:</b> Now, Payroll Costing Managers will be alerted if active workers are missing current payroll costing worktags, and/or if the costing is in the suspense program. For more info and examples of these alerts, see presentations from the October 2<sup>nd</sup> FA meeting under the Fiscal Administrators tab on <a href="#">our website</a>.</li> </ul>
<p><b>Travel &amp; Expense</b></p>	<ul style="list-style-type: none"> <li>• <b>Emailing receipts into Workday Expense:</b> Users will now be able to email receipts <i>directly</i> into Workday Expenses (as of October 1). Please review <a href="#">this QRG</a> for more information.</li> <li>• <b>Remind cardholders of the new T&amp;E Card Misuse Monitoring Program:</b> This program will allow us to help cardholders better understand card policy and procedures, and will review personal and split transactions, restricted vendors/items, and duplicate payments. <a href="#">This page on the website</a> goes into more detail on these occurrences and violations.</li> </ul>
<p><b>Procurement Operations</b></p>	<ul style="list-style-type: none"> <li>• <b>Nimbello (OCR) Update:</b> The Nimbello (OCR) application has been moving along throughout this stabilization period, with more invoices processed each week since the initial implementation. For more information, check out <a href="#">this blog post</a>.</li> <li>• <b>Purchase Orders &amp; You:</b> Procurement is working to enhance the current training for the PO Shopper security role. This enhancement will be focusing on the best practices for setting up a Purchase Order, mainly focusing</li> </ul>

	<p>on avoiding/remediating match exceptions. Keep an eye out for more updates on this!</p>
<b>Supplier Diversity</b>	<ul style="list-style-type: none"> <li>• <b>SWaMFest 2024 Update:</b> SWaMFest has been <b>postponed</b> to 2025. Look out for a finalized date coming soon.</li> <li>• <b>Introducing Neta:</b> Neta is a new, lab supplier scientific catalog in the UVA Marketplace that went live on October 7<sup>th</sup>. They specialize in lab supplies and equipment.</li> </ul>
<b>Areas to Monitor (from Agenda Items &amp; Post-meeting Discussion)</b>	<p>This area tracks questions and answers and helps us track larger continuous improvement opportunities that arise from Fiscal Administrators meetings.</p> <ul style="list-style-type: none"> <li>• <a href="#">Fiscal Admin Follow-Ups October 2024</a></li> </ul>
<b>STAY UPDATED</b>	<ul style="list-style-type: none"> <li>• <a href="#">View the latest UVAFinance blog digest</a></li> <li>• Next meeting is <b>November 6, 2024</b></li> <li>• <a href="#">Find the 2024 Meeting Schedule on our website.</a></li> </ul>