W2 Deliveries

Paper W-2 forms will no longer be delivered to University departments effective for 2018 W-2 forms delivered in January 2019. This change is due to the risk of access to personally identifiable information and University efficiency improvements.

W-2 forms may be received electronically on the CIS or delivered by mail.

You can look up the W2 delivery status of each employee in your department in the Financial Information Library. The report is called “W2 - Electronic Consent” and is found in the “CURR EMPLOYEES” folder. Employees are encouraged to sign up for Electronic W2’s. Click here for instructions.

Contracted Caterers

The Purchasing department published on their website a new Contracted Caterers List. Each of these caterers has a contract with the University of Utah. Use the “Catering or Conference Purchase Request” form in UShop when using caterers. You can look up the caterers in TCM to learn more about them. Contact Amy Aldous in Purchasing with any questions.

Revisions to the Sole Source Form

The Sole Source form is being updated. The “Conflict of Interest” section is expanded. “Section D ADDITIONAL EXCEPTIONS/CIRCUMSTANCES” has changed. The new form will be released sometime in January.

UTravel

The University of Utah has partnered with Concur to create a new system called UTravel to replace the current Travel system. This will be an electronic process. The Travel department will begin rolling this out to a small group of users beginning in February. Full rollout to campus should happen in March. Watch for more information regarding training in the new system. All trips must be closed in the old system before using the new system.

FBS Organization Changes

Jeff West, Associate Vice President for Financial and Business Services. has accepted a new position with Salt Lake Community College. He will start his new job on February 1, 2019.

Next BPAG Meeting – January 11, 2019