New CIS Portal Page

A new CIS Portal Page that will go live on December 28, 2019 was demonstrated. Visit this @THEU article to learn more about this portal. Please also see this announcement from UIT. If you would like to show your department what the new portal look like, Please contact Mark Curtz at mark.curtz@utah.edu
**AP Updates**

A new payment type for ARUP has been created in ePR. If you need to use this payment type contact Heidi Slack at Heidi.slack@admin.utah.edu.

Please use the “Utilities & Freight” payment type in ePR for Utilities & Freight payments.

The project needs to be open for “Scholarship/Fellowship” payment type. If you need to make a payment and the project is not open yet, please contact Heidi Slack at Heidi.slack@admin.utah.edu.

**W-4 Changes**

The IRS has updated the W-4 form. Starting 1/1/2020, individuals filling out a W-4 form, must use the new form. Current employees do not need to fill out a new form. If you need to fill out a form after 1/1/2020 to change the amount deducted on your paycheck, you will need a new form. Please see this Tax News Post for more information.

**End of Calendar Year Procurement Deadline**

As the calendar year closes, the Purchasing Department requires any procurement needs requiring a purchase order by December 31st to be submitted in UShop by December 13, 2019. Please visit this P2P News Post for more information.

**Travel Updates**

The Travel department has been inundated with calls. A FAQ page has been created that should answer most questions. Please visit this page before contacting Travel. The Concur Travel system is only to be used for employee travel at this time. We are working on Student, Guest and Group travel. A notification will be sent as those types of travel are available. Continue using the Legacy Travel system for Student, Guest and Group travel.

If you have issues with Travelers who are in multiple departments, contact Darrin Robertson at darrin.robertson@admin.utah.edu.

Two new reports have been added to the Travel Folder in the Financial Information Library. They are:

- Travel Supervisor
- Travelers By Supervisor

**Next BPAG Meeting – January 10, 2020**