

ANNOUNCEMENT: New Expense Reporting System effective 8/1/2021

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 1 attachments (753 KB)

Certify Introduction 2021.07.29.docx;

Effective 8/1/2021, UIC will finally be moving to a new expense reporting system call CERTIFY. This will replace the Excel templates that employees currently use.

Later today, you will receive your Welcome Email.

The attached document provides instructions on the following topics:

- Registering your account
- Downloading the Certify App
- Training
- Overview of the process
- Uploading receipts
- New Per Diem rates
- New payment method through Paycor

Registration is required for all three ROLES in the Certify system:

- Employee
- Manager
- Accountant

Additionally, the system will make travel arrangements (rental car, airline tickets, and hotels). The travel bookings will be addressed separately.

Thank you in advance for your assistance with this implementation. This will be a dramatic improvement. Let me know if you have any questions.

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