

Procurement Services

Campus News & Information



November 2023

IN THIS ISSUE:

- Sign Up for Workday System Outages
- Miscellaneous Payment Best Practices
- Business Supplier Profiles – Meet:
- Rafi Azami with Robert Half
- Brigitte O'Michaels
- Kay Catering

SIGN UP FOR WORKDAY SYSTEM OUTAGES

To sign up for system outages, sign up here, <https://mailman12.u.washington.edu/mailman/listinfo/eoutage>

MISCELLANEOUS PAYMENT BEST PRACTICES

The Miscellaneous Payments Job Aid in Workday has been updated. See the UW Connect Finance Portal for the updated document at, https://uwconnect.uw.edu/finance?id=kb_article_view&sys_kb_id=6f12c24fc356b594926e19a4e4013118).

Also, visit the Procurement Website: <https://finance.uw.edu/ps/how-to-pay/payments-to-individuals>.

Added guidance includes the following:

- The “Document Date” on the Miscellaneous Payment should be the date of the activity.
- Please do not include any special characters (i.e., period, comma) in the payee’s name when entering their information on Workday.
- Payment Type
 - Checks are recommended for payees that live in the United States, United Kingdom, Canada, Australia, or New Zealand.

- ACH should only be selected for domestic transactions (banks located within the United States).
- Wire should only be selected for foreign transactions (banks located outside of the United States).
- To send a check via campus mail, please make sure “Campus Mail” is selected under the Handling Code and please enter the campus mailbox number under Miscellaneous Field 7.
- To send a check directly to the payee, please make sure the payee’s address is entered under their Contact Information on Workday.
- When submitting a Miscellaneous Payment for Services, the spend category must be 1099 reportable. Please refer to the Miscellaneous Payment job aid for a list of spend categories that are allowable to use with Miscellaneous Payments.
- When entering a Miscellaneous Payee in Workday, please make sure the Miscellaneous Payee Category is either:
 - “Domestic Payee” (a non-UW student, non-UW employee who is a U.S. Citizen or Resident Alien)
 - “Foreign National Payee” (a non-UW student, non-UW employee who is a Non-Resident Alien)
 - “Student” (a UW student who is a U.S. Citizen or Resident Alien)
 - “Student - Foreign” (a UW student who is a Non-Resident Alien)
- If the spend category used requires a Social Security Number (SSN), please make sure that only 9 digits are entered. Please do not enter any spaces.
 - The payee’s SSN is only required if the spend category is 1099-reportable **and** the payee will receive \$600 or more of reportable income in the calendar year.
- If the payee does not have an SSN or an SSN is not required, please enter 9 zeros in the SSN field.
- For payments to Foreign National Payees, please upload all required documents to the DocuSign Portal here:
<https://apps.admin.washington.edu/sign/procurement/PINA/default>.

BUSINESS SUPPLIER PROFILES – MEET:

RAFI AZAMI WITH ROBERT HALF – UW Contract CW2243572

Robert Half is the world’s first and largest specialized talent solutions and consulting firm. Robert Half is proud to support the University of Washington through placement of skilled professionals in Finance & Accounting, Administrative & Customer Support, Technology, Marketing & Creative, and Legal practice areas. Our flexible talent solutions model supports contract work, permanent placement, and managed solutions.

Rafi Azami is the Vice President of Account Management at Robert Half, responsible for the overall health of the relationship between the two organizations in terms of strategy, collaboration, and delivery. As a member of Robert Half’s preferred customer community, the hiring stakeholders at the University of Washington have access to a tenured team of 100 professionals with experience serving the critical

needs of the institution, through a streamlined and standardized approach, reduced risk of legal and compliance matters, and an improved customer experience.

Robert Half's consulting arm 'Protiviti' is a global business consulting firm that delivers deep expertise, objective insights, a tailored approach, and unparalleled collaboration. Protiviti's consulting solutions span critical business problems in technology, digital transformation, legal, business process, analytics, risk, compliance, transactions, and internal audit. Robert Half / Protiviti is looking forward to partner with the leaders at the University of Washington on their critical project initiatives and managed consulting work.



Rafi Azami

Vice President Account
Management

Strategic Accounts

Mobile: 253-468-8659

Email: rafi.azami@roberthalf.com

601 Union Street Suite 4300
Seattle, WA 98101



INTERVIEW WITH BRIGITTE O'MICHAELS

Minority Owned Small Business

How did you start your business?

My mission to help people started on a larger scale when the judge declared my marriage over in April of 2017, when everything in my life was shattered and I found myself like thousands of other women find themselves. I was left with a feeling of abandonment, disillusioned and alone. I, definitely did not want to raise my children alone and divorce was never a part of my life plan when I was dreaming it all up. Society often tells us to tough it out and just do it or GO THROUGH IT. But when we reach a point where we no longer understand what "it" even means, we're left with pain, frustration, anger, bitterness, unforgiveness, resentment and a lot of negative stuff for one person. Now, through my organization, queenmakers international, I help others go through "it."

What services do you provide?

As a leadership development consultant and women empowerment enthusiast, I provide a range of services aimed at fostering personal and professional growth. Here are some of the services I offer:

Leadership Development Programs: I design and deliver customized leadership development programs that empower individuals to enhance their leadership skills, build self-confidence, and effectively navigate complex professional environments.

Executive Coaching: I provide one-on-one coaching sessions for executives, helping them unlock their full potential, strengthen their leadership abilities, and achieve their professional goals.

Workshops and Training: I conduct interactive workshops and training sessions on various topics such as effective communication, conflict resolution, decision-making, and strategic planning. These sessions equip participants with practical skills and insights to excel in their roles.

Women Empowerment Workshops: I facilitate workshops specifically tailored for women, focusing on empowerment, self-care, assertiveness, and overcoming gender-related challenges in the workplace. These sessions aim to cultivate confidence, resilience, and career advancement strategies.

Diversity and Inclusion Consulting: I collaborate with organizations to develop and implement strategies that promote diversity and inclusion in the workplace. Through comprehensive assessments, training, and policy recommendations, I help create an environment that values and supports individuals from diverse backgrounds.

Keynote Speaking: I deliver inspirational keynote speeches at conferences, seminars, and events, sharing insights and experiences to motivate and empower audiences. My speeches address various topics such as leadership, women empowerment, career advancement, and personal growth.

My services are designed to support individuals and organizations in their quest for personal and professional excellence while promoting inclusivity, gender equality, and diverse leadership. I am passionate about empowering individuals to reach their full potential and driving positive change in the realm of women's empowerment.

What advice do you have for other minority business owners?

"Gurl, fix your crown!" Embrace Your Identity: Your unique identity is your strength. Embrace it to connect with a broader audience and stand out in the marketplace.

Build a Supportive Network: Surround yourself with like-minded individuals, seek mentorship, and join professional organizations for guidance and collaboration.

Pursue Growth Opportunities: Invest in your personal and professional growth through training, workshops, and networking to expand your horizons.

Be Resilient: Approach setbacks with resilience and a problem-solving mindset, staying focused on your goals.

Foster Strategic Partnerships: Collaborate with businesses, organizations, and individuals that align with your values, opening doors to new markets and growth opportunities.

Embrace Technology: Utilize digital platforms and technology to extend your reach, streamline operations, and stay ahead of industry trends.

Cultivate a Strong Brand: Develop a compelling brand that reflects your identity, consistently delivering quality and exceptional customer experiences.

Seek Support and Resources: Explore resources specifically designed for minority business owners, such as grants and programs fostering diversity and inclusion.

Remember, your journey as a minority business owner is unique. Stay true to yourself, leverage your strengths, seek support, and strive for excellence. Success is within your reach. Fix that crown and conquer the world!

Brigitte O'Michaels
Author, CEO
Brigitte O'Michaels LLC
brigitte@brigittemichaels.com

INTERVIEW WITH KAY CATERING – UW Contract UW-19-0038-08 Woman Owned Small Business

How did you start your business? 12 years ago, I started my catering business using the pots and pans from my home kitchen and friends hiring me for their private parties.

What services do you provide? Catering.

How do you connect with the local community? I serve where I am needed. During the pandemic we served food to hospital staff and families in low-income housing. Today, we bring food to our local homeless shelter.

How has your background as a women or minority owned business helped you succeed? As a woman and minority, we always look for opportunities to excel. Since opportunities are limited, we have to be focused and make the most of every situation.

What makes your product or service unique? We are a catering company that specializes in Asian fusion cuisine. We highlight many of the East Asian cultures around us and bring it to the table.

What advice do you have for other minority business owners? Always look for opportunities, even the small ones. A cracked open door will lead to bigger opportunities. Keep your mind open and accepting. Help others around you.

How has working with the University of Washington helped your business? It helped understand the accounting and the “business” part of my company. I tend to focus on the physical part of this catering business such as production, sales, and marketing. The UW helped me look at my books which is so important.

What do you think could help improve success rates among small businesses in Washington? More support like what the UW business school is offering. Longer term relationship with mentors.

Kay Kim
Founder, Creative Director
kay@kaycatering.com
206-229-5297
Kaycatering.com