

BUSINESS BRIEFS

July 2023

Financial Compliance Responsibilities

As the end of the fiscal year approaches, there are some important financial compliance responsibilities that should be addressed.

Financial Sub-certification

Departments will be required to complete the online financial sub-certification form for FY2023 in August. An email with the link to the Universal Workflow form and instructions will be sent at the end of July. Please work closely with your area's accountant to complete all questions and provide reasonable comments as needed.

Cash Handling Compliance

Units must have updated/approved local cash handling procedures on file with AFR. At a minimum, these procedures should be reviewed annually to determine if any changes have occurred and if resubmission is necessary. Please verify that assignments of cash handling roles are current, and the individuals are compliant with training requirements. See the related policy [here](#).

Food and Beverage and Recognition Policies

The annual review of both the departmental food and beverage and recognition policies are due to Kaitlyn Behan. Please look at both and, if no changes are needed, please initial and date the current policy form and resubmit it. If changes are required, please use the templates provided. ([Recognition](#); [Food and Beverage](#)) and submit the revised policy for approval.

Annual Delegation of Signature Authority

An annual delegation of signature authority form needs to be completed by all individuals in your department who are approved to sign workflow HR, Purchasing, Travel, and other forms on behalf of the DEO and/or Administrator. The link to the form is located [here](#). **Once the email is received after approval is granted, please click on the link within, save a PDF of the form and send this form to Kaitlyn Behan to attach to the ePersonnel file and to be filed centrally for audit purposes.**

2023 TDRs: Please make sure that all 2023 TDRs are completed, including Period 14, by **July 31**.

Grad Reappointment System

Reminder that this system is open until **August 11, 2023**. Please see the [June Business Briefs](#) for further information.

Graduate Assistant Minimum Salary Increase

Minimum Salary Increase

Eligible Graduate Teaching and Research Assistants (i.e., job classes FT19 and FR19), will receive a *minimum* 3% salary raise for the upcoming contract year. Please see the FAQs below and contact the applicable HR representative or departmental administrator if you have additional questions. Updated copies of the TA and RA templates are available on the [Graduate Assistant Appointments, Reappointments, and Termination webpage](#).

FAQs

1. When will the minimum increase be reflected in my paycheck?
The minimum increase should be reflected on paychecks as follows:
 - Graduate assistants with fiscal year 2024 appointments will see the increase on their August 1 paycheck.
 - Graduate assistants with 2023-2024 academic year appointments will see the increase on their September 1 paycheck.
2. Will graduate assistants receive new offer letters with the revised rates?
No. This communication serves as written confirmation of the revised rate.
3. Will this change impact the timing of the August 1 (final paycheck) for summer graduate assistants?
No.
4. I have other questions about the increase that cannot be answered by the applicable HR representative or departmental administrator. Who should I contact?
Please feel free to contact Employee & Labor Relations Help elr-help@uiowa.edu, with any additional questions regarding this communication.

F&A Rate Agreement

The University Facilities & Administrative (F&A) rate agreement, effective July 1, 2022, continues through June 30, 2026. The current rate is 55.5% MTDC. As in the past, different rates apply to off-campus projects, instructional projects, training grants, corporate-funded clinical trials, and some other programs and/or sponsors.

Direct links for most frequently used information are:

- A copy of the rate agreement is [here](#).
- Definitions and policy on charging F&A is [here](#).
- Information on F&A, can be found [here](#).

Summer Instruction Salary Information

Summer salary information must be entered into the faculty salary field for all summer instructors no later than **July 14**. Please make sure you have entered the approved salary rate and no fringe. If an instructor is teaching more than one course, you need to split the salary appropriately. If you have any questions, please contact Jeff Donoghue.

CLAS Policies and Procedures

Please use [this link](#) to see the CLAS policies that have been updated recently.

Contacts

Tom Koepfel – 335-0134 (Financial oversight & budgeting, Purchases over \$50K, DSP Workflow, Workflow & Security System)

Jeff Donoghue – 335-2605 (Staff & Visitor Budget, Chart Field Requests, Summer & Winter Session, Service Centers, Named Chairs)

Kristina Swanson – 335-0459 (TA/RA Budget, Renovation, Instructional Equipment, Book of Music/Subventions, Creative Writing)

Beth Mellinger – 353-2190 (General Expense Budget & Computer Replacement)

Sandy Mast – 335-9304 (Student Technology Fees, Research & Start Up)

Ryan Kirkey – 384-3489 (Faculty Budget, Old Gold Budget, First Year Seminar, Retention, Faculty Cost Sharing, Research Release)