AY16-17 TA/Faculty Requests via CLAS MAX 2.0

The period that departments can submit requests for visitors, adjuncts and Special Comp via CLAS MAX 2.0 are as follows:

- TA Requests that are above and beyond the 16-17 allocation will start to be reviewed in December.
- Lecturer/Visitor Request system for next academic year will now open on November 1st.
- Deadline for submission is February 26th.

More information regarding Recruitment and Appointment for Visiting Faculty can be found at http://clas.uiowa.edu/deos/administrative-manual-recruitment-and-appointment-visiting-faculty.

Update on Request System

A new report (Department Request/Allocation Reports) has been designed for departments to give you the ability to drill from the report directly into the request (which is active in both excel and PDF extracts). You can also use the expansion capability to see the account or MFK or the new tabular report feature if you prefer that option. We are also looking at future enhancements that will make it easier for you to view your information and give you more course level reporting.

In addition to new reports, we have made some improvements to the system such as fixing the ability for departments to see the status of courses approved or disapproved. We also have more edit options available to Dean’s Office staff with an audit trail (and email notification) when changes are made.

Valid Fund and Function Combinations

Accounting and Financial Reporting has updated the Accounting Code Manual to reflect valid Fund/Function combinations departments should use when establishing new WhoKeys. This information can be found at http://www.bo.uiowa.edu/~glaccman/index.cfm?action=glaccman.validfunction.

Course Planning Schedule Reminder

CLAS Reports for your use in course planning have been placed in the N: drive, following this path: N:\Accounting\Your Department\Course Information. If you have questions about instructor compensation for summer, please contact Marlys Boote or Jeff Donoghue. Summer salaries for 2016 should be entered in the MAUI course planner as you have done in the past. For fall 2016, if you request additional budget (i.e., adjuncts, visitors or special compensation), please use the request system CLAS Max 2.0. In both cases, please assign instructors whenever possible. If names are not available, please indicate “To Be Determined” and indicate your plans in the salary comment section. (For fall, you are not required to enter salary information in the MAUI system, only for summer.)

<table>
<thead>
<tr>
<th>Session</th>
<th>CLAS*</th>
<th>Registrar</th>
<th>On ISIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>11/12/15</td>
<td>12/04/15</td>
<td>02/08/16</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>06/01/16</td>
<td>08/02/16</td>
<td>10/10/16</td>
</tr>
<tr>
<td>*Suggestion to give Faculty earlier deadline.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Technology Purchases

Please contact your CLAS Technology Services (TS) consultant (see link below) before making any printer, computer or smart device purchases. This includes purchases made with Departmental Funds, Grant Funds, Startup Funds, or Student Technology Fee Funds. As stated, each year (for the majority of CLAS departments) in the Computer Replacement notices, all CCR orders are placed by the office of...

Please share with DEO’s and appropriate staff within your departments
CLAS TS. By contacting your CLAS TS consultant first, this allows the College to take advantage of University-negotiated pricing, ensures the required warranty is included, and to make sure the best devices are selected for the user’s specific needs.

Working with your CLAS TS consultant during the purchasing process also provides an opportunity for the device to be properly inventoried in accordance with University Policy without any additional steps needed from the administrator or faculty member. Purchasing best practices dictate the use of online ordering through eBuy or PReqs for purchasing University technology. Other means of purchasing should not be used. Your CLAS TS consultant (http://clas.uiowa.edu/it-group/departmental-assignments) can provide you with either a quote (Mac) or an equote (PC) once a configuration is decided upon, and the administrator can complete the process.

**Sub-certification**

We appreciate the time and effort everyone spent on completing the departmental sub-certification forms. Your comments were very helpful and due to your efforts we were able to meet the deadline. This year, we tried a more streamlined process and received favorable feedback. Please let us know if you have any suggestions on how we can continue to improve this process in the future.

**Reminders**


**Oct. 26** – Payroll Cut-Off at 5 p.m.

**Nov. 1** - Please make sure all faculty are appointed on the correct account(s). Contact Jen with any questions.