Spring 2016 Course Enrollments

With the conclusion of the Early Registration period, departments are reminded to review spring course listings and make adjustments as necessary for low-enrolled and wait-listed courses. Proview reports are updated several times each week, can be conveniently set to a maximum enrollment, and make adjustments for graduate enrollments. Any questions regarding Proview reports, MAUI waitlists, or enrollment adjustments may be directed to marlys-boote@uiowa.edu.

Grad Reappointment System

The reappointment system is now open with the ability to change ALL grad appointments, not just the semester appointments. You will be able to change MFKs, %, pay, etc. for all grad assistants without having to do a workflow form. The changes you make will be effective January 1, 2016 (even on pay group 7 appointment records, if changes are needed). All second semester Paygroup B and BF records must be worked (transferred, terminated, or updated) to reflect spring assignment, and other records can be worked as needed. The application will close on January 15, 2016. If you have any questions contact hr-help@uiowa.edu or sandy-mast@uiowa.edu.

December Payroll

Due to the winter holidays, monthly payroll forms need to be approved at the departmental level and forwarded to the Dean's Office in Workflow by Friday, December 18th.

The first business day in January is Monday, January 4, 2016. Employees receiving monthly paychecks will receive their paycheck/direct deposit on that date for their work in December.

Scholarships Processed in MAUI

Awards need to be entered well before the first bill date to reach a student's account and cover tuition and fees. This is your responsibility as the initiator of payment. Entries involving UI Foundation funds need to be made at least 4 weeks in advance, and all other entries should be done at least 2 weeks in advance. The first bill of each session is as follows: Fall – August 1; Winter – December 1; Spring – January 1; Summer – June 1.

CLAS Finance Group Website

- A helpful guide for PARs Effort Reporting has been added to the website located at http://clas.uiowa.edu/finance/pars-clas-helpful-guide-effort-reporting. It can also be found by going to Financial Resources/Policies & Procedures. Please reference this site if you have any questions when completing PARs forms going forward.
- A Finance Calendar has been added located at http://clas.uiowa.edu/finance/finance-calendar/month. It is currently under construction as information is being added. Going forward, you will be able to click on the link for the calendar item and be taken to a new page for additional information if there is more to be shared.