FLSA Open Forums
Staff Council and University Human Resources are working together to provide a series of open forums to provide information and answer questions about the upcoming changes related to the Fair Labor Standards Act (FLSA) and how they will impact the way many P&S staff members are paid. These forums will be useful for both those staff impacted by the FLSA changes as well as their supervisors. Anyone can watch the meeting via Skype if they cannot make it to the forums in person.

The forums will be held in person in 2520D UCC, the dates/times of the forums can be found on this website: https://hr.uiowa.edu/flsa/flsa-forums. The Skype sessions can be accessed via this same website along with instructions for accessing Skype and submitting advanced questions.

Please encourage your staff who will be impacted by these changes to attend one of these sessions, either in person or via Skype, if they haven’t already done so.

Reminder: All Post-Doc salaries should be adjusted before November 20th.

Budget Officer Meeting Update
Several topics were covered at the October Budget Officers meeting. Information may be found at this web site: http://controller.fo.uiowa.edu/budget-officers/past-meetings. Here is a recap of the agenda items:

- Remarks from President Harreld
- University Shared Services
- Procurement Card Purchase Review
- Revamp of Business Processes Series
- Campus Data Portal
- Changes in Fair Labor Standards Act
- Release of AFR Application & EFR Summary Reports

Graduate Assistant Reappointment System
The TA reappointment system will open November 29th to process appointments that will continue for the spring semester. It will close January 20, 2017. Any changes to spring TA/RA appointments after this date will need to be handled through a workflow form.

- Those who held a first-semester (A) appointment will pull in as a second-semester (B) appointment and will need to be either transferred, terminated or, if continuing in your department, corrected to reflect their spring appointment.
  - If terminated, please submit termination forms.
- You will also have the ability to look over ALL active grad appointments (even pay group 7 – academic year), with a chance to change MFKs, standard hours, job code, position number, and pay if needed.
  - IF YOU ARE CHANGING JOB CODE (i.e. from TA to RA), you must change the position number.
- If no changes are needed to a pay group 7 or 7F, it is helpful if you mark them as “final” to acknowledge the record has been reviewed.

Graduate Assistant Fall 2016 Tuition
A tuition change will automatically occur for any change of status (COS) to a TA or RA MFK that is processed through the system by December 16th.

- If no COS is needed, but tuition needs to be moved, you need to request an override (example: move tuition off a 500 or 510 to a 240 fund).
  - Do this by sending an email to grad-cogsscholarships@uiowa.edu before December 16.
• Overrides can be created for the full tuition/fee amount charged to an MFK, but if a split is needed a MAUI scholarship recipient form needs to be used.
  o Follow up with an email to Brian Ruden and Jennifer Crawford explaining the request.
• Any changes after December 16 will need to be done as follows:
  o A MAUI scholarship recipient form is submitted and an email needs to be sent to Brian Ruden in the Billing Office to let him know that the form is not a new award but to move an existing award.
  o Copy Jennifer Crawford so when the form gets to the Graduate College she will know to approve it.
• If you have any questions, please contact Jennifer Crawford, 5-3493, or Brian Ruden, 4-2019.

16-17 TA & Visitor Budgets

• The 17-18 TA Allocations have been determined and letters should be sent out by December 1st. The TA request system will open on December 15 for you to enter any additional fiscal year 17-18 TA requests.
• The request system for 17-18 Visitor and Lecturer requests is open. We will begin evaluating the requests on Thursday, November 3rd. The requests will be reviewed based on the order in which they are received. We meet to review the requests approximately once a week. We are hoping to either approve the request or ask for additional information within two weeks of receiving the request.

Gift Certificates

All gift certificates given to employees must be reported to the Payroll Office by November 13th. If you have not already done so, please forward the employee’s name, employee ID # or University ID #, and the amount of the gift certificate to the Payroll Office by this date. Any gift certificates awarded after this date will be reported in the next calendar year. The information may be sent through campus mail to 120-30 USB or by email to terri-hein@uiowa.edu.

The policy on the Taxation of Gifts, Prizes, and Awards to Employees can be found in the Operations Manual at: http://opsmanual.uiowa.edu/human-resources/taxation-gifts-prizes-and-awards-employees. Policy questions may be directed to:
  • Recognition practices and creating a recognition program: Shari Sorensen, 5-0651, shari-sorensen@uiowa.edu
  • Taxability and documentation requirements: Tom Peifer, 4-1497, thomas-peiferii@uiowa.edu
  • Processing of payments: Debby Zumbach, 5-3815, deborah-zumbach@uiowa.edu
  • Payroll reporting: Terri Hein, 5-2374, terri-hein@uiowa.edu

UI Ethics Policy

• Please remind new DEOs and other employees with fiscal responsibilities of the UI Ethics Policy which can be found at https://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff and request that they complete the ICON Ethics and Responsibilities course #W00329 and/or Ethics course #WSCQ01.

Technology Purchasing Process

• Departmental Administrators or end users are required to work with their assigned CLAS IT consultant prior to purchasing all computing related equipment, which includes computers, printers, multifunction devices, scanners, and any other peripherals. This does not include small supply items such as cables, cords, mice or consumables such as toner cartridges.
• CLAS IT consultants are in the best position to assess what equipment is appropriate to fill the need of the user and to find the best price available for the purchase.
• A list of CLAS IT consultant departmental assignments can be found at https://clas.uiowa.edu/it-group/departmental-assignments.
• All equipment purchases must have prior approval from the departmental DEO or their delegate (Departmental Administrator).
• When initiating the purchase, select the CLAS_IT_Approve WorkFlow path as your CLAS IT consultant is a required approver on every computing related equipment purchase. After the form is approved at the CLAS_IT_Approve sublevel, it will then automatically route through the departmental path. See the below chart (not inclusive) detailing which purchases are required to be routed on the CLAS_IT_Approve WorkFlow path.

• Purchases on Institutional Account 6082 and some on 6080 may be purchased on a UI PCard. However, in addition to ad-hocing the PCard holder, the PCard Voucher initiator must also select the CLAS_IT_Approve WorkFlow path. All other IT purchases need to go through the eBuy/Preq process.

<table>
<thead>
<tr>
<th>Institutional Accounts</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>6080 - Software Non Capitalized</td>
<td>Software purchased for less than $500,000 per copy and license or has a useful life of less than two years</td>
</tr>
<tr>
<td>6081 - Computers &amp; Smart Devices &lt;5k</td>
<td>Includes Desktops, Laptops, Tablets, and handheld smart devices.</td>
</tr>
<tr>
<td>6082 - Printers, Peripheral Devices &lt;5k</td>
<td>Includes monitors, keyboards, mouse; memory sticks, USB drives, external/internal drives, keyboards, multi-use copiers, speakers, IT assistive technology devices.</td>
</tr>
<tr>
<td>6083 - Server, Networking, Storage &lt;5k</td>
<td>Includes servers, switches, routers, access points, SANs, firewalls, load balancers, or other related equipment.</td>
</tr>
<tr>
<td>6266 - IT Hardware Maint &amp; Fees</td>
<td>Charges for maintenance, or ongoing support of IT Hardware, includes periodic maintenance costs (i.e. Annual), initial support or maintenance costs (i.e. Apple Care), extended hardware warranty costs, contracts for ongoing upgrades, bug and security fixes, patches, etc. to hardware specific code.</td>
</tr>
<tr>
<td>6407 - IT Software Maintenance &amp; Fees</td>
<td>Charges for maintenance or ongoing support of software, includes periodic maintenance costs (i.e. Annual), initial software support or maintenance costs, contracts for ongoing software upgrades, bug and security fixes, patches, etc., fees associated with software usage.</td>
</tr>
<tr>
<td>6431 - IT Hardware Rentals and Leases</td>
<td>Rental and operating (non-capitalized) lease payments made to organizations, businesses, government agencies and individuals for use of Information Technology equipment. Includes printers and multi-use copiers.</td>
</tr>
<tr>
<td>6731 - IT Equip Capitalized &gt;5k</td>
<td>Includes networking equipment, servers, storage equipment, printers. Note: Non-IT Equipment use 6730 - Non-IT Movable Equipment Capitalized.</td>
</tr>
</tbody>
</table>

November Payroll Cutoff

• Normal reporting for employee time record data sent electronically or online via self-service is to be in payroll by Tuesday, November 15 at 5:00 p.m. to allow for the earlier payroll cutoff due to the Thanksgiving holiday. Other electronic pay adjustments and deductions is to be in payroll Monday, November 21 at noon.

• Biweekly payroll cutoff for the November 29 payroll (biweekly time-period November 6 – 19) will be Tuesday, November 22 at 5:00 p.m. Biweekly time records are due on Monday, November 21 at 5:00 p.m.