Deadline for Fall 2017 Course Offerings Submissions has Passed

Fall 2017 courses will be viewable on MyUI on February 6. This is also the date the Planner reopens. Once the Planner reopens, you can submit any changes or new sections you did not submit for Fall 2017 before the Planner closed.

The Planner is always open for instructor, textbook, MyUI descriptions, registration information, section requirements and recommendations entry, and updating waitlist plans.

Please e-mail any questions you may have to reg-maui-support@uiowa.edu.

Fair Labor Standards Act Implementation Suspended

On Wednesday, November 23, 2016, the University of Iowa sent notification that it was suspending its implementation of anticipated changes to the Fair Labor Standards Act (FLSA), following a court ruling and direction from the state.

The University is in the process of reviewing the exempt status of individual positions in specific job classifications. It is anticipated that this review will be completed soon. The current FLSA status (exempt and salaried or non-exempt and eligible for overtime) is displayed in the My ePersonnel File in Employee Self Service (https://login.uiowa.edu). Any change in this status will trigger an automatic email notification to be sent to the impacted employee so that they will be aware of any subsequent change.

Information about what it means to be non-exempt and eligible for overtime continues to be available on the University’s FLSA website (https://hr.uiowa.edu/flsa). Questions regarding work schedule and the process for requesting prior approval for overtime, if and when needed, should still be directed to supervisors.

The University recognizes these events have been confusing and disruptive and encourages you to speak with HR Representatives for your departments to address questions you may have. Further information will be provided as it becomes available.

Spring 2017 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, 2017 (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.

If you are processing a termination, please submit termination forms.

IF YOU ARE CHANGING JOBCODE (i.e. from TA to RA), you must change the position number to match the spring appointment.

The application will close on January 20, 2017. Any changes to spring TA/RA appointments after this date will need to be handled through a workflow form. If you have any questions contact hr-help@uiowa.edu or sandy-mast@uiowa.edu.

16-17 Visitor Budgets

The request system for 17-18 Visitor and Lecturer requests is open. We have begun evaluating the requests for Spring 2017. Please increase course capacity for those courses that have waitlists, if at all possible, or submit requests for additional resources if needed.

We will begin reviewing Fall 2017 requests this month.

Please share with DEO’s and appropriate staff within your departments

http://clas.uiowa.edu/finance  http://clas.uiowa.edu/human-resources
Course Approval Workflow Training

In the upcoming weeks, MAUI Course Approval forms will be moved into the UI's Universal Workflow system. As some of you know, this allows more flexibility for routing at the departmental and collegiate levels. The Course Approval forms in MAUI have also been updated, adding new features and generally enhancing their overall functionality. To help facilitate these changes, five training sessions in December have been scheduled. These sessions will cover both how to set up workflow features and how to use the new course approval forms. Samuel Schrup, of ITS, and Jessica Alberhasky, of the Office of the Registrar, will conduct the first part of the session on setting up workflow, and Chris Carlson will present the second part of the session on the new forms.

The following training sessions in 2523 UCC will be offered:

- Monday 12/5 at 8:30am-10:00am (waitlisted)
- Tuesday 12/6 at 10:30am-12:00pm (waitlisted)
- Wednesday 12/7 at 8:30am-10:00am (waitlisted)
- Thursday 12/8 at 1:30pm-3:00pm (waitlisted)
- Friday 12/9 at 1:30pm-3:00pm (waitlisted)

Two additional sessions have been added since the first five filled so quickly. These are now available for registration.

- Monday 12/12 at 1:30-3:00
- Tuesday 12/13 at 10:30-12:00

It is not anticipated that the whole 90 minutes will be needed, so there will be ample time for questions and answers. This is a training room with computers for all attendees.

Please note that it is anticipated all of these changes going live in MAUI during the last week in December. If additional sessions are needed in January, that can certainly be done, but once the switch to universal workflow has been made, departmental and collegiate users will need to be ready to work with the new course approval forms in this new workflow system.

You may register for one of these courses by logging into Employee Self-Service, selecting "My Training" under Learning and Development, and searching for course "COUUNI" (Course Approval in Universal Workflow). Please only register if you are planning to attend as space will be limited.

Please feel free to contact Chris Carlson (5-2845, christina-carlson@uiowa.edu) or Jessica Alberhasky (4-1288, jessica-alberhasky@uiowa.edu) if you have questions.

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.

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 Tuesday, December 20th.

The first business day in January is Tuesday, January 3, 2017. Employees receiving monthly paychecks will receive their paycheck/direct deposit on that date for their work in December.