Important Dates


2/5 Summer/Fall 2016 Course Fee requests due (final due date of 2/15).


2/23 Payroll Cutoff – Please submit forms (i.e. Phased Retirement, Renewal of 0% Adjuncts, and Terminations) timely to ensure they are through Workflow prior to this date. Termination forms can be entered as soon as the last working day is known.

3/14 Tenure Track requests for FY18 hires (search FY17) due.

Summer/Fall 2016 Course Fee Requests

Please submit requests for new fees and changes to existing fees no later than Friday, February 5th. This will allow enough time for CLAS to review, approve through workflow, or request changes before the final due date of February 15th. If you have any questions, please contact Erin Herting.

Course Fee Request Form: [https://apps.its.uiowa.edu/forms/course-fees](https://apps.its.uiowa.edu/forms/course-fees).

Retiring/Resigning Faculty

Please terminate any faculty who are retiring or resigning at the end of the spring semester. For those who are retiring, after the termination form has been done, please initiate the Emeritus form.

Planning for 2016-17 Instruction Budget

Visitors: Dean Curto is currently reviewing visitor requests for Fall 2016. All visitor requests should be submitted in MAX 2.0 by February 29th.

TAs: In December 2015, CLAS academic units received base TA allocations for AY 2016-17. Upon request, such allocations may be augmented, based on anticipated high enrollments, need for coverage of required courses, or other special considerations. Dean Armstrong will be reviewing requests for additional TA lines. Although such requests may not arise until a need is identified, early submission is encouraged. Any requests for additional TA allocations should be entered in the MAX 2.0 Request System.

FY2017 Proposed Fringe Rates

<table>
<thead>
<tr>
<th>Rate Pool</th>
<th>Fringe Benefit Pool Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Faculty</td>
<td>23.30%</td>
</tr>
<tr>
<td>Non-Clinical Faculty</td>
<td>29.10%</td>
</tr>
<tr>
<td>Professional &amp; Scientific (includes Merit Exempt)</td>
<td>36.90%</td>
</tr>
<tr>
<td>SEIU</td>
<td>37.50%</td>
</tr>
<tr>
<td>Merit</td>
<td>52.75%</td>
</tr>
<tr>
<td>House Staff</td>
<td>34.00%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>19.00%</td>
</tr>
<tr>
<td>Fellowships</td>
<td>10.75%</td>
</tr>
<tr>
<td>Post Docs</td>
<td>19.00%</td>
</tr>
<tr>
<td>Temporary</td>
<td>11.00%</td>
</tr>
<tr>
<td>Bi-Weekly Students</td>
<td>9.20%</td>
</tr>
<tr>
<td>Miscellaneous &amp; Extra Compensation</td>
<td>4.00%</td>
</tr>
</tbody>
</table>

Facility & Administrative (F&A) Rate Agreement

The current on-campus F&A rate of 51% of Modified Total Direct Costs (MTDC) will expire on June 30, 2016. Starting July 1, 2016 it will be 52.5% MTDC. The new rate agreement should be referenced and the applicable rate used with all new or competing applications and proposals.

Direct links for most frequently used information are:

- A copy of the rate agreement is at: [http://fa.fo.uiowa.edu/files/fa.fo.uiowa.edu/files/Current%20FA-Fringe%20Rate%20Agreement%208-29-2014_2.pdf](http://fa.fo.uiowa.edu/files/fa.fo.uiowa.edu/files/Current%20FA-Fringe%20Rate%20Agreement%208-29-2014_2.pdf)
- More information on F&A is at: [http://gao.fo.uiowa.edu/managing-grants-contracts/facilities-administrative-costs](http://gao.fo.uiowa.edu/managing-grants-contracts/facilities-administrative-costs)

Please share with DEO’s and appropriate staff within your departments.
**Mileage Rate Changes**

Effective **January 1, 2016** the University’s mileage reimbursement rates changed to follow IRS guidelines.

- The mileage reimbursement rate of $.575/miles has decreased to $.54/mile for the following:
  - Round trip distance traveled is less than 100 miles
  - Round trip distance is more than 100 miles and a motor pool vehicle is requested, but not available
  - Use of a motor pool vehicle is not possible/feasible (i.e. faculty/staff are located in an area not served by campus motor pools)

- The mileage reimbursement rate of $.288/mile has decreased to $.27/mile. Mileage rate is applicable:
  - For trips of more than 100 miles, or
  - Traveler chooses to use a personal vehicle when a motor pool vehicle was available.

The correct rates will default into any new TEV based upon dates of travel and miles traveled. The applicable mileage rates for various dates of travel may also be viewed at [http://www.uiowa.edu/ap-purchasing/travel](http://www.uiowa.edu/ap-purchasing/travel). Any questions contact protrav@uiowa.edu.

**Cash Handling Records Retention Guidelines**

The University records retention guideline for cash handling records, such as local cash handling procedures, reconciliation of departmental change funds, was recently changed from 10 years to 5 years. This guideline can be found at the records management program web site [http://fmb.fo.uiowa.edu/files/fmb.fo.uiowa.edu/files/wysiwyg_uploads/Accounting%20and%20Financial%20Official%20Records%20Inventory%20and%20Retention%20Schedule%20Final%20042015.pdf](http://fmb.fo.uiowa.edu/files/fmb.fo.uiowa.edu/files/wysiwyg_uploads/Accounting%20and%20Financial%20Official%20Records%20Inventory%20and%20Retention%20Schedule%20Final%20042015.pdf), page 2.

The cash handling procedures submitted by CLAS locations reference 3 years as the retention period because that is what the policy was at the time of our initiative. **The cash handling procedures do not need to be resubmitted to reflect the change to 5 years.** However, when there is a change in roles or other needed revisions, please use the current template at [http://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits/cash-handling-deposit-procedures](http://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits/cash-handling-deposit-procedures). Until the template is updated to reflect the change (it currently states 10 years as the document retention period) please make note in Section VII, 2) that “the department keeps records 5 years plus current in accordance with the University’s current retention policy.”

Remember, when you submit your revised policy into WorkFlow to Ad Hoc Shari Sorensen (Erin’s delegate for this procedure). Questions can be directed to Shari Sorensen or cash-handling@uiowa.edu.

**Extension and GIS Budgets**

We are reviewing spring extension and GIS courses to make sure instructors are on the right accounts by looking at the course organization report in ProView and salary budget management reports. It is the expectation that the departments (with the help of HR forms for extension and GIS courses. If you have any questions about these budgets, please contact Jeff Donoghue. As a reminder, these are the MFKs that should be used for each type of expense:

- GIS Courses (all instructors): 050-11-xxxx-xxxx-54310000-10
- Extension Courses (all instructors): 050-11-xxxx-xxxx-54320000-10 with Org 158

**Please Review the Following and Take Action Accordingly to Ensure Compliance with UI Policies and Procedures**

- A Capital Assets Management’s **Off Campus Use of Property** form is to be used when University owned assets are used off campus. This form documents the assignment of any equipment that is used off-site, including, but not limited to, items such as desktops, laptops, and tablets used at an employees’ home or other off-site location. Please have all staff and faculty complete the **Off Campus Use of Property** form for all items of this nature irrespective of dollar amount. At a minimum the form should include an acknowledgment from the employee responsible for the equipment, asset description, ID number, serial number, and date issued. The form should be retained in the department and reviewed/updated with the employee at least annually. The form and instructions can be found at [http://cam.fo.uiowa.edu/content/campus-use](http://cam.fo.uiowa.edu/content/campus-use).

- The University of Iowa requires approval of all travel-related forms by the traveler and the traveler’s supervisor. The traveler’s approval is required and cannot be delegated. The second signature must be a level of management above the traveler. Out-of-state and international travel must be approved using the ProTrav trip request electronic form in advance of the trip. This form can be found in Self Service under Travel in the Personal tab. Please contact Shari Sorensen if WorkFlow paths need to be adjusted/created to ensure compliance with this policy.

- Identity Finder is a software application that helps find and secure personally identifiable information, such as SSNs, stored passwords, and credit card numbers. It is an enterprise solution, which is licensed for all faculty and staff to use, and is available for download from the ITS website [http://its.uiowa.edu/identity](http://its.uiowa.edu/identity). University policy places the responsibility of using and securing SSNs on each department. Chapter 36 in the Operations Manual discusses policies surrounding this.
SSNs and use of this data within the university. UI Internal Audit best practice recommends all faculty and staff to download the software, run it on their computer, and take the necessary action on any results, at least annually. Identity Finder may already be on your computer. Before downloading from the ITS website do the following: Click on the Windows Start button; Select “All Programs” and look for the “Identity Finder” folder. Contact your CLAS IT consultant if you need assistance in running or downloading the software.

**ITS-TNSConnect Billing Coordinators**

ITS-TNS is evaluating all of the issued long distance authorization codes. Cleanup of these codes is necessary before migration to a new system. The decision was made to deactivate all codes that were issued more than 18 months ago and haven’t had any usage over the past 18 months. If someone in your department tries to use an authorization code in the future, but can’t because it has been deactivated, they can request a new code through the normal process. Direct questions to Deb Sabers, ITS Senior Financial Analyst-TNSConnect/Billing Administrator, 335-6322.

**New EFR Reports Go Live**

On February 8th, Accounting and Financial Reporting will be “going live” with some new EFR reports. Anyone with the role of Dean, DEO’s, Departmental Administrator or Administrative Assistant will have access to these reports. You will be able to access these reports from a new tab in “EFR Summary Reports” in Self Service. These reports were previously available in CLAS MAX 2.0; however, they have been migrated to SharePoint which resulted in the following changes: (1) parameter section moved to the right hand side of the screen, (2) you will no longer see a CLAS header. Training sessions are being offered and you may sign up in Self Service through My Training. The course description and session information is provided below:

This course is a computer-based classroom training intended to provide an overview and demo of the new online EFR Summary Reports. Only individuals who are assigned as one of the following roles in the Institutional Roles application should sign up for this class as only their USERID’s/PW’s will allow access to EFR Summary Reports:

- **Roles in the Budget Officer category**: Budget Officer, Department Administrator & their Administrative Assistants
- **Roles in the Deans category**: Dean & their Administrative Assistants
- **Roles in the DEO category**: Departmental Executive Officer & their Administrative Assistants

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course #</th>
<th>Session #</th>
<th>Date/Time</th>
<th>Meeting Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFR Summary Reports</td>
<td>EFRRPT</td>
<td>1</td>
<td>02/11/16 2:00 PM-3:00 PM</td>
<td>C231 - PAPPAJOHN BUSINESS BUILDING</td>
</tr>
<tr>
<td>EFR Summary Reports</td>
<td>EFRRPT</td>
<td>2</td>
<td>02/15/16 9:00 AM-10:00 AM</td>
<td>C231 - PAPPAJOHN BUSINESS BUILDING</td>
</tr>
<tr>
<td>EFR Summary Reports</td>
<td>EFRRPT</td>
<td>3</td>
<td>02/18/16 2:00 PM-3:00 PM</td>
<td>C231 - PAPPAJOHN BUSINESS BUILDING</td>
</tr>
<tr>
<td>EFR Summary Reports</td>
<td>EFRRPT</td>
<td>4</td>
<td>02/22/16 8:30 AM-9:30 AM</td>
<td>C231 - PAPPAJOHN BUSINESS BUILDING</td>
</tr>
<tr>
<td>EFR Summary Reports</td>
<td>EFRRPT</td>
<td>5</td>
<td>02/25/16 2:00 PM-3:00 PM</td>
<td>C231 - PAPPAJOHN BUSINESS BUILDING</td>
</tr>
<tr>
<td>EFR Summary Reports</td>
<td>EFRRPT</td>
<td>6</td>
<td>02/29/16 9:00 AM-10:00 AM</td>
<td>C231 - PAPPAJOHN BUSINESS BUILDING</td>
</tr>
</tbody>
</table>

CLAS training sessions will also be offered. Karna Wieck will be sending out more information on these training sessions.

**Tenure/Clinical Track**

Proposals for new tenure-track and clinical-track faculty lines in a bookmarked pdf, using the CLAS Allocation Request System within Max 2.0. (Please remember that when you complete the allocation request, you must select AY2017-18, as this is when the line will be filled.) Allocation requests must be submitted electronically by Monday, March 14, 2016.

The department profile reports to be used when making new faculty line requests are located in: N:\Accounting\(Dept Name)\2014-2015 CLAS Reports\(Dept # and Name) Dept Profile.pdf.

The FTE Reports are located in: N:\Accounting\(Dept Name)\FTE Summary\Department FTE 16-17.pdf.

**Informative Links**

- **Link to January Budget Officers meeting**: [http://controller.fo.uiowa.edu/budget-officers/past-meetings](http://controller.fo.uiowa.edu/budget-officers/past-meetings)
- **Conflict of Interest Policies in the Workplace (18.5) and in Research (18.6)**: Please review COI policies with faculty and staff annually: [http://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest](http://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest)
- **Research Subject Compensation Policy**: Please review the policy and procedure statement for specific information: [http://gao.fo.uiowa.edu/grant-and-contract-management/general-administration/research-subject-compensation-policy-procedures](http://gao.fo.uiowa.edu/grant-and-contract-management/general-administration/research-subject-compensation-policy-procedures)