Important Dates

4/25  Monthly payroll cutoff

4/30  Salary lines will be reviewed to ensure recurring entries are made in the budget file by this date. You may be contacted by Jen Reynolds for questions regarding faculty lines and Shari Sorensen for P&S.

5/13  TA/RA COS forms need to be completed and through the workflow system for the tuition to automatically update to follow the appointment MFK. After that date, override requests to gradcogsschirshps@uiowa.edu will no longer be an option to move tuition. A MAUI form will need to be processed and then notification sent to Brian Ruden (brian-ruden@uiowa.edu) with a cc: to Jennifer Crawford (jennifer-crawford@uiowa.edu) noting the amount of tuition that is being covered and what funding source is being used.

2017 Annual Salary Budget Process

Planning for the FY16-17 budget is progressing. The salary policy for faculty and P&S is expected to be set after the June Board of Regents meeting.

Faculty and Lecturers: Dean Djalali and Dean Curto will be meeting with DEOs beginning April 4 through April 25 to discuss individual department faculty salary budgets.

P&S: Training sessions on the new salary planning system are scheduled for April 5th and April 8th.

TA & RA Budgets:
- If we appoint a College of Education (COE) graduate student who is funded on 050, the COE will cover the additional cost of the COGS COE tuition supplement scholarship. They will also cover this additional cost for COGS GA’s employed on grants if the grant cannot absorb the cost. The priority is to make sure that COE students are not put at a disadvantage in obtaining assistantships because of their cost.
- In the annual salary budget planning application, we will be allocating your TA budget at the rate of $18,816 multiplied by the approved number of HTEs for your department.
- Any additional TA requests should be entered in the CLAS Request Application (MAX). This includes GIS and extension requests.
- We are currently developing a budget process for tuition and fees. Additional information will be provided in May.

Adjunct and Visitor: The rate of pay has not changed. If you have questions, please contact Jen Reynolds.

Payroll forms for FY17 Budget

Faculty who are retiring or leaving at the end of the year should have a termination form processed. Even if they are to become Emeritus faculty, a termination form MUST be done first, then a complimentary 0% Emeritus appointment form effective the day after the termination date can be completed. Please request a NEW position number for emeritus positions. (All employees should have a unique position number.) Forms should be initiated by April payroll cut-off to coincide with the FY17 budgeting process if at all possible.

Please check the Faculty Status End Date report for all non-tenure track positions and initiate forms (either termination or reappointment) for anyone with an end date of 6/30/16 or sooner: Self Service → Administration → HR Reports → Faculty Status Reports → Faculty Status End Date Report

Please process New Appointment forms, if possible, for faculty who have accepted new positions for next year. All appointments should be made on new position numbers.

Preparing for FY16 Closing

We anticipate that the First Close will be Thursday, June 30. Similar to last year, we expect a short turnaround time for departments to make entries.

If you need to close old encumbrances, email Purchasing-ReqPO@uiowa.edu, including the following text – “Please close PO #xxxxxxxx written to Vendor xxxxxxxxx. All items have been received and paid for.”

We will start following up with departments who have a large number of unreconciled accounts (TDR’s). Please review your Dashboard within the EFR to determine if your department has unreconciled accounts.

Please review any food purchases that have been charged to Fund 050. Generally food expenses should be charged to Foundation accounts or other funding sources.
Travel vouchers should be submitted as soon as a traveler returns from a trip. We will be monitoring travel near year end to ensure trips ending prior to June 30, 2016 are processed this fiscal year regardless of whether they are within the 120 day limit.

**GEF (Fund 050) Salary Lines**

We would like to close out academic year salary budgets on fund 050 and have the correct salary committed in budget management.

We will review summer salaries soon. Please try to process entries by April & May payroll deadlines.

Please process forms for summer DEO’s: 050-11-XXXX*00000-52582000-10 Org Acct 161. The amounts will be the same as last summer, with the exception of any new DEO’s, in which case appointment letters will need to be consulted.

**Summer Session**

Appointment information, including instructions will follow.

Summer session appointments should be made to: 050-11-XXXX-00000-54172000-10.

Please contact Jeff Donoghue or Kyle Marxen with questions.

**FY17 Request System Submissions**

Any submissions to the request system for Spring 2017 will not be reviewed until the fall.

**Ethics and Responsibilities for UI staff**

Please review the UI’s Policy on Ethics: [http://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff](http://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff). It is very important for University staff to be familiar with this policy, as it incorporates the University’s mission and values into a set of expectations for which we are individually accountable.

There are two Online – ICON courses available (W00329: Ethics and Responsibilities and WSCQ01: FSC Q01: Ethics), which can be found in Self Service under My Training. If you have not taken one of these courses during your employment at the UI, please do so.