Important Dates

5/20  Start-up year-end carryover projections due to Kristen Wolf

Beginning of June (TBD)  FY16 TA salary budgets confirmed by department to CLAS

7/26  Spring 2017 Offerings Planner Deadline

Start-up Year-end Carryover Projections

Please send your start-up carryover estimates for your departments to Kristen Wolf by May 20th.

Planning for 16-17 TA Budget

In May an allocation letter will be sent to you so that you can confirm the number of lines (HTEs) allocated to you and the related budget allocation that will appear in the annual budget application. Any additional requests for TA funds will need to be entered through the CLAS request system (MAX). After selecting the session Academic Year, Fall or Spring Semester), you will have a drop down selection to explain why you need additional funds. Similar to the vistor requests, you can also add an attached document to provide more information and if you select “other”, this attachment will be required. Here is a list of those drop down selections:

- DCE – Dist Ed (Off Campus Face to Face)
- DCE – Web/Online
- DCE – Workshops
- Enrollment Growth
- Expanding Curriculum
- Faculty Replacement
- Historically Taught by Visitors
- Other (justification required)
- Unexpected Absence of Instructors

We are anticipating the Grad Assistant Reappointment system will be open by mid-May.

Depending on whether the TA will teach an on campus, Extension, or GIS course, the MFK could be different than the MFK they are appointed on. Please contact Jen Reynolds for further information.

Summer Session 2016 Reminders

All expenditures for summer session will be incurred in the home org/department of the course using 050-11-XXXX-54172000-10 for Summer 2016. The accounts rotate between odd and even years.

May & June salary/fringe will be “funded” during closing (Period 13 or 14).

- Accounts may have a negative free balance until the allocation is made.
- After the Period 13 allocation, the summer session accounts should have a free balance of zero for year end.

July & August salary/fringe will be funded within September/October time frame.

Compensation for teaching GIS in Summer 2016 (only) has changed. Compensation will be figured at $93.15/hr x # sch x # students enrolled (maximum of 36). Enrollment counts will be as of the end of day May 27, 2016. Payments will be made in two equal installments on July 1 and August 1, 2016.

The following resources are available for questions:

http://clas.uiowa.edu/finance  http://clas.uiowa.edu/human-resources

Please share with DEO’s and appropriate staff within your departments
**CLAS May 2016 Business Briefs**

- Instructor compensation: Marlys Boote, Melanie Ostmo, or Jeff Donoghue
- Summer Session budget or general questions: Marlys Boote or Jeff Donoghue

### Spring 2017 Courses

Departments should submit Spring 2017 offerings in the MAUI course planning prior to the Registrar’s published deadline of **July 26**, after which the CLAS dean’s group will review and make recommendations for changes prior to the ISIS (myUI) course browse being available on October 10. Please assign instructor names whenever possible.

Enrollment reports for use in your planning may be found at N:\_Accounting\your department\ by late May.

As questions arise, please contact Marlys Boote (marlys-boote@uiowa.edu) for additional information.

### Preparation for FY16 Closing

CLAS Closing dates for FY16 are:

- **Thursday, June 30 (6:30p):** First Close Deadline
  
  *We strongly encourage departments to have all of their entries posted before the First Close Deadline*

- **Friday, July 8 (6:30p):** Deadline for departments to make entries.

University Closing calendar and information is available here: [http://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy16-close](http://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy16-close).

We are reviewing salary commitments on funds 050 and 240. All salaries on fund 050 should be shown as commitments on budget management reports. Let Jen know ASAP if you still have any forms to process by May payroll cut-off for FY16, including Change of Status.

Please review encumbrances during the month of May. Encumbrance errors made prior to June will not be fixed during year-end close, so should be addressed before then.

In order for travel to be reimbursed in FY16, the following dates apply:

- Travel completed prior to June 1 should completely through workflow by June 7 (all day).
- Travel completed between June 1 and June 14 should be completely through workflow by June 14, 4:30 p.m.
- Travel completed between June 15 and June 28 must be completed through workflow by June 29, 4:30 p.m.

### Preparation for 2016-2017 Budget Planning

- **Faculty and Lecturers**
  - Jen Reynolds or Alaina Hanson will be following up on faculty forms that need to be processed (Terminations, Change to Emeritus, and Extension of Visitors/Lecturers).
  - Summer Support forms should be submitted as soon as possible.

- **P&S** – At this time we have no information on the P&S salary policy. Once that is determined, we will advise you on the process that will be followed.

### Grant Application Assistance for Arts, Humanities and Social Sciences

Please remind your faculty in the Humanities and Social Sciences that assistance is available to them for grant proposals:

[http://clas.uiowa.edu/finance](http://clas.uiowa.edu/finance)  [http://clas.uiowa.edu/human-resources](http://clas.uiowa.edu/human-resources)

Please share with DEO’s and appropriate staff within your departments.
• Assistance includes: 1) identifying appropriate external funding opportunities for faculty research and projects; (2) assistance in preparing grant proposals and budgets to external funding agencies; and (3) assistance in internal submission processes through the Division of Sponsored Programs.

• **Arts & Humanities:** Ann Knudson
  - [http://www.research.uiowa.edu/grant-resources-arts-humanities](http://www.research.uiowa.edu/grant-resources-arts-humanities)

• **Social Sciences:** Aaron Kline
  - [http://ppc.uiowa.edu/isrc/services/grants](http://ppc.uiowa.edu/isrc/services/grants)
  - [http://www.research.uiowa.edu/iowa-social-science-research-center](http://www.research.uiowa.edu/iowa-social-science-research-center)

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