Purchasing from Member-Only Retailers/Vendors (Costco, Sams, etc)

Purchases from member-only vendors such as Costco and Sam’s Club are no longer allowed. This is because certain types of memberships include reward programs.

Course Offering Notes

Fall 2018

The MAUI Course Planner for Fall 2018 is closed November 28, 2017 – February 4, 2018 for room scheduling. Remember that the planner is available anytime for instructor, textbook, course descriptions, registration information, section requirements and recommendations, and waitlist plans. Please e-mail any questions you may have to reg-maui-support@uiowa.edu.

The CLAS dean’s course review group will meet during December and January to review Fall 2018 listing. My UI Course Browse for Fall 2018 courses will be available February 5, 2018. Early Registration for Fall 2018 begins April 9, 2018

Spring 2018

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 maximum enrollment, and automatically make 1:2 adjustments for graduate enrollments. Any questions regarding Proview reports, MAUI waitlists, or enrollment adjustments may be directed to marlys-boote@uiowa.edu.

Summer 2018

Final data on summer 2018 courses and associated budget will be distributed via email in early December.

Grad Reappointment System

The anticipated date for the reappointment system to open is December 15. If this changes, a notification will be sent out to everyone. Once it opens, you will have 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. You will also have the ability to look over all active grad appointment (even pay group 7 – academic year), with a chance to change MFKs, standard hours, job code, position number and pay if needed.

The changes you make will be effective January 1, 2018 (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. 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.

The application will close on January 12, 2018. 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 kristina-swanson@uiowa.edu.

Adjunct/Visitor/Lecturer Appointment Start Dates

There have been some inconsistencies on start dates when appointing for either fall or spring semester appointments. When entering appointments, please make sure the start date on the form and offer letter is the Wednesday in the week before classes start. For example, Spring 2018 will be 1/10/2018.
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. As the initiator of payment, this is your responsibility. 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**

- Normal reporting for employee time record data sent electronically or online via self-service is to be in payroll by **Thursday, December 14 at 5:00 p.m.** Other electronic pay adjustments and deductions is to be in payroll **Wednesday, December 20 at noon**.
- Monthly payroll cutoff will be **Thursday, December 21 at 5:00 p.m**.
- The first business day in the month of January is **Tuesday, January 2, 2018**. Employees receiving monthly paychecks will receive their paycheck/direct deposit on that date for their work in December.
- Biweekly payroll cutoff for the December 26 payroll (biweekly time-period December 3 – 16) will be **Wednesday, December 20 at 5:00 p.m.** Biweekly time records are due on **Tuesday, December 19 at 5:00 p.m.**