Important Dates

2/6 Summer/Fall 2017 Course Fee requests due (final due date of 2/16).


2/22 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.

2/27 Tenure Track requests for FY19 hires (search FY18) due.

Summer/Fall 2017 Course Fee Requests

Please submit requests for new fees and changes to existing fees no later than Monday, February 6th. This will allow enough time for CLAS to review, approve through workflow, or request changes before the final due date of February 16th. 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).

DEO Summer Appointments

Please begin processing summer DEO appointments as soon as possible. Use the 050 11 XXXX 52582000 5002 161 10 account. If you have questions about summer amounts, please contact Jen Reynolds.

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.

Faculty Budget Requirement

Any faculty whose % times were changed throughout the year, please submit forms to return them to their original appointment percentage.

Foundation Dashboard

The Foundation Dashboard is now in production. The site is found here: [https://foundation.clas.uiowa.edu](https://foundation.clas.uiowa.edu). The Dashboard will give you real-time financial information on your Foundation accounts. If you have any questions, please contact Erin Herting or Rebekah Ahrens.

Procurement Card Holders: Amazon Account Notice

An Amazon for Business account has been established for University of Iowa procurement cardholders that purchase products from Amazon for university-related business. The Amazon for Business account provides the following:

- Free shipping on orders $49.00 or greater.

[http://clas.uiowa.edu/finance](http://clas.uiowa.edu/finance)  
[http://clas.uiowa.edu/human-resources](http://clas.uiowa.edu/human-resources)
CLAS February 2017 Business Briefs

- No sales tax for purchases of products shipped and/or sold directly by Amazon. Please note, products sold and/or shipped directly by third parties may still be charged sales tax by Amazon however the purchases can be transitioned to another method of purchase to ensure taxes are not charged.
- Pricing and quantity discounts on select items.
- Education-tailored search and browse functionality.
- Access to a specialized Amazon for Business customer service team.

Procurement cardholders should be aware of the following:

- Card sharing is a violation of university policy, as such access to the Amazon for Business account is established on a per-user basis through the individuals university email address. Shared email addresses will not be added to the Amazon for Business account.
- Any existing Amazon for Business accounts that are not under the University’s account will need to be deactivated and access will need to be established through the University’s Amazon for Business account. To assist in this process please email both Kui Xiao (kui-xiao@uiowa.edu) and Renee Funk (renee-funk@uiowa.edu).
- Cardholders that previously utilized a personal Amazon Business Account for purchases will need to update personal accounts to ensure the @uiowa.edu is no longer used but a personal email address is utilized in its place. Once completed please email both Kui Xiao (kui-xiao@uiowa.edu) and Renee Funk (renee-funk@uiowa.edu) for access to the University’s Amazon for Business account.
- Any future purchases through Amazon shall be made through the University’s business account.

For any additional program information please contact Renee Funk at 335-0382 or renee-funk@uiowa.edu and Kui Xiao at 335-3256 or kui-xiao@uiowa.edu.

Planning for 2017-18 Instruction Budget

Visitors: Dean Curto is currently reviewing visitor requests for FY18. All visitor requests should be submitted in MAX 2.0 by March 6th.

TAs: In December 2016, CLAS academic units received base TA allocations for AY 2017-18. Upon request, such allocations may be augmented, based on anticipated high enrollments, need for coverage of required courses, or other special considerations. Dean Getz 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.

FY2018 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>23.70%</td>
</tr>
<tr>
<td>Non-Clinical Faculty</td>
<td>29.00%</td>
</tr>
<tr>
<td>Professional &amp; Scientific (includes Merit Exempt)</td>
<td>38.00%</td>
</tr>
<tr>
<td>SEIU</td>
<td>38.30%</td>
</tr>
<tr>
<td>Merit</td>
<td>60.00%</td>
</tr>
<tr>
<td>House Staff</td>
<td>20.00%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>23.00%</td>
</tr>
<tr>
<td>Fellowships</td>
<td>7.50%</td>
</tr>
<tr>
<td>Post Docs</td>
<td>23.00%</td>
</tr>
</tbody>
</table>

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

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

The University’s Cash Handling Policy requires that all employees who are involved in a cash handling process to complete cash handling training. Cash handling training compliance can now be monitored through the Compliance & Qualifications (CQ) system. You may access the CQ system in Employee Self Service by following this link: https://compliance.hr.uiowa.edu/.

Certification Responsibilities for Individuals Handling Cash:

- Staff are required to complete the University of Iowa Cash Handling ICON course annually. Staff new to handling cash are required to complete the course as soon as they are responsible for that function. The course may be reviewed as a unit or individually. See the memo-to-campus for information on monitoring cash handling training compliance through the CQ system.
- Staff must review the University’s Cash Handling Policies and Procedures https://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures.
- Staff must review their unit’s local desktop procedures annually as a refresher. In addition, they must review updated departmental procedures as provided by unit management in a timely manner.
- New staff are required to review their unit’s approved local desktop procedures within one month of assuming a cash handling position and at least annually thereafter.
- Each individual must understand his/her role in their unit’s cash handling process.

Departmental cash handling procedures need to be updated and submitted to Accounting and Financial Reporting for re-approval when there is a procedural change (i.e. where the cash/cash equivalents are stored). Changes to staff specifically assigned to a cash handling function do not require re-submission for approval. However, staff changes need to be made to the departmental copy and the Institutional Roles-Cash Handling must be updated accordingly. Please forward the updated departmental local desktop procedures with the staff changes to shari-sorensen@uiowa.edu and she will update the Institutional Roles-Cash Handling. When making revisions to departmental local desktop procedures for procedural changes, please use the current template at http://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits/cash-handling-deposit-procedures. Relevant information from your existing procedures can be cut and pasted into the new template. When submitting revised procedures into WorkFlow, please remember 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 our help) process 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 168
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. For capitalized equipment (cost greater than $5,000), the completed form must also be sent to the Capital Assets Management Office. 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. Out-of-state and international travel must be approved using the ProTrav trip request electronic form in advance of the trip. The form needs to be completed by the traveler or by some other departmental staff. This is not a responsibility of the University Shared Services (USS) staff. USS are only responsible for reconciling the Travel Expense Vouchers. The trip request form can be found in Self Service under Travel in the Personal tab. Please contact Sherry Roe or 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 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.

**Tenure/Clinical Track**

The department profile reports to be used when making new faculty line requests are located in: N:\_Accounting\(Dept Name)\2016-2017 CLAS Reports\(Dept # and Name) Dept Profile Stats.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)

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