Praxair Contract

Please see the AP-Purchasing webpage on how you must order from Praxair. The process is unique and requires you to get an account number before sending through a requisition, if you do not already have one. It’s also extremely important that you select the Praxair Contract and answer “Is this a blanket order” by checking the box. Details of this process can be found at https://uiowa.edu/ap-purchasing/purchasing/contracts/cylinder-gases. Orders may be voided if this process is not followed.

Any questions, please contact Debby Zumbach, deborah-zumbach@uiowa.edu.

P&S Salary Process

The mid-year adjustment salary application will be open November 28 – December 14, 2018. This system automatically updates the faculty or staff HR record. If possible, we would appreciate it if no COS forms are processed during this time. If you have retroactive COS forms that need to be processed. Please do so before November 21, 2018.

Cash Handling - Reminder

While changes to staff specifically assigned to a cash handling function do not require re-submission of the departmental cash handling procedures to Accounting and Financial Reporting (AFR) for approval, they do need to be made to the departmental copy and the Cash Handling Institutional Roles. Please forward any cash handling role staff changes to sherry-roe@uiowa.edu so that she can update the Cash Handling Institutional Roles and ensure the Cash Handling training requirements have been met.

The local Cash Handling desk top procedures need to be updated and resubmitted to AFR once every 3 years, or when there are procedural changes (i.e., checks are now stored in a safe instead of a locked drawer). AFR or Sherry Roe will send you a reminder of the 3-year deadline.

Units should be aware that, at any time, AFR and internal or external auditors might visit cash handling units to perform unannounced cash observations or cash counts. Please ensure that your local Cash Handling procedures match the Institutional Roles and that everyone assigned a cash handling role has taken the required annual training.

Departmental Food/Water Purchases

Purchases of food, beverages (coffee/water) and other such items for departmental staff consumption should only be paid for with Foundation or 240 funds. They should never be purchased on GEF (050) funds.

Graduate Assistant Reappointment System

The TA reappointment system will open at the end of November to process appointments that will continue for the spring semester. The anticipated date for the Grad Reappointment system to open is November 29th. It will close on January 11, 2019. Any changes to spring TA/RA appointments after this date will need to be handled through a workflow form.

- Those who held a first-semester (A) appointment will pull in as a second-semester (B) appointment and will need to be either transferred, terminated or, if continuing in your department, corrected to reflect their spring appointment.
  - If terminated, please submit termination forms.

- You will also have the ability to look over ALL active grad appointments (even pay group 7 – academic year), with a chance to change MF/Ks, standard hours, job code, position number, and pay if needed.
  - IF YOU ARE CHANGING JOBCODE (i.e. from TA to RA), you must change the position number.

- If no changes are needed to a pay group 7 or 7F, please if you mark them as “final” to acknowledge the record has been reviewed.

Graduate Assistant Fall 2018 Tuition

A tuition change will automatically occur for any change of status (COS) to a TA or RA MFK that is processed through the reappointment system by December 14th.
• If no COS is needed, but tuition needs to be moved, you need to request an override (example: move tuition off a 500 or 510 to a 240 fund).
  o This may be done by sending an email to grad-cogsscholarships@uiowa.edu before December 14th.

• Overrides can be created for the full tuition/fee amount charged to an MFK, but if a split is needed, a MAUI scholarship recipient form needs to be used.
  o Please follow up with an email to Brian Ruden and Jennifer Crawford explaining the request.

• Any changes after December 14th will need to be done as follows:
  o A MAUI scholarship recipient form is submitted and an email needs to be sent to Brian Ruden in the Billing Office to let him know that the form is not a new award but to move an existing award.
  o Copy Jennifer Crawford so when the form gets to the Graduate College she will know to approve it.

• If you have any questions, please contact Jennifer Crawford, 5-3493, or Brian Ruden, 4-2019.

19-20 TA Budgets

The 19-20 TA Allocations are being determined and letters should be sent out by December 14th. The TA request system will open on December 14th for you to enter any additional fiscal year 19-20 TA requests.

Gift Certificates

All gift certificates given to employees (excluding those given as research compensation) must be reported to the Payroll Office by November 9th for awards given from November 14th of the previous year to November 9th of the current year. Please enter your gift certification information on the form found here: https://hr.uiowa.edu/sites/hr.uiowa.edu/files/Taxable%20Items%20Work%20Sheet%20for%20Payroll%20Services%201-13-17.pdf or on an excel spreadsheet with the same fields, then forward it as an email attachment to roxanne-schomers@uiowa.edu in Payroll Services by November 9th. Any gift certificates awarded after this date will be reported in the next calendar year.

The policy on the Taxation of Gifts, Prizes, and Awards to Employees can be found in the Operations Manual at: http://opsmanual.uiowa.edu/human-resources/taxation-gifts-prizes-and-awards-employees. Policy questions may be directed to:

- Recognition practices and creating a recognition program: Sherry Roe, 5-1449, sherry-roe@uiowa.edu
- Taxability and documentation requirements: Tom Peifer, 4-1497, thomas-peiferiii@uiowa.edu
- Processing of payments: Debby Zumbach, 5-3815, deborah-zumbach@uiowa.edu
- Payroll reporting: Terri Hein, 5-2374, terri-hein@uiowa.edu

UI Ethics Policy

Please remind new DEOs and other employees with fiscal responsibilities of the UI Ethics Policy which can be found at https://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff and request that they complete the ICON Ethics and Responsibilities course #W00329 and/or FSC Q01: Ethics course #WSCQ01.

Technology Purchasing Process

The CLAS technology purchasing policies and procedures may be found on the CLAS IT Group website under User Support/IT Standards and Best Practices (https://clas.uiowa.edu/it-group/equipment-purchasing-standards).

November Payroll Cutoff

• Normal reporting for employee time record data sent electronically or online via self-service is to be in payroll by Thursday, November 15 at 5:00 p.m. to allow for the Thanksgiving holiday. Other electronic pay adjustments and deductions are to be in payroll Tuesday, November 20 at noon.
• Monthly payroll cutoff will be Monday, November 26 at 5:00 p.m
• Biweekly payroll cutoff for the November 27 payroll (biweekly time-period November 4 – 17) will be Tuesday, November 20 at 5:00 p.m. Biweekly time records are due on Monday, November 19 at 5:00 p.m.