Travel Meal Policy Change

The University of Iowa is changing our Travel meal policy to reflect the Board of Regent’s Travel meal policy (https://www.iowaregents.edu/plans-and-policies/board-policy-manual/22-business-procedures/#General%20Policies) (2.2 Business Procedures > 3. General Policies > F. Reimbursement of Travel Expenses for Employees of Regent Institutions).

The University will reimburse meals based on the General Services Administration Travel Rates (https://www.gsa.gov/travel/plan-book/per-diem-rates) for domestic and international locations, effective January 1, 2019 after updates to ProTrav are accomplished.

Please see the specific policy change in the University Operations Manual V-22.1 (https://opsmanual.uiowa.edu/v-221-policy) (h. Meals.). Some highlights from the policy include:

- Per diem meal allowance cannot exceed maximum daily allowance;
- “Travel status” is defined as time traveler leaves home or office (whichever is closest) until time traveler returns to home or office (whichever is closest);
- Maximum domestic and international daily rates for meals are based on published U.S per diem rates using the General Services Administration rates; the Department of Defense rates for Hawaii, Alaska, and other U.S. territories and possessions; and the State Department rates for foreign destinations;
- Full per diem is allowed on full days of travel;
- Partial day’s travel meal per diem will be prorated accordingly (allowing 20% for breakfast, 30% for lunch, and 50% for dinner)
  - Date of Departure, traveler must leave prior to:
    - 6:00 a.m. to claim breakfast
    - 11:00 a.m. to claim lunch
    - 5:30 p.m. to claim dinner
  - Date of Return, traveler must return after:
    - 8:00 a.m. to claim breakfast
    - 1:00 p.m. to claim lunch
    - 7:30 p.m. to claim dinner
- Any meal cost over domestic or international limits will be at traveler's expense.

As always, departments are permitted to have more restrictive guidelines.

Visitor/Adjunct Salary Chart

The 2019-2020 Visitor/Adjunct salary chart will remain the same as the current year.

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 2019 will be 1/09/2019.

Checks

Per Accounting and Financial Reporting, the preferred process for receiving donations to the University of Iowa is through the University of Iowa Center for Advancement (UICA). However, if that is not possible for one reason or another, as per the Cash Handling roles and responsibilities, all checks must be logged, endorsed, and then sent to the UICA. Receiving checks for the UICA should be the exception rather than the norm.
Course Offerings Notes

Fall 2019

The MAUI Course Planner for Fall 2019 is closed for room scheduling. Remember that the planner is always available to update instructors, textbooks, 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 has begun meeting to review Fall 2019 listings, so please assign faculty to courses now. Edits to Fall listings may be made by departments January 21-February 3, with MyUI Course Browse available for students on February 4. As a courtesy to students using Schedule Builder, please make every effort to have your department’s course schedules firmly in place by February 4.

Spring 2019

Early Registration is over, and early December is the ideal time for departments to review spring course listings and make adjustments for low-enrolled and waitlisted courses. A recommended report from UI Campus Data is Instructional Capacity – Matching Section Offerings to Demand, (https://sharepoint.uiowa.edu/sites/bi/Collegiate/SitePages/Instructional%20Capacity%20-%20Matching%20Section%20Offerings%20to%20Demand.aspx) which provides a variety of helpful filters. Cancellations can be made now, but should occur no less than two weeks prior to the start of classes so students have ample time to adjust their schedules. Questions may be directed to marlys-boote@uiowa.edu.

Grad Reappointment System

The grad reappointment system opened November 29th. You have the ability to change all grad appointments, not just the semester appointments. You are able to change MFKs, %, pay, etc. for all grad assistants without having to process a workflow form. You 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, 2019 (even on pay group 7 appointment records, if changes are needed). All second semester Pay group 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. Terminations are completed in Employee Self Service > HR Transaction System.

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. When the record is “Saved and Finalized,” people viewing the system will know that the record has been worked and is up to date.

The application will close on January 18, 2019. 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.

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.

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

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

- Normal reporting for employee time record data sent electronically or online via self-service is to be in payroll by **Friday, December 14 at 5:00 p.m.** Other electronic pay adjustments and deductions is to be in payroll **Thursday, December 20 at noon**.

- Monthly payroll cutoff will be **Friday, December 21 at 5:00 p.m**

- The first business day in the month of January is **Tuesday, January 2, 2019**. 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 2 – 15) will be **Wednesday, December 19 at 5:00 p.m.** Biweekly time records are due on **Tuesday, December 18 at 5:00 p.m.**

- Biweekly paychecks due on Tuesday, December 25, will be paid on **Wednesday, December 26**, as that is the first business day following the December 25 holiday.