Important Dates


2/21 Tenure Track requests for FY20 hires (search FY19) due.

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.


Workflow Path Changes

If you have an employee who is leaving your department and currently on departmental workflow paths, please contact Sherry Roe or Erin Herting to request that they be removed prior to their resignation date, especially if they are required on any routes. If you wish to replace the employee with another staff member, please provide that information and we will make any necessary updates.

HR Transaction Forms

The HR Data Entry team is only able to view comments entered in the remarks section of payroll forms. The comment box located by the workflow routing is not intended for HR/Payroll staff. When entering information in the remarks section, any comments intended for HR/Payroll staff should be entered first and designated as: *DATA ENTRY TEAM: (Please make sure this is in all caps). Internal comments for departments or the College should be denoted as *INTERNAL COMMENTS:

Please let Erin Herting erin-herting@uiowa.edu or Jeff Donoghue jeffrey-donoghue@uiowa.edu know if you have questions or need additional information.

2018 Mileage Reimbursement Rate Changes

Effective January 1, 2018 the Board of Regents and The University of Iowa travel policy will change to follow the IRS guidelines for reimbursement. The mileage reimbursement rates are as follows:

1. The University’s mileage reimbursement rate of $.535/mile has increased to $.545/mile for the following:
   - The round trip distance traveled is less than 100 miles;
   - The round trip distance is more than 100 miles and a motor pool vehicle is requested, but is not available;
   - Use of a motor pool vehicle is not possible or not feasible (i.e. faculty or staff members are located in an area not served by campus motor pools).

2. The University reimbursement rate of $.268/mile has increased to $.273/mile. This mileage rate is applicable for trips of more than 100 miles or if the traveler chooses to use a personal vehicle when a motor pool vehicle was available.

The correct rates will default into any new travel expense voucher (TEV) based upon your dates of travel and miles traveled.

Questions regarding this policy change may be directed to protrav@uiowa.edu.
Phone Services Moving to Skype for Business Telephony

As many are aware, the University of Iowa is shifting from a traditional phone system to a voice-over-IP system (Skype for Business) as part of the OneIT efficiency projects. There are presently over 1,500 people at the University using Skype for Business (SfB) for their primary phone with many benefits to both the users and University. Presently there is not a migration schedule for CLAS and this project may take multiple years to fully implement; however, to reduce duplicated effort and save collegiate funds non-emergency phone service changes, or repairs, that incur costs will be assessed for migration potential. Phone changes will be assessed by an authorized member of CLAS Technology Services prior to any work being conducted to 1) determine candidacy for migrating to SfB, 2) assist with service changes, and 3) send notice to Chief Budget Officer of work conducted.

If you have any questions, please contact Isaac Podolefsky at 384-1942, isaac-podolefsky@uiowa.edu.

Workflow Forms

If a workflow form that affects pay is initiated at any time of the year, within three business days of payroll cutoff, on-time pay cannot be guaranteed. Please budget time accordingly and allow enough time for forms to be processed.

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 Erin Herting or Meliza Wise.

Retiring/Resigning Faculty

Please process the forms for 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 processed, please initiate the Emeritus form.

Faculty Budget Requirement

As we start preparing for the FY2018 budget process, please remember to submit forms to correct any faculty percentage change in appointments. Our goal is to have the download from HR into the CLAS salary application as accurate as possible.

Planning for 2018-19 Instruction Budget

Visitors: The College will begin reviewing visitor requests for FY19 during early registration for fall (4/9/18 – 4/20/18). Early enrollment numbers are used as part of the decision process. Please have all visitor requests submitted in MAX 2.0 by April 1st.

TAs: In December 2017, CLAS academic units received base TA allocations for AY 2018-19. 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.

FY2019 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>23.30%</td>
</tr>
<tr>
<td>Non-Clinical Faculty</td>
<td>30.30%</td>
</tr>
<tr>
<td>Professional &amp; Scientific (includes Merit Exempt)</td>
<td>39.00%</td>
</tr>
</tbody>
</table>

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 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/](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](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 sherry-roe@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](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 Sherry Roe. Questions can be directed to Sherry Roe or cash-handling@uiowa.edu.

**Extension**

We are reviewing spring extension courses to make sure instructors are on the correct 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 courses. If you have any questions, please contact Sherry Roe at sherry-roe@uiowa.edu.
any questions about this budget, please contact Kristen Wolf. As a reminder, the MFK that should be used is: 050-11-xxxx-xxxx-54320000-10 with Org 178.

Policy on Banking Services

The University Treasurer's Office has overall responsibility for the administration and oversight of the banking, debt service, and investment programs for the University.

Banking, cash management, and debt services. This includes establishing and maintaining University bank and investment accounts and contracting for new banking services, including retail credit card processing and lockbox services. The Treasurer's Office also serves as the bond registrar and paying agent for the majority of the bonds issued by the University.

Bank accounts. Only the University Chief Financial Officer and Treasurer, the Director of Financial Management and University Secretary, and the Director of Treasury Operations are authorized to establish and maintain University bank accounts. Requests for bank accounts or other banking services must be submitted to the Treasurer's Office for prior review and approval.

Prohibition of use of University's name and tax identification number. The University strictly prohibits the use of The University of Iowa's name or tax identification number by any person or organization in any bank account except as specifically authorized by the University Chief Financial Officer and Treasurer or the Director of Treasury Operations. Banks are periodically surveyed to identify any accounts utilizing the University's name or identification number. These accounts are independently reviewed for proper authorization.

Please verify that your department has not established any outside bank accounts for any University activities. If you currently have any of these accounts, please notify Erin Herting erin-herting@uiowa.edu immediately.

Informative Links

Link to January Budget Officers meeting: 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://clas.uiowa.edu/finance http://clas.uiowa.edu/human-resources

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