CLAS April 2018 Business Briefs

**Important Dates**

4/6  PTEAP information entered into provost website [https://apps.provost.uiowa.edu/apps/pteap/default.aspx](https://apps.provost.uiowa.edu/apps/pteap/default.aspx). Please provide a copy of all signed portfolios for those that are not under departmental norms and the departmental summary tables to Carole Kern. Can be emailed (carole-kern@uiowa.edu) or dropped off at 240 SH.

4/15  Salary lines will be reviewed to ensure recurring entries are made in the budget file by this date. You may be contacted by Meliza Wise for questions regarding faculty lines and Jeff Donoghue for P&S.

4/24  Monthly payroll cutoff

5/11  TA/RA COS forms need to be completed and through the workflow system for the tuition to automatically update to follow the appointment MFK. After that date, override requests to [gradcogsscholarships@uiowa.edu](mailto:gradcogsscholarships@uiowa.edu) will no longer be an option to move tuition. A MAUI form will need to be processed and then notification sent to Brian Ruden (brian-ruden@uiowa.edu) with a cc: to Jennifer Crawford (jennifer-crawford@uiowa.edu) noting the amount of tuition that is being covered and what funding source is being used.

**2019 Annual Salary Budget Process**

Planning for the FY18-19 budget is progressing.

**Faculty and Lecturers**: Dean Djalali and Dean Curto are meeting with DEOs beginning March 28 through April 26 to discuss individual department faculty salary budgets.

**TA & RA Budgets**:

- If we appoint a College of Education (COE) graduate student who is funded on 050, the COE will no longer cover the additional cost of the COGS COE tuition supplement scholarship. They will also not cover this additional cost for COGS GA’s employed on grants if the grant cannot absorb the cost.
- The tuition and fee table can be found at [https://www.maui.uiowa.edu/maui/pb/tuition/rates.page](https://www.maui.uiowa.edu/maui/pb/tuition/rates.page).
- In the annual budget planning application for FY19, we will be allocating your TA budget at the rate of $19,236 multiplied by the approved number of HTEs for your department. If the departments decide to pay over $19,236 per HTE, the departments are responsible for covering the additional cost.
- If additional TA needs arise, any additional TA requests should be submitted through the CLAS MAX 2.0 Request System. This includes extension requests.
- The graduating TA/RA appointments should be terminated as soon as you know they will be graduating. Be sure to select “graduating” for the reason and not “end of employment.” This is because it will impact their benefits and summer coverage.
- We are currently developing a budget process for tuition and fees. Additional information will be provided in April.

**Payroll forms for FY19 Budget**

Please process any P&S termination forms for anyone you know who is leaving before June 30th by the payroll cutoff date of April 24. This will help us with the accuracy of the FY19 budget.

Faculty who are retiring or leaving at the end of the year should have a termination form processed. Even if they are to become Emeritus faculty, a termination form MUST be done first, then a complimentary 0% Emeritus appointment form effective the day after the termination date can be completed. Please request a NEW position number for emeritus positions. (All employees should have a unique position number.) Forms should be initiated by April payroll cut-off to coincide with the FY19 budgeting process if at all possible.

Please check the Faculty Status End Date report for all non-tenure track positions and initiate forms (either termination or reappointment) for anyone with an end date of 6/30/2018 or sooner: [Self Service → Administration → HR Reports → Faculty Status Reports → Faculty Status End Date Report](http://clas.uiowa.edu/human-resources).

Please process New Appointment forms, if possible, for faculty who have accepted new positions for next year. All appointments should be made on new position numbers.

Please share with DEO’s and appropriate staff within your departments.
Any faculty whose % times were changed throughout the year, please submit forms to return them to their original appointment percentage.

Please process forms for summer DEO’s: 050-11-XXXX-00000-52582000-10 Org Acct 161. The amounts will be the same as last summer, with the exception of any new DEO’s, in which case appointment letters will need to be consulted.

**Summer Session**

Appointment information, including instructions have been sent out.

Summer session appointments should be made to: 050-11-xxxx-xxxx-54172000-xxxx-00000-10-0000. For extension courses use 050-11-xxxx-xxxx-54320000-xxxx-181-00000-10-0000.

The following schedule represents the standard appointment periods for Summer 2018:

- **4 Week session**: 5/15/18-6/08/18; pay prorated by calendar days and issued on 6/1/18 and 7/1/18.
- **6 Week I session**: 5/15/18-6/22/18; pay prorated by calendar days and issued on 6/1/18 and 7/1/18.
- **8 Week session**: 6/11/18-8/3/18; pay prorated by calendar days and issued on 7/1/18, 8/1/18 and 9/1/18.
- **6 Week II session**: 6/25/18-8/3/18; pay prorated by calendar days and issued on 7/1/18, 8/1/18 and 9/1/18.
- **12 Week session**: 5/15/18-8/3/18; pay prorated by calendar days and issued on 6/1/18, 7/1/18, 8/1/18 and 9/1/18.

The system should automatically calculate the amounts.

Please contact Jeff Donoghue with questions.

**Offer Letters**

If you are hiring a P&S employee with a start date on or after April 1st, you must include language in the offer letter that the salary is inclusive of a July 1 increase, regardless of funding source. There are likely guidelines for other position types – this is simply for P&S employees.

**Preparing for FY18 Closing**

We anticipate that the First Close will be **Friday, June 29**. Similar to last year, we expect a short turnaround time for departments to make entries.

If you need to close old encumbrances, email Purchasing-ReqPO@uiowa.edu, including the following text – “Please close PO #xxxxxxxx written to Vendor xxxxxxxx. All items have been received and paid for.”

We will start following up with departments who have a large number of unreconciled accounts (TDR’s). Please review your Dashboard within the EFR to determine if your department has unreconciled accounts.

Please review any food purchases that have been charged to Fund 050. Generally food expenses should be charged to Foundation accounts or other funding sources.

Travel vouchers should be submitted as soon as a traveler returns from a trip. We will be monitoring travel near year end to ensure trips ending prior to June 30, 2018 are processed this fiscal year regardless of whether they are within the 120 day limit.

**Ethics and Responsibilities for UI staff**

Please review the UI’s Policy on Ethics: [http://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff](http://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff). It is very important for University staff to be familiar with this policy, as it incorporates the University’s mission and values into a set of expectations for which we are individually accountable.

There are two Online – ICON courses available (W00329: Ethics and Responsibilities and WSCQ01: FSC Q01: Ethics), which can be found in Self Service under My Training. If you have not taken one of these courses during your employment at the UI, please do so.