**Important Dates**

5/18  FY19 TA salary budgets need to be confirmed by department to CLAS

5/18  TA tuition and fee estimates spreadsheet for fall 2018 are due to Kristina Swanson via email (kristina-swanson@uiowa.edu)

5/24  Monthly payroll cut-off

7/19  Spring 2019 Offerings Planner Deadline

**Strategic Sourcing Contact Change**

John Watkins, Director of Strategic Sourcing, has moved into a different role in Business Services as of April 11, 2018. A search for his replacement will be conducted in the near future. In the interim, if you have any issues, please contact Debby Zumbach (deborah-zumbach@uiowa.edu).

**New Features in ProTrav**

New functionality has been added to ProTrav to help improve the reconciling experience:

- **Bulk Update**: allows reconcilers to select lines to copy the MFK, Trip Number and description to one or multiple lines.

  ![Bulk Update](image1)

- **Certification**: this new functionality is for USS staff only. Once the USS staff are certified in Travel and Procurement Card reconciliation, their vouchers will be automatically approved and load to the general ledger without making a stop in central AP. This new functionality should dramatically improve the turnaround time for vouchers and travel reimbursements.

  ![Certification](image2)

If you have any questions, please contact Debby Zumbach, 335-3815 (deborah-zumbach@uiowa.edu).
New Out-Going Sub-Award Request Form in Universal Workflow

DSP has developed an Outgoing Subaward Request Form that will go live on May 7, 2018. In the past, subawards have been initiated via a UI PReq, but as of May 7th they will be requested using the new form. Custom workflow paths for this new form have been established. The form name is “Subaward Request Form.” The form path includes the Department Administrator and Accountant (Stop 1), and the Dean’s Office group responsible for reviewing DSP routing forms (Stop 2). If you would like to add someone to Stop 1 or add an additional stop to your workflow path, please contact Kristen Wolf (kristen-wolf@uiowa.edu).

If you have any questions about the outgoing subaward process, please contact DSP at dsp-contracts@uiowa.edu or call 5-2123.

Start-up Year-end Carryover Projections

Please send your start-up carryover estimates for your departments to Kristen Wolf by May 18th.

Summer Session 2018 Reminders

All expenditures for summer session will be incurred in the home org/department of the course using 050-11-XXXX-54172000-10 for Summer 2018. The accounts rotate between odd and even years. If an extension course, use 050-11-XXXX-54320000-181-10.

May & June salary/fringe will be “funded” during closing (Period 13 or 14).

- Accounts may have a negative free balance until the allocation is made.
- After the Period 13 allocation, the summer session accounts should have a free balance of zero for year end.

July & August salary/fringe will be funded within September/October time frame.

The following resources are available for questions:

- Instructor compensation: Jeff Donoghue
- Summer Session budget or general questions: Marlys Boote or Jeff Donoghue

Spring 2019 Courses

Departments should submit Spring 2019 offerings in the MAUI course planner prior to the Registrar’s published deadline of July 19, after which the CLAS dean’s group will review and make recommendations for changes prior to myUI course browse being available on October 8. Please assign instructor names whenever possible.

As questions arise, please contact Marlys Boote (marlys-boote@uiowa.edu) for additional information.

Preparation for FY18 Closing

CLAS Closing dates for FY18 are:

- Saturday, June 30 (6:30p): First Close Deadline
  “We strongly encourage departments to have all of their entries posted before the First Close Deadline

- Friday, July 6 (6:30p): Deadline for departments to make entries.

University Closing calendar and information is available here: https://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy18-close.
We are reviewing salary commitments on funds 050 and 240. All salaries on fund 050 should be shown as commitments on budget management reports. Let Meliza or Erin know ASAP if you still have any forms to process by May payroll cut-off for FY18, including Change of Status.

Please review encumbrances during the month of May. Encumbrance errors made prior to June will not be fixed during year-end close, so should be addressed before then.

Biweekly Payroll for June and July:

- Period June 3 – June 16: must be received by Payroll Office no later than June 19, 5:00 p.m., will be charged against period 12 FY18. Payroll checks will be dated and issued June 26. Please submit ETRs as soon as possible to help Payroll Office facilitate the process.
- Period June 17 – June 30: must be received by Payroll Office no later than July 2, 5:00 p.m., will be charged against period 1 FY19. Payroll checks will be dated and issued July 10 and accrue centrally for financial reporting purposes.
- All retroactive Accounting-Only Change of Status forms must be complete through workflow by June 25, 5:00 p.m. for HR staff to complete entries through PayCV or ONESALARY/ONEFRINGE journals to post for regular June close reports.

Note: Question may be directed to Dan Schropp at 335-2382 or daniel-schropp@uiowa.edu.

In order for travel to be reimbursed in FY18, the following dates apply:

- Travel completed prior to June 1 should completely through workflow by June 7 (all day).
- Travel completed between June 1 and June 14 should be completed through workflow by June 14, 4:30 p.m.
- Travel completed between June 15 and June 28 must be completed through workflow by June 29, 4:30 p.m.

Note: Questions concerning these dates may be directed to Dani Weber at 353-2503 or danielle-f-weber@uiowa.edu.

Modified Procurement Card June Billing Cycle, accommodate fiscal year spending:

- June billing cycle: May 28 – June 15 (post date prior to June 15 are processed in FY18)
- July billing cycle: June 16 – July 27

June PCard vouchers complete through workflow by June 30 will post to MFKs listed on vouchers. PCard vouchers not complete through workflow by June 30 will post to the cardholders’ “default” account. The default entry can be reversed up to July 11 once voucher has been approved in workflow and approved by Accounts Payable department.

Note: Questions concerning these dates may be directed to Dani Weber at 353-2503 or danielle-f-weber@uiowa.edu.

Preparation for 2018-2019 Budget Planning

- Faculty and Lecturers
  - Meliza Wise or Alaina Hanson will be following up on faculty forms that need to be processed (Terminations, Change to Emeritus, and Extension of Visitors/Lecturers).
  - Summer Support forms should be submitted as soon as possible.
Grant Application Assistance for Arts, Humanities and Social Sciences

Please remind your faculty in the Humanities and Social Sciences that assistance is available to them for grant proposals:

- Assistance includes: 1) identifying appropriate external funding opportunities for faculty research and projects; (2) assistance in preparing grant proposals and budgets to external funding agencies; and (3) assistance in internal submission processes through the Division of Sponsored Programs.

- **Arts & Humanities:**
  - [http://www.research.uiowa.edu/grant-resources-arts-humanities](http://www.research.uiowa.edu/grant-resources-arts-humanities)

- **Social Sciences:**
  - [http://ppc.uiowa.edu/isrc/services/grants](http://ppc.uiowa.edu/isrc/services/grants)
  - [http://www.research.uiowa.edu/iowa-social-science-research-center](http://www.research.uiowa.edu/iowa-social-science-research-center)