Important Dates

6/6  Budget & Salary Planning System opens for Department Administrators
6/15  Foundation Gifts and Other Revenue due for posting and recognition in this fiscal year, by 5:00 pm
6/22  Foundation Payment Authorization Forms due for funds to be transferred in this fiscal year, by 5:00 pm

Budget & Salary Planning System

The Budget and Salary Planning application will be open Monday, June 4 for CLAS accounting staff. Colleges will be notified of their base budgets on Wednesday, June 6th. As soon as we are notified of the budget, we will open the budget system for department administrators. Department Administrators will have until Tuesday, June 12th at 4:00 pm to make changes.

If you have any questions, please contact Erin Herting.

June 4: UI system opens for UI Colleges
June 6: Colleges receive FY19 base budget from Central Administration
June 6-12: CLAS Department Administrators enter updates
June 12: UI system closes at 4:00 pm for Department Administrators
June 12-18: CLAS Budget Office balances FY19 budget.
June 18: UI system closes at 10:00 am

Financial Compliance Responsibilities - Reminders

UI Foundation closing: All Payment Authorization Forms (PAF’s) must be submitted to the UIF Accounts Payable Department no later than 5 pm, Friday, June 22 – direct any questions to Beth Nicholson or Jennifer Kuenster. All Gifts and other revenue must be received no later than 5 pm, Friday, June 15 to ensure posting and recognition within this fiscal year – direct any gift questions to Tara Sterba, any other revenue questions to Terri Swenson. Every effort will be made to post all FY18 revenue and expenses received by 11 am Friday, June 29, no guarantee can be made that items submitted after these deadlines will be included in FY2018. (http://wp.foriowa.org/finance/).

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 final adjusting entries.

University Closing calendar and information is available here: https://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy18-close.

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 accrued 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).
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- Travel completed between June 1 and June 14 should be completely 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

**Graduate Appointments for FY2019**

The Grad Reappointment system opened on May 30. This application will close on August 17, 2018. Because registration information is included in the reappointment system, any employee with access to the reappointment system needs to complete FERPA training. Guidance on Graduate Appointments:

- The Graduate College will charge a departmental GEF (050) tuition supplement account based on appointment/MFK information in the system as of **July 1**
- Departments should complete as many appointments/reappointments/terminations as possible by **July 1** in order for students’ U-Bills and accounting information to be correct
- As you complete each student’s reappointment, use the “SAVE AND FINALIZE” option
- When entering a new graduate employee in the HR appointment form, a unique position number will automatically be assigned.
- If there are any reappointments that cannot be completed by **July 1**, use the comment field to indicate why that student’s appointment could not yet be made (e.g. needs to complete Speak Test on 8/XX/17 before assignment can be made)
- Termination of records cannot be processed in the reappointment system; terminations are completed in Employee Self Service > HR Transaction System
- Further guidance on Graduate Appointments can be found here: [http://www.grad.uiowa.edu/manual-part-1-section-vii-graduate-appointments](http://www.grad.uiowa.edu/manual-part-1-section-vii-graduate-appointments)

If you have questions on how to use the Grad Reappointment system, please contact Kristina Swanson (kristina-swanson@uiowa.edu).

**New Moving Expense Policy**

- Moving expense reimbursements will be treated as wages and subject to federal and state tax withholding
- Reimbursements must be paid through the HR Transaction system as Special Compensation (no prior approval required) under the category “Employment Agreement – Transition and Relocation”
- Department will reimburse actual expenses; it is up to the department to collect receipts, verify charges, and attach them to the payment form
- Authorization for payment of moving expenses above $3,000 requires approval from the dean; if the dean signs the offer letter, that serves as approval
- Payments may occur upon the first day of employment of a regular appointment

[http://clas.uiowa.edu/finance](http://clas.uiowa.edu/finance)  http://clas.uiowa.edu/human-resources

Please share with DEO’s and appropriate staff within your departments
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- It is at the discretion of the department if they wish to gross up the payment offered by 30% to account for the resulting payroll taxes; please note, any gross up will be the responsibility of the department by use of the foundation accounts
- The department may request an off-cycle check to expedite payment

Updated Faculty Offer Letters

Faculty offer letter templates are being update continuously. Please only use a letter if it comes from the shared drive: \iowa.uiowa.edu\shared\CLAS\GeneralUse\DeansOffice\Faculty Offer Letter Templates\18-19. You should all have access to the Temporary offer letter folder. If you do not, please contact Jenny Britton. If you need a template out of the permanent folder, please contact Jenny Britton or Alaina Hanson.

Postdoctoral Fellows and Scholars IRS Ruling

A recent IRS legal ruling has required the University to revise its procedures regarding postdoctoral classifications to ensure compliance with federal and state taxing authorities. The IRS has deemed that stipends paid to non-NRSA post-doctoral fellows and post-doctoral research scholars are compensatory in nature and considered “wages” for federal income and FICA tax withholding. Stipends paid to NRSA post-doctoral fellows continue to be considered non-compensatory and are therefore not considered “wages” for federal income or FICA tax withholding purposes. This will impact new postdoctoral research fellow appointments (FP02), new grant submissions, and some current research postdoctoral fellow appointments (FP02).

1) **Effective August 1, 2018**, the **only new** postdoctoral appointments that can be classified as an FP02 (fellow) are those being funded by NRSA grants. These appointments will correspond with the **Fellowship fringe benefit rate**.
2) **Effective August 1, 2018**, **all new** non-NRSA grant applications that include postdocs must be submitted to reflect an FP01 appointment which will correspond with the **Post Doc fringe benefit rate**.
3) **Effective August 1, 2019 any current** postdoctoral fellow appointments (FP02) that are funded by non-NRSA funds must be moved to a postdoctoral research scholar appointment (FP01). We believe this number is less than 10% of the total number of postdocs.

Questions can be directed to Donna Welter (donna-welter@uiowa.edu) or Associate Dean Shelly Campo (shelly-campo@uiowa.edu) at the Graduate College.

Changes to Temporary Insurance Program

Temporary health and dental insurance is currently available to Professional & Scientific staff and faculty working 50% or greater and appointed for at least 6 months or a full semester. Departments may contribute toward the cost and share the cost with the employee, or the employee may pay the full cost.

The following changes to the Temporary Insurance Program will be effective August 1, 2018:

- The department will have additional contribution options

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- Eligible Merit staff will be able to participate in temporary insurance
- The department’s portion of the monthly premium can be charged to up to 2 MFKs (50/50 split)
- The HR representative signature is required on the temporary insurance form

A new temporary insurance form will be available for departments to submit to the Benefits Office to begin an enrollment. A completed temporary insurance form initiates the enrollment process. The Benefits Office will then email the HR representative the employee enrollment information. The HR representative will provide the information to the employee and the employee will return the completed enrollment form(s) to the Benefits Office.

Please share with DEO’s and appropriate staff within your departments
To ensure efficient processing, completed employee enrollment forms must be received at the Benefits Office within 30 days of the hire date. We encourage you to review language in offer letters to those eligible for this benefit and describe steps for this enrollment process.

Eligibility dates, family status changes, and terminations will follow the same rules applied to regular faculty and staff.

A special open enrollment will be available June 15 through July 16, 2018, with changes effective August 1, 2018. The intention of this special open enrollment is for the department to evaluate current temporary insurance contributions and to offer the opportunity to make changes to their temporary employees. If your department would like to participate in this open enrollment, please send an email to Mary Eggenburg mary-eggenburg@uiowa.edu by June 8, 2018, and you will receive a follow up email that will describe the open enrollment process.

We look forward to working with you to improve the Temporary Insurance Program and offer clear communication to you and those who are eligible to participate.

Automation of Retirement Plan Elections

The University will be switching to a new online election form for employees to make retirement plan elections in early summer. Employees will receive an email within 60 days of eligibility to complete their retirement election choosing either IPERS or TIAA via Employee Self Service. A reminder email will be sent at 30 days.

University Benefits is working with Compensation to update offer letters and is also updating the University Benefits new hire orientation and website.

Financial Compliance Responsibilities

As the end of the fiscal year approaches, there are some important financial compliance responsibilities that need to be taken care of:


Management of Deficit Balances: It is always important for gifts, grants or contracts that are closing in a given month or in deficit status be reviewed in a timely manner, but for those with a June 30 end date, it is necessary for the Principal Investigator, Department Administrator, and/or Org Administrator to expediently review and take action since we are also working against the closing of the fiscal year. Related Policy: Managing Deficit Balances, Funds in Deficit Status, Preparing for Closeout

Cash Handling Compliance: Units must have updated, approved local cash handling procedures on file with AFR. At a minimum, these procedures should be reviewed annually to determine if any changes have occurred and if resubmission is necessary. Please also verify that assignment of cash handling roles are current in the Institutional Roles application and that individuals are compliant with training requirements. Related Policy: Cash Handling Policy.