Important Dates


2/20 Tenure Track requests for FY21 hires (search FY20) 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.

Summer 2019 Courses and Registration

Some quick reminders about Summer 2019 course offerings, in order to provide accurate information to students. Early registration for Summer 2019 is [March 4 – 8](https://clas.uiowa.edu/deos/mailing/february-06-2019/mary-louise-kelley-staff-excellence-award-and-clas-leadership-award).

- Textbooks should be finalized on MyUI by Early Registration, according to federal law. Violation of this law places the University in jeopardy of losing federal funding.
- Each CLAS undergraduate course listed on MyUI should have a syllabus or a summary of the syllabus attached to the course offering.
- Please ensure that instructors are assigned to all sections.
- Courses that were not approved by CLAS should be cancelled immediately.

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 FY2020 budget process, please remember to submit forms to correct any faculty percentage change in appointments. Our goal is to have current information as accurate as possible.

Planning for 2019-20 Instruction Budget

**Visitors:** The College will begin reviewing visitor requests for FY20 on February 14th. Please have all visitor requests submitted in MAX as soon as possible. Courses with a history of being well enrolled will be approved first. As a reminder, the Visitor and Adjunct Policy (link attached) will be

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Please share with DEO’s and appropriate staff within your departments
Adjuncts can only teach one course per semester and visitors should be appointed for a full academic year as much as possible. [https://clas.uiowa.edu/sites/default/files/CLAS%20Visiting-Adjunct%20Appointment%20Guidelines-AH%20revision(1).pdf](https://clas.uiowa.edu/sites/default/files/CLAS%20Visiting-Adjunct%20Appointment%20Guidelines-AH%20revision(1).pdf)

**TAs:** In November 2018, CLAS academic units received base TA allocations for AY 2019-20. 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 lines should be entered in the MAX Request System.

### FY2020 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>23.60%</td>
</tr>
<tr>
<td>Non-Clinical Faculty</td>
<td>31.30%</td>
</tr>
<tr>
<td>Professional &amp; Scientific (includes Merit Exempt)</td>
<td>41.20%</td>
</tr>
<tr>
<td>SEIU</td>
<td>42.60%</td>
</tr>
<tr>
<td>Merit</td>
<td>53.50%</td>
</tr>
<tr>
<td>House Staff</td>
<td>25.00%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>18.00%</td>
</tr>
<tr>
<td>Fellowships</td>
<td>9.00%</td>
</tr>
<tr>
<td>Post Docs</td>
<td>18.00%</td>
</tr>
<tr>
<td>Temporary</td>
<td>11.80%</td>
</tr>
<tr>
<td>Bi-Weekly Students</td>
<td>6.50%</td>
</tr>
<tr>
<td>Miscellaneous &amp; Extra Compensation</td>
<td>4.20%</td>
</tr>
</tbody>
</table>

### 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](http://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures) 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-handlling/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.

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

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