Important Dates:

5/17  Send your start-up carryover estimates for your departments to Kristen Wolf (kristen-wolf@uiowa.edu).
     FY20 TA salary budgets need to be confirmed by department to CLAS; TA tuition and fee estimates spreadsheet for fall 2019 are due to Kristina Swanson via email (kristina-swanson@uiowa.edu).

5/24  Monthly payroll cut-off.

6/3   Budget file opens.

Course Enrollment and Planning

With the end of Fall 2019 Early Registration, May is an ideal time to review enrollments. Upper-level undergraduate courses that are low (and won’t be of interest to incoming graduate students) should be cancelled. Teaching staff can be redeployed in many cases to assist with relieving waitlisted courses. A recommended report in Campus Data is Instructional Capacity – Matching Section Offerings on Demand (https://iowa.sharepoint.com/sites/bi/Collegiate/SitePages/Instructional%20Capacity%20-%20Matching%20Section%20Offerings%20to%20Demand%20UAT.aspx).

Please contact Marlys Boote (marlys-boote@uiowa.edu) or 335-2043 with any questions.

Preparation for 2019-2020 Budget Planning

Meliza Wise or Alaina Hanson will be following up on faculty forms that need to be processed (Terminations, Change to Emeritus, New Appointments, DEO changes, Retentions, Phased Retirements, Extension of Visitors/Lecturers, and Changes to % Appointments).

Summer Support forms should also be submitted as soon as possible.

SPRING IS NATURE’S WAY OF SAYING, “LET’S PARTY.”
- Robin Williams
Preparation for FY19 Closing

CLAS closing dates for FY19 are:

- **Sunday, June 30 (6:30p):** First Close Deadline: We strongly encourage departments to have all of their entries posted before the First Close Deadline.
- **Wednesday, July 3 (6:30p):** Deadline for departments to make entries.

University Closing calendar and information is available at [https://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy-18-close](https://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy-18-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 FY19, 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 they should be addressed before then.

Biweekly payroll for June and July:

- **Period June 2 – June 15:** must be received by the Payroll Office no later than June 18, 5:00pm, will be charged against period 12 FY19. Payroll checks will be dated and issued June 25. **Please submit ETRs as soon as possible to help Payroll Office facilitate the process.**
- **Period June 16 – June 29:** must be received by Payroll Office no later than July 1, 5:00pm, will be charged against period 1 FY20. Payroll checks will be dated and issued July 9 and accrued centrally for financial reporting purposes.
- **Period June 30 – July 13:** must be received by Payroll Office no later than July 16, 5:00pm, will be charged against period 1 FY20. Payroll checks will be dated and issued July 23 and will not be accrued centrally for financial reporting purposes due to immateriality.
- **All retroactive Accounting-Only Change of Status forms must be complete through workflow by June 24, 5:00pm for HR staff to complete entries through PayCV or ONESALARY/ONEFRINGE journals to post for regular June close reports.**

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

Travel to be reimbursed in FY19 for travel completed prior to June 1 should be completed through workflow by **June 6**. For travel ending after June 1, the voucher should be completed in workflow by **June 14**. For travel occurring after June 14, all vouchers that must be processed for this fiscal year and all required documentation submitted through workflow no later than 4:30 p.m., June 27.

**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 to accommodate fiscal year spending:

- **June billing cycle:** May 27 – June 14 (post date prior to June 14 are processed in FY19)
- **July billing cycle:** June 15 – July 26

June PCard vouchers complete through workflow by June 27 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 10 once the voucher has been approved in workflow and approved by the Accounts Payable department.

**Note:** Questions concerning these dates may be directed to Dani Weber at 353-2503 or danielle-f-weber@uiowa.edu or deborah-zumbach@uiowa.edu.
Summer Session 2019 Reminders

Appointment information, including instructions have been sent out. Summer session appointments should be made to 050-11-xxxx-xxxx-54171000-xxxx-00000-10-0000. The following schedule represents the standard appointment periods for Summer 2019:

1. 4 Week session: 5/14/19-6/07/19: pay prorated by calendar days and issued on 6/1/19 and 7/1/19.
2. 6 Week I session: 5/14/19-6/21/19: pay prorated by calendar days and issued on 6/1/19 and 7/1/19.
3. 8 Week session: 6/10/19-8/2/19: pay prorated by calendar days and issued on 7/1/19, 8/1/19 and 9/1/19.
4. 6 Week II session: 6/24/19-8/2/19: pay prorated by calendar days and issued on 7/1/19, 8/1/19 and 9/1/19.
5. 12 Week session: 5/15/19-8/2/19: pay prorated by calendar days and issued on 6/1/19, 7/1/19, 8/1/19 and 9/1/19.

The system should automatically calculate the amounts.

TA payment calculations are a little different this year and should be handled as stated below.

1. 4 Week and 12 Week session: Do not click the exception button. Let the form calculate based on the number of days in the appointment.
2. 6 Week I session: Click on the exception button and pay in 2 equal installments on 6/1/19 and 7/1/19.
3. 6 Week II and 8 Week session: First, let the form do the standard calculation. Then, take the sum of the amounts for the 7/1/19 and 8/1/19 payments and divide by 2. Click the exception button and then distribute that amount equally on 7/1/19 and 8/1/19. The 9/1/19 payment will remain the same as what the system calculated.

May and June salary/fringe will be “funded” during closing (Period 13). 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 and August salary/fringe will be funded within the September/October time frame. The following resources are available for questions:
- Instructor compensation: Jeff Donoghue (jeff-donoghue@uiowa.edu) 335-2605.
- Summer Session budget or general questions Marlys Boote (marlys-boote@uiowa.edu) 335-2043 or Jeff Donoghue (jeff-donoghue@uiowa.edu) 335-2605.

Grad Reappointment System

The anticipated date for the reappointment system to open to process grad appointments for the fall 19 semester is May 30th. Once it opens, you will have the ability to change all active grad appointments. You will be able to change MFKs, % pay, job code, position numbers, etc. for all grad assistants without having to do a workflow form.
Please remind your faculty that assistance is available to them for grant proposals, including:

- Identifying appropriate external funding opportunities;
- Preparing budgets and other proposal documents; and
- Navigating internal processes and compliance requirements.

If you are not sure who to contact for assistance, please refer to the Grant Support Office list of Departmental Contacts: [https://clas.uiowa.edu/grant-support-office/departmental-contacts](https://clas.uiowa.edu/grant-support-office/departmental-contacts). You may visit the Iowa Social Science Research Center: [http://ppc.uiowa.edu/isrc](http://ppc.uiowa.edu/isrc) for additional information about support for research in the Social Science departments and the Office of the Vice President for Research: [https://research.uiowa.edu/grant-resources-arts-humanities](https://research.uiowa.edu/grant-resources-arts-humanities) for grant support for Arts & Humanities departments.