Important Dates:

6/5  Budget & Salary Planning System open for Department Administrators
6/14 UICA Gifts and Other Revenue due for posting and recognition in this fiscal year, by 5:00 pm
6/19 UICA Payment Authorization Forms due for funds to be transferred in this fiscal year, by 5:00 pm
6/24 Monthly payroll cut-off

Budget & Salary Planning System

The Budget and Salary Planning application will be open the afternoon of **Monday, June 3** for Department Administrators. Departments will have until Wednesday, June 12th at 4:00 pm to make changes.

If you have any questions, please contact Erin Herting.

June 3: Colleges receive FY20 base budget from Central Administration/On-Campus budget process begins
June 3-12: CLAS Department administrators enter updates
**June 12:** UI system closes at 4:00 pm for Department Administrators
June 12-17: CLAS Budget Office balances FY20 budget
June 17: UI system closes at 10:00 am

System Access & Security

The College has a process in place for assigning and removing system access, workflow paths and secondary security, including MAUI and UI Center for Advancement, for DEO’s, Administrator’s, and Human Resources personnel. We are notified when changes are/will be occurring for these positions and will ensure that all security will be transitioned or changed. For changes in security access for other staff or faculty positions, please notify Sherry Roe.
Financial Compliance Responsibilities - Reminders

UI Center for Advancement closing: All Payment Authorization Forms (PAF’s) must be submitted to UICA Accounts Payable Department no later than 5 pm, Wednesday, June 19 – direct any questions to Beth Nicholson or Jennifer Coleman. All Gifts and other revenue must be received no later than 5 pm, Friday, June 14 to ensure posting and recognition within this fiscal year – direct any gift questions to Tera Sterba, any other revenue questions can be directed to Gift Accounting. Every effort will be made to post all FY19 revenue and expenses received by 11 am Friday, June 28, no guarantee can be made that items submitted after these deadlines will be included in FY2019.

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).

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.
Graduate Appointment for FY2020

The Grad Reappointment system opened on May 30th. This application will close on August 16, 2019. Because registration information is included in the reappointment system, any employee with access to the reappointment system needs to complete FERPA training.

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. The Graduate College will charge a departmental GEF (050) tuition supplement account based on appointment/MFK information in the system. The first UBill for Fall is August 1st.

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/19 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: https://clas.uiowa.edu/deos/administrative-manual-graduate-appointments.

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

Financial Compliance Responsibilities

As the end of the fiscal year approaches, there are some important financial compliance responsibilities that should be addressed.


Management of Deficit Balances: It is always important for gifts, grants or contracts that are closing in a given month or in deficit status to be reviewed in a timely manner, but those with a June 30 end date it is necessary for the Principal Investigator, Department Administrator, and/or Org Administrator to review and take action as we are also working to close fiscal year. Related policy: https://gao.fo.uiowa.edu/gifts/managing-deficit-balances.

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 verify that assignment of cash handling roles are current in the Institutional Roles application and the individuals are compliant with training requirements. Related policy: https://afr.fo.uiowa.edu/cash-handlling/cash-handling-deposits-policies-and-procedures.

Contacts:
- Erin Herting – 384-0559 (Financial oversight & budgeting)
- Jeff Donoghue – 335-2605 (Staff & Visitor Budget)
- Meliza Wise – 353-2639 (Faculty Budget)
- Kristen Wolf – 335-2616 (Startup & RA budget, Renovation/Instructional Equipment)
- Kristina Swanson – 335-0459 (TA Budget)
- Nick Francisco – 335-2888 (General Expense Budget)
- Ronna Mayberry – 335-0577 (Old Gold Budget)
- Rachel Vrchoticky – 467-0104 (Computer Replacement)
- Ryan Kirkey – 384-3489 (Book & Music Subvention)
- Sherry Roe – 335-1449 (Workflow & Security/System Access)

http://clas.uiowa.edu/finance
http://clas.uiowa.edu/human-resources

Please share with DEO’s and appropriate staff within your departments.