



○ CLAS | ○ OCTOBER | ○ 2020

# Business *briefs*

## Important Dates:

- 10/19-30** Working at Iowa (WAI) survey period will be open.
- 10/26** Monthly payroll cut-off
- 11/1** Please make sure all faculty are appointed on MFK(s). Contact Meliza Wise with any questions.
- 11/30** CLAS P&S performance evaluations are due.

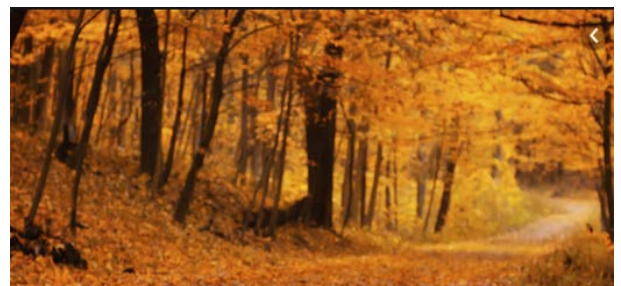
## Faculty Appointments

Please make sure that all faculty – hires, appointment changes, termination/retirement/phased retirement, research/course release, and grant release – are completed through workflow prior to **November 1<sup>st</sup>**. This is to ensure that the November 1 University Snapshot is as accurate as possible.

This snapshot is the official FTE count the University reports for the year. It is also reported based on funding source. Therefore, it is important that departments be up to date on all forms before this deadline.

**I HOPE I CAN BE THE AUTUMN  
LEAF, WHO LOOKED AT THE SKY  
AND LIVED. AND WHEN IT WAS  
TIME TO LEAVE, GRACEFULLY  
IT KNEW LIFE WAS A GIFT.**

- Dodinsky



## Performance Reviews

CLAS P&S employee performance evaluations are due no later than **11/30/20**. The P&S employee review period for this year will reflect feedback since the date of the last review in the system through the date the review is completed, but no later than 11/30/20. This review will fulfill the 12/31/20 compliance period requirement.

Ratings of *Needs Improvement* should be discussed with your HR Unit Rep prior to being communicated to the employee. Any new employee with a hire date as of 11/1/20 or later will not be required to have a performance evaluation this compliance period.

Performance reviews for Merit staff are due no later than **3/31/21**.



For additional questions, please contact Diane Fountain ([diane-fountain@uiowa.edu](mailto:diane-fountain@uiowa.edu)) or your HR Unit Rep (<https://clas.uiowa.edu/human-resources/contact-us>).

## Flu Shot Campaign

The University of Iowa will once again provide free flu shots to all 50% or greater regular Faculty and Staff. The schedule is attached and more information is available at: <https://hr.uiowa.edu/news/2020/09/free-flu-vaccinations-recommended>. Graduate students should contact student health at <https://studenthealth.uiowa.edu/services/immunizations/> to schedule a flu shot appointment.

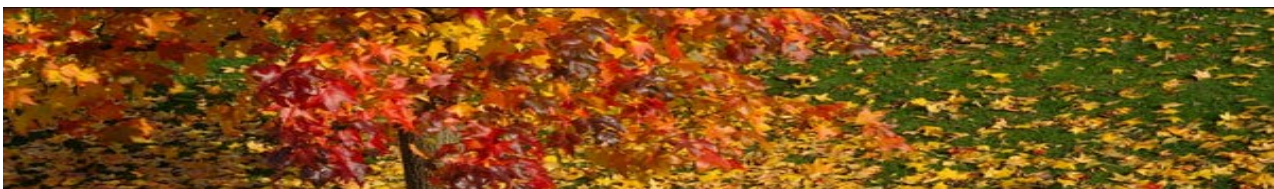


## Working at Iowa Survey (WAI)

Every two years, the University asks its members to complete a survey to help the university understand our community's experience of work and how engaged employees are in the workplace. This survey asks you to gauge what it's like in your everyday work environment and your personal (emotional, mental, and physical) connection with your responsibilities on campus. The survey period will be **October 19-30, 2020**. You will receive a personal survey link and several reminders to your uiowa.edu email address. Please check your email for the link and take the survey.

## Campus Climate Survey

The University asks its members to complete a survey to better understand the campus climate pertaining to diversity, equity, and inclusion to: establish a baseline for measuring change over time; advance work taking place on campus; ensure people of all identities feel welcome and supported. **On September 21, 2020, faculty, staff, and postdoctoral researchers** received a link for the Campus Climate Survey. Undergraduate, graduate, and professional students will not take this survey, but instead will be asked to complete the SERU survey during the spring 2021 semester. You should have received a personal survey link and will receive several reminders to your uiowa.edu email address. Please check your email for the link and take the survey.



# Supervisor Training

Additional Supervisor Training sessions for CLAS supervisors are scheduled for October. To register and take the on-line Overview session (WSPR00), and to sign up for the Zoom synchronous sessions in October, please go to **Self-Service – My Career – My Training – Enroll in Courses** and search for each Course number, session number and specific date/time. Below are the CLAS session dates, times and course numbers for your convenience:

1. Overview Session – (WSPR00) – online only
2. Module 1 – Recruiting, Hiring, and Onboarding - Course #989 (Session #0050)
  - Tuesday, October 6, 1:00-3:00pm via Zoom
3. Module 2 – Engaging and Retaining Employees - Course #990 (Session #0050)
  - Tuesday, October 13, 1:00-3:00pm via Zoom
4. Module 3 – Facilitating Performance, Coaching, and Documentation - Course #991 (Session #0052)
  - Tuesday, October 27, 1:00-3:00pm via Zoom

If you are unable to attend these sessions, we are planning an additional series of sessions in early December, in order to meet the training deadline of December 31, 2020. If you have questions or concerns, please go to <https://clas.uiowa.edu/human-resources/training-and-development> or email [diane-fountain@uiowa.edu](mailto:diane-fountain@uiowa.edu).



## Employee Security Access Requests



If you have any employees that require system access (i.e., APPO, eVouchers, Graduate Assistant Reappointment, Workflow, WhoKey, etc.), please contact Sherry Roe, [sherry-roe@uiowa.edu](mailto:sherry-roe@uiowa.edu), or 335-1449, who will be happy to assist with working through the need and finding the solution.

### 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)  
**Beth Mellinger** – 353-2190 (General Expense Budget & Computer Replacement)  
**Rachel Vrhoticky** – 467-0104 (Student Technology Fees)  
**Ryan Kirkey** – 384-3489 (Book & Music Subvention)  
**Sherry Roe** – 335-1449 (Old Gold Budget, First Year Seminar, Faculty Recruitment, Workflow & Security/System Access)

# 2020 EMPLOYEE FLU VACCINATION CAMPAIGN SCHEDULE

Listings below include all University of Iowa offerings.

Dates	Clinic Vaccination Hours	Location
Sept. 21 – Dec. 4	7:30 a.m. – 4:30 p.m.	<b>University Employee Health Clinic (UEHC)</b> Room 1097-1 Boyd Tower 200 Hawkins Drive, Iowa City
Friday, Sept. 25	Noon – 3:30 p.m.	<b>University Capitol Centre (UCC)</b> 2520 UCC/UCC Conference Center 201 S Clinton Street, Iowa City
Monday, Sept. 28	10:30 a.m. – 2:30 p.m.	<b>Campus Recreation and Wellness Center (CRWC)</b> 309 S Madison Street, Iowa City
Wednesday, Sept. 30	6:30 a.m. – 3 p.m.	<b>Elevator I</b> Level 1 John Colloton Pavilion 200 Hawkins Drive, Iowa City
Tuesday, Oct. 6	11:30 a.m. – 3:30 p.m.	<b>Dental Sciences Building</b> W220 A&B 801 Newton Road, Iowa City
Wednesday, Oct. 7	11 a.m. – 6:30 p.m.	<b>Elevator I</b> Level 1 John Colloton Pavilion 200 Hawkins Drive, Iowa City
Thursday, Oct. 8	7 a.m. – 1 p.m.	<b>Field House</b> Badminton Courts 225 S. Grand Avenue, Iowa City
Tuesday, Oct. 13	1 p.m. – 3 p.m.	<b>BioVentures Center</b> Multi-purpose Room 2500 Crosspark Road, Coralville
Thursday, Oct. 15	11 a.m. – 1 p.m.	<b>Medical Education Research Facility (MERF)</b> Lobby of MERF 375 Newton Road, Iowa City
Friday, Oct. 16	Noon – 3:30 p.m.	<b>University Capitol Centre (UCC)</b> 2520 UCC/UCC Conference Center 201 S Clinton Street, Iowa City
Monday, Oct. 19	10:30 a.m. – 2:30 p.m.	<b>Campus Recreation and Wellness Center (CRWC)</b> 309 S Madison Street, Iowa City
Thursday, Oct. 22	11 a.m. – 1 p.m.	<b>Medical Education Research Facility (MERF)</b> Lobby of MERF 375 Newton Road, Iowa City
Friday, Oct. 23	1 – 3 p.m.	<b>BioVentures Center</b> Multi-purpose Room 2500 Crosspark Road, Coralville
Monday, Oct. 26	11 a.m. – 1 p.m.	<b>Health Care Support Services Building (HSSB)</b> 3281 Ridgeway Drive, Coralville
Tuesday, Oct. 27	11 a.m. – 1 p.m.	<b>Health Care Support Services Building (HSSB)</b> 3281 Ridgeway Drive, Coralville