



Business *briefs*

Important Dates:

○ CLAS | ○ NOVEMBER | ○ 2020

- 11/9 Gift Certificates to be reported to Payroll Office.
- 11/20 Monthly payroll cut-off.
- 12/7 Anticipated open date for Graduate Assistant Reappointment System.

Graduate Assistant Reappointment System

The TA reappointment system will open at the beginning of December to process appointments that will continue for the spring semester. The anticipated date for the Grad Reappointment system to open is **December 7th**. It will close on **January 15, 2021**. Any changes to spring TA/RA appointments after this date will need to be handled through a workflow form.

- Those who held a first semester (A) appointment will pull in as a second semester (B) appointment and will need to either be transferred, terminated, or if continuing in your department, corrected to reflect their spring appointment.
 - If terminated, please submit termination forms.
- You will also have the ability to look over ALL active grad appointments (even pay group 7-academic year), with a chance to change MFKs, standard hours, job code, position number, and pay, if needed.
 - **IF YOU ARE CHANGING JOB CODE (i.e., from TA to RA), you must change the position number.**
- If no changes are needed to a pay group 7 or 7F, please mark them as “final” to acknowledge the record has been reviewed.

Graduate Assistant Fall 2020 Tuition

A tuition change will automatically occur for any change of status (COS) to a TA or RA MFK that is processed through workflow and posted in the HR system by **December 10th**.

- If no COS is needed, but tuition needs to be moved, you should request an override (example: move tuition off a 500 or 510 to a 240 fund).
 - This may be done by sending an email to grad-cogsscholarships@uiowa.edu before December 10th.
- Overrides can be created for the full tuition/fee amount charged to an MFK, but if a split is needed, a MAUI scholarship recipient form should be used.
 - Please follow up with an email to Brian Ruden and Jennifer Crawford explaining the request.
- Any changes after December 10th will need to be done as follows:
 - A MAUI scholarship recipient form is submitted and an email should be sent to Brian Ruden in the Billing Office to let him know that the form is not a new award but to move an existing award.
 - Copy Jennifer Crawford so when the form gets to the Graduate College she will know to approve it.
- If you have any questions, please contact Jennifer Crawford, 5-3493, or Brian Ruden, 4-2019.

2021 Benefits Open Enrollment

The Annual Benefits Open Enrollment for faculty and staff began at 8 a.m. on Thursday, October 23, 2020 and will end at 5 p.m. on Friday, November 13, 2020.

If no changes or new elections are made during the enrollment period, current coverage, except for FSA election, will remain the same for 2021. (The Health Care FSA will only include remaining benefit credits, if applicable, and the Dependent Care FSA will be set to \$0).

Elections made during the open enrollment period will be effective January 1, 2021 through December 31, 2021 and cannot be changed during the year unless there is a qualifying event.

P&S Performance Reviews Reminder

CLAS P&S employee performance evaluations are due no later than **11/30/2020**. For additional questions, please contact Diane Fountain (diane-fountain@uiowa.edu) or your HR Unit Representative (<https://clas.uiowa.edu/human-resources/contact-us>).

Supervisor Training Reminder

Supervisor training for faculty and P&S staff supervisors is due by **12/31/2020**. For additional questions, please contact Diane Fountain (diane-fountain@uiowa.edu) or your HR Unit Representative (<https://clas.uiowa.edu/human-resources/contact-us>).

UI Health Fair

2020 UI Virtual Health Fair is November 4-6. For schedule of events go to: <https://hr.uiowa.edu/sites/hr.uiowa.edu/files/2020-10/UI%20Health%20Fair%20Fall%202020%20Flyer.pdf>.

UI Ethics Policy

Please remind new DEOs and other employees with fiscal responsibilities of the UI Ethics Policy, which can be found at <https://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff>.

It is recommended that CLAS employees review and complete the ICON Ethics and Responsibilities course #W00329 and/or FSC Q01: Ethics course #WSCQ01 once per year.



External Fellowships

In order to support faculty members that are applying for prestigious fellowships, CLAS offers a stipend supplement/fringe benefit program. Please remind faculty members applying for external fellowships to complete the Stipend Supplement/Fringe Benefit Request form (<https://clas.uiowa.edu/research/stipend-supplementfringe-benefit-support-external-research-fellowships>) and submit it to workflow at the time they submit their fellowship application. Please contact the <https://clas.uiowa.edu/grant-support-office> if you need any assistance.

Cash Handling – Reminder

While changes to staff specifically assigned to a cash handling function do not require re-submission of the departmental cash handling procedures to Accounting and Financial Reporting (AFR) for approval, they do need to be made to the departmental copy and the Cash Handling Institutional Roles. Please forward any cash handling role staff changes to sherry-roe@uiowa.edu so that she can update the Cash Handling Institutional Roles and ensure the Cash Handling training requirements have been met.

The local Cash Handling desk top procedures need to be updated and resubmitted to AFR once every 3 years, or when there are procedural changes (i.e., checks are now stored in a safe instead of a locked drawer). AFR or Sherry Roe will send you a reminder of the 3-year deadline.

Units should be aware that, at any time, AFR and internal or external auditors might visit cash handling units to perform unannounced cash observations or cash counts. Please ensure that your local Cash Handling procedures match the Institutional Roles and that everyone assigned a cash handling role has taken the required annual training.

Food & Beverage and Recognition Policies - Reminder

The annual review of both the departmental food & beverage and recognition policies are due to Sherry Roe. Please look at both of them and, if no changes are needed, please initial and date the current policy form and resubmit it. If changes are required, please use the templates provided

(Recognition: <https://clas.uiowa.edu/sites/default/files/human-resources/2017%20Recognition%20Program%20Template%20-%20Final.docx>; Food & Beverage: <https://clas.uiowa.edu/sites/default/files/finance/2018%20Food%20Beverage%20Policy%20Template.doc>) and submit the revised policy for approval.

Gift Certificates

All gift certificates given to employees (excluding those given as research compensation) must be reported to the Payroll Office by **November 9th** for awards given from November 10th of the previous year to November 9th of the current year. Please enter your gift certification information on the form found here: <https://hr.uiowa.edu/sites/hr.uiowa.edu/files/2019-09/Taxable-Items-Worksheet.docx> or on an excel spreadsheet with the same fields, then forward it as an email attachment to roxanne-schomers@uiowa.edu in Payroll Services by November 9th. Any gift certificates awarded after this date will be reported in the next calendar year.

The policy on the Taxation of Gifts, Prizes, and Awards to Employees can be found in the Operations Manual at: <https://opsmanual.uiowa.edu/human-resources/taxation-gifts-prizes-and-awards-employees/cash-awards-and-gift-certificates>. Policy questions may be directed to:

- Recognition practices and creating a recognition program: Sherry Roe, 5-1449, sherry-roe@uiowa.edu
- Taxability and documentation requirements: Tom Peifer, 4-1497, thomas-peiferiii@uiowa.edu
- Processing of payments: Debby Zumbach, 5-3815, deborah-zumbach@uiowa.edu
- Payroll reporting: Terri Hein, 5-2374, terri-hein@uiowa.edu

Technology

Purchasing Process

The CLAS technology purchasing policies and procedures can be found on the CLAS IT Group website under User Support/IT Standards and Best Practices: <https://clas.uiowa.edu/it-group/equipment-purchasing-standards>.

**FIRST, THINK.
SECOND, BELIEVE.
THIRD, DREAM.
AND FINALLY, DARE.**

- Walt Disney

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.

Mary Louise Kelley Award Deadline

Applications for the Mary Louise Kelley Professional Development Award for Staff are being accepted through **Friday, November 6**. These awards are presented to CLAS staff to support job-related continuing education, training, and professional activity. Applications should be sent to Melia Pieper. Please contact Melia Pieper at melia-pieper@uiowa.edu if you have questions.

November Payroll Cutoff

Normal reporting for employee time record data sent electronically or online via self-service is to be in payroll by **Monday, November 16 at 5:00 p.m.** to allow for the Thanksgiving holiday. Other electronic pay adjustments and deductions are to be in payroll **Thursday, November 19 at noon**. Monthly payroll cutoff will be **Friday, November 20 at 5:00 p.m.**

Biweekly payroll cutoff for the November 24 payroll (biweekly time-period November 1-14) will be **Tuesday, November 17 at 5:00 p.m.** Biweekly time records are due on **Monday, November 16 at 5:00 p.m.**

Departmental Food/Water Purchases



Purchases of food, beverages (coffee/water) and other such items for departmental staff consumption should only be paid for with UICA or 240 funds. They should never be purchased on GEF (050) funds.



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