Important Dates:

12/10  Anticipated open date for Graduate Assistant Reappointment System.

12/23  Monthly payroll cutoff.

Graduate Assistant Reappointment System

The anticipated date for the grad reappointment system to open is December 10th. You will have the ability to change all grad appointments, not just the semester appointments. You will be able to change MFKs, %, pay, etc. for all grad assistants without having to process a workflow form. 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.

The changes you make will be effective January 1, 2020 (even on pay group 7 appointment records, if changes are needed). All second semester Pay group B and BF records must be worked (transferred, terminated, or updated) to reflect spring assignment and other records can be worked, as needed.

If you are processing a termination, please submit termination forms. Terminations are completed in Employee Self Service > HR Transaction System.

IF YOU ARE CHANGING JOBCODE (i.e. from TA to RA), you must change the position number to match the spring appointment. If no changes are needed to a pay group 7 or 7F, it is helpful if you mark them as “final” to acknowledge the record has been reviewed. When the record is “Saved and Finalized,” people viewing the system will know that the record has been worked and is up to date.

The application will close on January 17, 2020. Any changes to spring TA/RA appointments after this date will need to be handled through a workflow form. If you have any questions contact hr-help@uiowa.edu or kristina-swanson@uiowa.edu.

Checks

Per Accounting and Financial Reporting, the preferred process for receiving donations to the University of Iowa is through the University of Iowa Center for Advancement (UICA). However, if that is not possible for one reason or another, according to the Cash Handling roles and responsibilities, all checks must be logged, endorsed, and then sent to the UICA. Receiving checks for the UICA should be the exception rather than the norm.
Online Suicide Prevention Training
Now Available – Please Enroll

The UI Counseling Service is now offering suicide Prevention training online. Please consider completing this training now. The course developed by Kognito has received high reviews from students and instructors alike and is widely used by other universities and colleges, with the course specifically developed for university faculty and staff.

The course takes around 40 minutes to complete and helps those who take the course to “recognize when a student is exhibiting signs of psychological and distress,” while giving practice with these difficult conversations including how to “recognize negative stereotypes and misconceptions about mental distress.”

You may save the course and return to it at a later date as well, completing various lessons at differing times. Kognito training is co-sponsored by University Housing & Dining, University of Iowa Student Government, and the University Counseling Service.

We know that each one of us daily inspires our students toward success; thank you for being part of the CLAS community and for helping our students.

Access to the Kognito Suicide Prevention course for faculty and staff:

- Log into Self Service: [http://hris.uiowa.edu](http://hris.uiowa.edu).
- Click on the My Career button.
- Once on the My Career page, select the My Training button. Depending on your last visit to this page, this screen will take you to Compliances or My Courses. Find the Enroll in Courses button and click on it.
- On the Self Enroll in a Course page, in the Course Title box search for “suicide prevention.”
- In the search results click on the View Details button for the Kognito Suicide Prevention, Faculty/Staff FY 20 course.
- Follow onscreen prompts to open and take the online training now.

USCIS Adjusts Premium Processing Fee

U.S. Citizenship and Immigration Services has announced that beginning December 2, 2019, the fee for all premium processing requests will increase to $1,440 (from the current fee of $1,410) for Form I-129, Petition for a Nonimmigrant Worker ([https://www.uscis.gov/i-129](https://www.uscis.gov/i-129)), and Form I-140, Immigrant Petition for Alien Worker ([https://www.uscis.gov/i-140](https://www.uscis.gov/i-140)).

Premium processing is an optional service currently authorized for certain petitioners filing Forms I-129 or I-140. The service allows petitioners to request 15-day processing of these forms if they pay an extra fee. The premium processing fee is paid in addition to the required base filing fee and any other applicable fees. Premium processing must be paid if you would like USCIS to expedite the processing of your case.

Please contact our office (immigration@uiowa.edu or 319-467-0498) with any questions or concerns you may have regarding this fee increase.

Scholarships Processed in MAUI

Awards need to be entered well before the first bill date to reach a student's account and cover tuition and fees. As the initiator of payment, this is your responsibility. Entries involving UI Foundation funds need to be made at least 4 weeks in advance, and all other entries should be done at least 2 weeks in advance. The first bill of each session is as follows: Fall – August 1; Winter – December 1; Spring – January 1; Summer – June 1.

IN THIS WORLD ONLY WINTER IS CERTAIN.

- George R. R. Martin
Course Offerings Notes

Fall 2020: The MAUI Course Planner for Fall 2020 is closed for room scheduling. Remember that the planner is always available to update instructors, textbooks, course descriptions, registration information, section requirements and recommendations, and waitlist plans. Please e-mail any questions you may have to reg-maui-support@uiowa.edu.

Edits to Fall listings may be made by departments January 20-February 2, with MyUI Course Browse available for students on February 3. As a courtesy to students using Schedule Builder, please make every effort to have your department’s course schedules firmly in place by February 3.

Spring 2020: Early Registration will be complete on 11/22 and early December is the ideal time for departments to review spring course listings and make adjustments for low-enrolled and waitlisted courses. A recommended report from UI Campus Data is Instructional Capacity – Matching Section Offerings to Demand, (https://sharepoint.uiowa.edu/sites/bi/Collegiate/SitePages/Instructional%20Capacity%20-%20Matching%20Section%20Offerings%20to%20Demand.aspx) which provides a variety of helpful filters. Cancellations can be made now, but should occur no less than two weeks prior to the start of classes so students have ample time to adjust their schedules.

December Payroll Cutoff

Normal reporting for employee time record data sent electronically or online via self-service is to be in payroll by Monday, December 16 at 5:00 p.m. Other electronic pay adjustments and deductions is to be in payroll Friday, December 20 at noon. Monthly payroll cutoff will be Monday, December 23 at 5:00 p.m.

The first business day of the month of January is Thursday, January 2, 2020. Employees receiving monthly paychecks will receive their paycheck/direct deposit on that date for their work in December.

Biweekly payroll cutoff for the December 24 payroll (biweekly time-period December 1-14) will be Wednesday, December 18 at 5:00 p.m. Biweekly time records are due on Tuesday, December 17 at 5:00 p.m.

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

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