



○ CLAS | ○ DECEMBER | ○ 2020

Important Dates:

TBD Call for proposals delayed until **January 2021**. Go to <http://its.uiowa.edu/itta/> for details.

12/7 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 7th**. 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, 2021 (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 15, 2021**. 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.

Change Funds

Per AFR, change funds are fronted from an AFR MFK. If an area needs to return change funds for any reason, there is a workflow form located at <https://afr.fo.uiowa.edu/cash-advances-and-change-funds> that should be completed. This link should be used for Requests, Replenishments, or Returns. Paper forms are no longer used.

If you have any questions, please contact Jennifer Kooker, jennifer-kooker@uiowa.edu, or 335-0630

USCIS Adjusts Premium Processing Fee

Effective **October 19, 2020**, U.S. Citizenship and Immigration Services has increased the premium processing fee from \$1,440 to \$2,500. The USCIS premium processing service allows petitioners to pay an additional filing fee to expedite the adjudication of certain forms (H1B I-129, I-140), generally within 15 days. The premium processing fee is paid in addition to the required base filing fee and any other applicable fees.

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

Supervisor Training @Iowa: Session Information Reminder

To register and take the on-line Overview session (WSPR00), and to sign up for the Zoom synchronous sessions in December, 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:

Overview Session – (WSPR00) – online only

Module 1 – Recruiting, Hiring, and Onboarding (Course #989) Session #0051

Tuesday, December 1, 1:00-3:00pm via Zoom (Zoom link will be sent out to participants)

Module 2 – Engaging and Retaining Employees (Course #990) Session #0051

Wednesday, December 2, 1:00-3:00pm via Zoom (Zoom link will be sent out to participants)

Module 3 – Facilitating Performance, Coaching, and Documentation (Course #991) Session #0053

Thursday December 3, 1:00-3:00pm via Zoom (Zoom link will be sent out to participants)

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 2021: The MAUI Course Planner for Fall 2021 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 18 - 31, with MyUI Course Browse available for students on February 1. 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 2021: Early Registration will be complete on 12/11 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), (<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 **Wednesday, December 16 at 5:00 p.m.** Other electronic pay adjustments and deductions is to be in payroll **Tuesday, December 22 at noon.** Monthly payroll cutoff will be **Wednesday, December 23 at 5:00 p.m.**

The first business day of the month of January is **Monday, January 4, 2021.** Employees receiving monthly paychecks will receive their paycheck/direct deposit on that date for their work in December.

Biweekly payroll cutoff for the December 22 payroll (biweekly time-period November 29-December 12) will be **Wednesday, December 16 at 5:00 p.m.** Biweekly time records are due on **Tuesday, December 15 at 5:00 p.m.**

Contacts:

Erin Herting – 384-0559 (Financial oversight & budgeting)
Jeff Donoghue – 335-2605 (Staff & Visitor 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 (Faculty Budget)
Sherry Roe – 335-1449 (Old Gold Budget, First Year Seminar, Faculty Recruitment, Book & Music Subvention, Workflow & Security/System Access)

Adjunct/Visitor/ Lecturer Appointment Start Dates



When entering either fall or spring semester appointments, please make sure the start date on the form and offer letter is the Wednesday in the week before classes start. For example, Spring 2021 will be 1/20/2021.

