Preparing for FY2020 Closing

We realize a lot can happen between now and June 30th, but we need to start reporting early projections for fiscal year end. If you are aware of any carryover requests, please let your accountant know so they may communicate with the CLAS budget officer for approval. This includes extension soft landing funds, start-up funds, Old Gold, and general expense funds. In addition, this year please provide an estimate of your year-end budget adjustment balance. If possible, we would appreciate receiving these estimates by April 30, 2020.

Reconciling Accounts

We will start following up with departments who have a large number of unreconciled accounts (TDR’s). Please review your Dashboard within the EFR to determine if your department has unreconciled accounts. All TDR’s should be reviewed and reconciled monthly.

PROCESSING FORMS

Please submit forms for any faculty whose % times were changed throughout the year, this includes forms to return them to their original appointment percentage for the FY2021 fiscal year. As part of the budget template, please verify the faculty member’s percent time reflects the anticipated FY2021 appointment. If not, make sure to include any adjustment to your budget file request.
Pivot contains the largest collection of searchable faculty profiles and is used by researchers within the UI and more than 3 million scholars worldwide. This is a great tool for searching for funding opportunities and collaborators. Search and register for Pivot Information Sessions here: https://www.eventbrite.com/e/pivot-training-sessions-multiple-dates-tickets-66347921419. The next meeting is Thursday, March 26, 1:00 pm at 2523 University Capitol Center (UCC).

UI Fulbright Students

The University of Iowa has been named a top producer of Fulbright students for a fifth consecutive year for 2019-20, with a record number of 19 recipients. Out of 19 awards offered to UI students, 18 have accepted and become grantees. Go here to read the full story: https://now.uiowa.edu/2020/02/ui-top-producer-fulbright-fifth-consecutive-year.

Current students and alumni interested in applying for future Fulbright competitions should make an appointment (https://international.uiowa.edu/students/resources/international-programs-awards-grants-fellowships-and-scholarships-application) with Fulbright Program Advisor Karen Wachsmuth to learn more about the application process.

New – ProTrav App to Submit PCard and TEV Receipts/Documents Easier

There is a new mobile app for iOS and Android phones that lets anyone upload receipts by taking a picture. They will automatically be emailed to your USS representative. You can text message USS with your out of pocket expenses as well!

Getting started (Android):
- Download the app from this link: https://play.google.com/store/apps/details?id=edu.uiowa.fbis.protrav. Launch the app and tap Register Device (lower right corner of the screen). After registration is complete, you will have access to all functions of the application.

Getting started (Apple):
- Open this link in your phone to view instructions and download the app: https://protrav.bo.uiowa.edu/net/Content/mobile/dl.html

- For remaining Getting Started (Apple) steps, please see attached documents at the end of the Business Briefs.
Center for Advancement Funds

Please review your accounts quarterly to assess whether transfers are necessary. As we approach the final quarter, please make sure sufficient cash balances are available and divest only if necessary. Center for Advancement funds must by divested by March 31 if cash is needed for this fiscal year. Divestments should be sent to Natasha Houselog or Barbara Steffen, 500 LCUA via campus mail.

FY2021 Approved Fringe Rates

<table>
<thead>
<tr>
<th>Rate Pool</th>
<th>Fringe Benefit Pool Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Faculty</td>
<td>22.00%</td>
</tr>
<tr>
<td>Non-Clinical Faculty</td>
<td>30.30%</td>
</tr>
<tr>
<td>Professional &amp; Scientific (includes Merit Exempt)</td>
<td>41.09%</td>
</tr>
<tr>
<td>SEIU</td>
<td>42.60%</td>
</tr>
<tr>
<td>Merit</td>
<td>53.50%</td>
</tr>
<tr>
<td>House Staff</td>
<td>25.25%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>22.00%</td>
</tr>
<tr>
<td>Fellowships</td>
<td>10.70%</td>
</tr>
<tr>
<td>Post Docs</td>
<td>22.00%</td>
</tr>
<tr>
<td>Temporary</td>
<td>11.10%</td>
</tr>
<tr>
<td>Bi-Weekly Students</td>
<td>6.80%</td>
</tr>
<tr>
<td>Miscellaneous &amp; Extra Compensation</td>
<td>4.40%</td>
</tr>
</tbody>
</table>

2020-2021 Graduate Assistant

All GA’s need to be registered by June 1st if they have a fall 2020 appointment. The current tuition fee table can be found at: https://www.maui.uiowa.edu/maui/pub/tuition/rates.page. Be sure you select the appropriate semester and college (select Graduate College and CLAS for the Curricular College from the drop down list for graduate TA and RA). The current table does not include any proposed tuition increases for AY 2021. Rates for Fall 2020 have not yet been determined by the Board of Regents.

TA OFFERS

TA offers must be reviewed and signed by the department’s DEO, Associate Director/Chair for Graduate Studies, DGS, or, where applicable, a Division Director. If you have any questions, please contact Christine Getz (christine-getz@uiowa.edu).

THE KEY IS NOT TO PRIORITIZE WHAT’S ON YOUR SCHEDULE, BUT TO SCHEDULE YOUR PRIORITIES.
- Stephen Covey

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
• Remaining steps:
  • When you launch the app and the “Untrusted Enterprise Developer” dialog appears, click Cancel. This step adds Device Management to Settings.

• Tap Settings > General > Device Management.
  Note: If profiles are installed on your device, the setting is called Profiles & Device Management.
  • Tap organization to change settings
  • In the dialog that appears, tap Trust
  • Note: If you are not connected to the internet, a “Not Verified” message appears. Connect the device to the internet and tap the Verify App button.

• Open the app and tap Register Device (lower right corner of the screen)
  • After registration is complete, you will have access to all functions of the application
Main Menu

Tap wheel and select option to send a copy of all messages to yourself.

Tap here to take a picture of your receipts.

Receipt pictures and messages are saved here. The arrow buttons indicate messages that have not been sent to USS. Tap the arrow button to send.
Message with Receipt

- First line of your message will be the subject line.
- Following lines will be the message body.

Tap to confirm.
Text Only Message

First line of your message will be the subject line.
Following lines will be the message body.
Tap here to create a message without a receipt attached.
Tap menu bar, then send.
Resending messages

• From the main page, tap the message to be resent
• Tap the menu bar and select resend