Important Dates:

4/15  PTEA information entered into provost website https://provost.uiowa.edu/apps/pteap. Please use the reports on the Provost WebPortal. When you have entered the information for your faculty, please have your DEO email the WebPortal “Departmental Summary Table” along with the signed individualized portfolios for non-unit norm faculty to Carole Kern (carole-kern@uiowa.edu).

4/24  Monthly payroll cutoff

4/30  Exceptional Performance (Flex Pay) Awards due (https://clas.uiowa.edu/human-resources/exceptional-performance-flexible-pay-awards). Questions may be addressed to Christina Berthel (christina-berthel@uiowa.edu) or Kari Gates (kari-gates@uiowa.edu).

4/30  Estimates of year-end budget adjustment balances due to Erin Herting (erin-herting@uiowa.edu).

FY2021 TA/RA Budget Process

In the annual budget planning application for FY21, we will be allocating your TA budget at the rate of $20,064 multiplied by the approved number of HTEs for your department. The 2020-21 TA and RA templates should be used when preparing offer letters to graduate assistants for appointments in AY 2020-2021. The templates are available at https://clas.uiowa.edu/deos/administrative-manual-graduate-appointments.

Any appointments that, alone or combined with an appointment in another department, causes an employee to have a standard percent appointment greater than 50% requires prior approval from both Dean Getz and Dean Campo in the Graduate College.

The graduating TA/RA appointments should be terminated as soon as you know they will be graduating. Be sure to select “graduating” for the reason and not “end of employment.” This selection impacts their benefits and summer coverage, so it is very important to select appropriately.

TA/RA CHANGE OF STATUS FORMS

TA/RA COS forms need to be completed and through the workflow system by Wednesday, May 6th, for the tuition to automatically update to follow the appointment MFK. After that date, override requests to gradcogsscholarships@uiowa.edu will no longer be an option to move tuition. A MAUI form will need to be processed and notification sent to Brian Ruden (brian-ruden@uiowa.edu) with a cc: to Jennifer Crawford (jennifer-crawford@uiowa.edu) noting the amount of tuition that is being covered and what funding source is being used.
PROCESSING FORMS

PAYROLL FORMS FOR FY21 BUDGET

Please process any P&S termination forms for anyone who is terminating before June 30th by the payroll cutoff date of April 24. This will assure that the FY2021 budget file is accurate.

Faculty who are retiring or leaving at the end of the year should have a termination form processed ASAP. Even if they are to become Emeritus faculty, a termination form MUST be done first, then a complimentary 0% Emeritus appointment form effective the day after the termination date can be completed. Please request a NEW position number for the emeritus position. (All employees should have a unique position number.) Forms should be initiated by April payroll cut-off to coincide with the FY21 budgeting process, if at all possible.

Please check the Faculty Status End Date report for all non-tenure track positions and initiate forms (either termination or reappointment) for anyone with an end date of 6/30/2020 or sooner: Self Service → Human Resources Systems → Data & Reports → HR Reports → Faculty Status Reports → Faculty Status End Date Report.

Please process New Appointment forms, if possible, for faculty who have accepted new positions for next year. All appointments should be made on new positions numbers.

Any faculty whose % times were changed through the year, please submit forms to return them to their original appointment percentage.

Please process forms for summer DEO’s: 050-11-XXXX-00000-52582000-10 Org Acct 161. The amounts will be the same as last summer, with the exception of any new DEO’s, in which case the appointment letters will need to be consulted.

SPOT Performance Awards

SPOT Performance Awards will be processed with the regular monthly payroll and paid as a separate check. Your CLAS HR Rep and the Transaction Initiator will receive an email indicating that the award has been approved. Your HR Rep will then provide you with a SPOT Performance Award certificate that can be presented to the recipient, as it will be your responsibility to notify them of the award. If you have any questions, please contact your CLAS HR Rep.

In order to accurately track special compensation transactions that occur as a result of the COVID-19 pandemic, a checkbox has been added to all special comp forms. This includes prior approval and payment forms for all employee categories and form types. If the transactions isn’t the result of COVID-19, simply ignore the checkbox. We will generate reports based on the usage of the checkbox.
Preparing for FY20 Closing

We anticipate that the First Close will be Tuesday, June 30. Similar to last year, we expect a short turnaround time for departments to make entries. If you need to close old encumbrances, email Purchasing-ReqPO@uiowa.edu, including the following text – “Please close PO #xxxxxxxx written to Vendor xxxxxxxx. All items have been received and paid for.”

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.

Please review any food purchases that have been charged to Fund 050. Generally, food expenses should be charged to Foundation accounts or other funding sources.

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. Please provide these estimates to Erin Herting by April 30, 2020.

Summer Session

Appointment information, including instructions have been sent out. Summer session appointments should be made to 050-11-xxxx-xxxxx-54170000-xxxx-000-00000-10-0000. The following schedule represents the standard appointment periods for Summer 2020:

- 4 Week session: 5/19/20-6/12/20: pay prorated by calendar days and issued on 6/1/20 and 7/1/20.
- 6 Week I session: 5/19/20-6/26/20: pay prorated by calendar days and issued on 6/1/20 and 7/1/20.
- 8 Week session: 6/15/20-8/7/20: pay prorated by calendar days and issued on 7/1/20, 8/1/20 and 9/1/20.
- 6 Week II session: 6/29/20-8/7/20: pay prorated by calendar days and issued on 7/1/20, 8/1/20 and 9/1/20.
- 12 Week session: 5/19/20-8/7/20: pay prorated by calendar days and issued on 6/1/20, 7/1/20, 8/1/20 and 9/1/20.

The system should automatically calculate the amounts.

TA payment calculations should be handled as stated below.

- 4 Week and 12 Week session: Do not click the exception button. Let the form calculate based on the number of days in the appointment.
- 6 Week I session: Click on the exception button and pay in 2 equal installments on 6/1/20 and 7/1/20.
- 6 Week II and 8 Week session: First, let the form do the standard calculation. Then, take the sum of the amounts for the 7/1/20 and 8/1/20 payments and divide by 2. Click the exception button and then distribute that amount equally on 7/1/20 and 8/1/20. The 9/1/20 payment will remain the same as what the system calculated.

Please contact Jeff Donoghue with any questions.

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)
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

http://clas.uiowa.edu/human-resources