Important Dates:

6/5   Departmental MFK changes due to CLAS Budget Office
6/12  UICA Gifts and Other Revenue due for posting and recognition in this fiscal year, by 5:00 pm
6/24  UICA Payment Authorization Forms due for funds to be transferred in this fiscal year, by 5:00 pm
6/24  Monthly payroll cut-off
6/30  FY2021 Budgets will be distributed to Departments

CLAS Supervisor Training @Iowa Training Session Dates

Training sessions are available for CLAS supervisors that currently supervise regular staff. Additional sessions will be offered and communicated later in the year.

- **Overview Session (WSPR00)**
  - Online session should be taken prior to attending the modules below
- **Module 1 – Recruiting, Hiring, and Onboarding (Session #989)**
  - Tuesday, July 7, 10:00 – 11:30 am via Zoom
- **Module 2 – Engaging & Retraining Employees (Session #990)**
  - Tuesday, July 21, 2:30 – 4:00 pm via Zoom
- **Module 3 – Facilitating Performance, Coaching, and Documentation (Session #991)**
  - Tuesday, July 28, 9:00 – 10:30 am via Zoom

It is recommended that the Overview Session is taken prior to attending the first module. To register and take the Overview session (WSPR00) and to sign up for the sessions in July, please go to Self-Service – My Career – My Training – Enroll in Courses – and search for each session number and specific date/time. For questions or concerns, please go to https://clas.uiowa.edu/human-resources/training-and-development or email kari-gates@uiow.edu.

System Access & Security

The College has a process in place for assigning and removing system access, workflow paths and secondary security, including MAUI and UI Center for Advancement, for DEO’s, Administrator’s, and Human Resources personnel. We are notified when changes are/will be occurring for these positions and will ensure that all security will be transitioned or changed. For changes in security access for other staff or faculty positions, please notify Sherry Roe.

“SUMMERTIME IS ALWAYS THE BEST OF WHAT MIGHT BE.”

~ Charles Bowden
FY20 Closing Timetable and Reminders

UICA closing: All PAF forms must be submitted from campus no later than 5 pm, Wednesday, June 24 – direct any questions to Beth Nicholson or Jennifer Coleman. All Gifts and other revenue must be received no later than 5 pm, Friday, June 12 to ensure posting and recognition within this fiscal year – direct any gift questions to Tera Sterba, any other revenue questions can be directed to Gift Accounting. Every effort will be made to post all FY20 revenue and expenses received by 11 am Tuesday, June 30, no guarantee can be made that items submitted after these deadlines will be included in FY2020.

CLAS closing dates for FY20 are:

- **Tuesday, June 30 (6:30p):** First Close Deadline: **We strongly encourage departments to have all of their entries posted before the First Close Deadline.**
- **Monday, July 6 (5:00p):** Deadline for departments to make entries.

University Closing calendar and information is available at [https://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy20-close](https://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy20-close).

Biweekly payroll for June and July:

- **Period May 31 – June 13:** must be received by the Payroll Office no later than June 16, 5:00pm, will be charged against period 12 FY20. Payroll checks will be dated and issued June 23. **Please submit ETRs as soon as possible to help Payroll Office facilitate the process.**
- **Period June 14 – June 27:** must be received by Payroll Office no later than June 30, 5:00pm, will be charged against period 1 FY21. Payroll checks will be dated and issued July 7 and accrued centrally for financial reporting purposes.
- **Period June 28 – July 11:** must be received by Payroll Office no later than July 14, 5:00pm, will be charged against period 1 FY21. Payroll checks will be dated and issued July 21. The payroll amounts for June 28-30 will be accrued centrally for financial reporting purposes.

**Note:** Questions may be directed to Terri Hein at 335-2374 or terri-hein@uiowa.edu.

Retroactive Accounting-Only COS & PayCV Cost Transfer Justification (CTJ) processing by Payroll Services, GAO and AFR: (Link to [Grant Retroactive CTJ > 90 days form](#); Link to [Non-Grant Retroactive CTJ >90 days form](#))

- **Period 12:** All retroactive Accounting-Only COS forms must be submitted in the HR Transaction system and complete through workflow by June 24, 5:00pm, for Payroll Services to process the COS and complete the associated PayCV entries in period 12, FY20.
- **Period 13:**
  - All retroactive Accounting-Only COS forms for FY20 pay periods must be submitted in HR Transaction system and complete through workflow by **July 9, 5:00pm,** for Payroll Services to process the COS and complete the PayCV entries in period 13, FY20.
  - Any PayCV Retroactive CTJ > 90 days forms (links above) must be submitted to Grant Accounting or AFR by **July 10, 5:00pm,** to complete the PayCV entries in period 13, FY20.
- **Period 14:**
  - All retroactive Accounting-Only COS forms for FY20 pay periods must be submitted in HR Transaction system, complete through workflow, and approved by the Business Officer (ad-hoc as needed), and an email request to process the COS and complete the associated PayCV entries in period 14, FY20 sent to Stacey Halverson ([stacey-halverson@uiowa.edu](mailto:stacey-halverson@uiowa.edu)) in Payroll Services by **July 15, 5:00pm.** Any completed forms or requests submitted after this date will post in FY21.
  - Any PayCV Retroactive CTJ > 90 days forms (links above) must be submitted to Grant Accounting or AFR by **July 15, 5:00pm,** to complete the PayCV entries in period 14, FY20. Any entries submitted after this date will post in FY21.

Please refer to the [PayCV Guidelines](#) for information about usage of the retroactive Accounting-Only COS and the PayCV Retroactive CTJ >90 days forms.
FY20 Closing Timetable and Reminders – Cont.

Travel to be reimbursed in FY20 for travel completed prior to June 1 should be completed through workflow by June 4. For travel ending after June 1, the voucher should be completed in workflow by June 12. For travel occurring after June 12, all vouchers that must be processed for this fiscal year and all required documentation submitted through workflow no later than 4:30 p.m., June 26, 4:30pm.

Note: Questions concerning these dates may be directed to Dani Weber at 353-2503 or danielle-f-weber@uiowa.edu.

Modified Procurement Card June Billing Cycle to accommodate fiscal year spending:

- **June billing cycle**: May 25 – June 12 (post date prior to June 12 are processed in FY20)
- **July billing cycle**: June 13 – July 24

June PCard vouchers complete/approved through workflow by June 29 will post to MFKs listed on vouchers. PCard vouchers **not complete** through workflow by June 30 will post to the cardholders’ “default” account. The default entry can be reversed up to July 10 once the voucher has been approved in workflow and approved by the Accounts Payable department.**Note: Questions concerning these dates may be directed to Dani Weber at 353-2503 or danielle-f-weber@uiowa.edu or deborah-zumbach@uiowa.edu.**

Correcting journal entries for encumbrances will be processed by AFR only for errors that occur during the June accounting period and are on appropriated funds (050-060, 190-239). Requests for encumbrance amount corrections that meet the criteria must be sent to Carolyn Gritton no later than **July 10, 4:00pm.**

To remove encumbrances related to Purchase Orders and eBuy transactions, contact Purchasing Operations at purchasing-pos@uiowa.edu by **June 29, 4:30pm.**

AFR will remove blanket order encumbrance transactions from the regular June Close (period 12) TDR for fiscal year-end reporting purposes only. These transactions are re-posted to the July TDR’s (period 1 FY21).

For additional information to take into consideration for encumbrance recording impacting fiscal year closing, please review the Encumbrance Recording and Review for Closing Fiscal Year 2020 Guidelines (https://afr.fo.uiowa.edu/sites/afr.fo.uiowa.edu/files/Encumbrances_recording_YE_close_FY20.pdf).

Welcome to Hacky Hour!

Hacky Hour is an informal gathering of people to share knowledge and ask questions about their data and how to code analyses for their data. Audience includes Faculty/Staff, Graduate Students and Students with an interest in Informatics, Research and STEM. The next event is **June 5, 2020 at 3:00-5:00pm**. You can find more information here: https://uihackyhour.github.io/

Some reasons to attend Hacky Hour:

- You saw a cool method in a paper and they even shared their code, but you don’t know how to install/use the tool because it is not well documented.
- You are interested in learning how to code.
- You want to automate some data entry, data analysis, or visualizations.
- You want to find opportunities for collaboration.

This list is non-exhaustive, so if you have some data/code/questions, stop by and see if Hacky Hour helps!
**Graduate Appointment for FY2021**

The Grad Reappointment system opened **May 29, 2020**. The application will close on August 14, 2020. Because registration information is included in the reappointment system, any employee with access to the reappointment system needs to complete FERPA training.

Departments should complete as many appointments/reappointments/terminations as possible by **July 1** in order for students’ U-Bills and accounting information to be correct. The Graduate College will charge a departmental GEF (050) tuition supplement account based on appointment/MFK information in the system. The first UBill for Fall is August 1st.

As you complete each student’s reappointment, use the “SAVE AND FINALIZE” option. When entering a new graduate employee in the HR appointment form, a unique position number will automatically be assigned. If there are any reappointments that cannot be completed by **July 1**, use the comment field to indicate why that student’s appointment could not yet be made (e.g. needs to complete Speak Test on 8/XX/20 before assignment can be made).

Termination of records cannot be processed in the reappointment system; terminations are completed in Employee Self Service > HR Transaction System. Further guidance on Graduate Appointments can be found here: [https://clas.uiowa.edu/deos/administrative-manual-graduate-appointments](https://clas.uiowa.edu/deos/administrative-manual-graduate-appointments).

If you have questions on how to use the Grad Reappointment system, please contact Kristina Swanson (kristina-swanson@uiowa.edu).

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**Financial Compliance Responsibilities**

As the end of the fiscal year approaches, there are some important financial compliance responsibilities that should be addressed.

**Financial Accounts Reconciliations:** Account Reviewers must reconcile all current fiscal year TDR’s in a timely manner. Business Officers & Departmental Administrators may review the reconciliation status by using the EFR Dashboard (refer to pages 5-6 of the EFR Dashboard User Manual). Related policy: [https://afr.fo.uiowa.edu/policies-procedures-resources/monthly-review-transactions-and-accounts](https://afr.fo.uiowa.edu/policies-procedures-resources/monthly-review-transactions-and-accounts).

**Management of Deficit Balances:** It is always important for gifts, grants or contracts that are closing in a given month or in deficit status be reviewed in a timely manner, but those with a June 30 end date it is necessary for the Principal Investigator, Department Administrator, and/or Org Administrator to review and take action as we are also working to close fiscal year. Related policy: [https://gao.fo.uiowa.edu/gifts/managing-deficit-balances](https://gao.fo.uiowa.edu/gifts/managing-deficit-balances).

**Cash Handling Compliance:** Units must have updated/approved local cash handling procedures on file with AFR. At a minimum, these procedures should be reviewed annually to determine if any changes have occurred and if resubmission is necessary. Please verify that assignment of cash handling roles are current in the Institutional Roles application and the individuals are compliant with training requirements. Related policy: [https://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures](https://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures).

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**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)

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

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**Updated Faculty Offer Letters**

Faculty offer letter templates are updated on a regular basis, and therefore to maintain accuracy and consistency across the college will be maintained within the Human Resources function.

Please contact your HR Representative directly if you need an offer letter of any type.

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[http://clas.uiowa.edu/finance](http://clas.uiowa.edu/finance) [http://clas.uiowa.edu/human-resources](http://clas.uiowa.edu/human-resources)