



# Business *briefs*

○ CLAS | ○ SEPTEMBER | ○ 2020

## Important Dates:

- 9/4** Special Comp Payment forms are not processed until after the census date (9/4/2019), which is 10 days after the start of each semester
- 9/24** Monthly payroll cut-off
- 9/30** Review and update of AY20-21 PTEAP via Self-Service's Faculty Admin Center PTEAP link. Contact [ui-frap@uiowa.edu](mailto:ui-frap@uiowa.edu) if you need access. Contact Carole Kern ([carole-kern@uiowa.edu](mailto:carole-kern@uiowa.edu)) with CLAS questions.
- 9/30** Personnel Activity Reports (PARs) are due. Contact Bob Le Sage in Grant Accounting with questions (335-0102)
- 10/5** Applications due for the Mary Louise Kelley Professional Development Awards for Staff
- 10/30** Annual review of departmental Food & Beverage and Recognition policies due to Sherry Roe (<https://policy.clas.uiowa.edu/clas-policies-and-procedures/administration/food-and-beverage>)
- 11/30** Performance reviews are due.

**Please process any December Faculty terminations as soon as possible.**

## Coronavirus (COVID-19) Updated Related to Sponsored Projects

The Division of Sponsored Programs is committed to keeping faculty, students, and staff updated on matters related to sponsored projects and how those are impacted by the coronavirus pandemic. Please visit this page often <https://dsp.research.uiowa.edu/coronavirus-covid-19-updates-related-sponsored-projects-0> for information on the novel coronavirus disease 2019 (COVID-19) and how it may impact sponsored projects at The University of Iowa.

## Unassigned Instructors

We will be reviewing TA's, Faculty and Visitors without course assignments in the next few weeks. Please make sure that courses are assigned to all TA's and instructors in MyUI.

## TAs Moving to Faculty Appointments

TAs who will be moving into a Faculty Appointment need to be terminated from their TA Appointment and reappointed to the new Faculty position. This is due to there being a break in service (i.e., the TA Appointment ends in May and the Faculty Appointment begins in August).

New I-9s will need to be completed to correspond with the new Faculty position.

# Write Winning Grant Proposals Seminar and Workshop 2020-21

It's never too early to start strategizing about how to write a winning grant proposal that will get the attention and bring in research funding. A long-respected program that helps faculty and other research team members do just that, the Write Winning Grant Proposals Seminar will be offered in two half-day virtual sessions on October 15 and 16. The event will be presented by John D. Robertson, Ph.D., a managing member of Grant Writers' Seminars & Workshops. The seminar is a pre-requisite to another workshop scheduled in February 2021. Both events are sponsored by the Research Development Office (RDO) in the Office of the Vice President for Research.

**Title:** Write Winning Grant Proposals

**When:** October 15 (1:00 - 4:30 PM) and Friday, October 16 (8:30 AM - Noon)

**Where:** Zoom Webinar

**Registration Fee:** \$150 (includes two-part seminar, workbook, and supplemental materials)

Note: there are a limited number of college-specific sponsored registrations complimentary to faculty on a first-come, first-served basis.

Interested faculty must be nominated by their collegiate Associate Dean for Research and submit an application. Participants will be selected based on a review of applications. The workshop extends over four-to-six months. It begins with the Write Winning Grant Proposals seminar and includes one additional on-site or virtual meeting scheduled for February 2021. **For additional details and to register:** <https://research.uiowa.edu/university-iowa-grant-writing-seminar-and-workshop>.

Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact Cheryl Ridgeway in advance at 319-384-3332.

## Web Budget – Legacy Reports

With the retirement of the Web Budget application, we know that you may have a need to review the legacy reports that were available through the application. To make these reports available, AFR has added a new tab to EFR, called Other Reports, with links to the Salary Recap and Transaction History reports. Please note: the search screen and format of the reports will look a little different than they were in Web Budget, and the reports will only include data through the end of fiscal year 2020.

The reports are available to anyone who currently has access to EFR. Please share this information with others in your unit as appropriate. Contact Sujatha Shetty ([sujatha-shetty@uiowa.edu](mailto:sujatha-shetty@uiowa.edu)) or Audra Haddy ([audra-haddy@uiowa.edu](mailto:audra-haddy@uiowa.edu)) with questions.

## GA Tuition Budgets

A reminder that the tuition for any GA appointments made on fund 050 will post to the following accounts:

- Fall TA Tuition: 050-11-xxxx-00000-54130201-10
- Spring TA Tuition: 050-11-xxxx-00000-54130202-10
- Fall RA Tuition: 050-11-xxxx-00000-54130201-21
- Spring RA Tuition: 050-11-xxxx-00000-54130202-21

**Please do not do any CV's for tuition charges.** If tuition is not on the appropriate account, to move only a portion of the tuition/fees expense, process a MAUI form and then contact Brian Ruden and Jennifer Crawford to let them know the portion you requested to be moved. If the full tuition/fees are being moved, please email [grad-cogsscholarships@uiowa.edu](mailto:grad-cogsscholarships@uiowa.edu) to make the change. Please **do not** move tuition/fees from appointments being paid by funds other than 050 to the mandatory scholarship accounts.

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# Annual Reminders

**Ethics & Responsibility Training:** Please remind new DEOs and other employees with fiscal responsibilities of the UI Ethics & Responsibility Policy (<https://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff>) and request them to complete the ICON *Ethics and Responsibilities* course #W00329.

**Identity Finder:** If you have not run Identity Finder within the last six months, please do so. Information on how to download and scan your computer is located here: <https://its.uiowa.edu/support/article/1941>.

**Alcohol Policies:** Alcohol is not reimbursable to University of Iowa employees unless pre-approved by *Interim Dean Sanders* or included in your CLAS-approved food policy. P-cards should never be used to purchase alcohol. DEOs, as well as the Dean and Budget Officer, are required signatures on all Alcohol vouchers in workflow.

**DEO Travel & Purchases:** Please remember that all trips or purchases from DEOs must be routed to the Dean's Office for approval (forms should go to *Brenda Gritsch*). The initiators of the forms should select the DEO\_Pcard\_Trav Workflow paths, which are set up for each department.

**Encumbrance Errors:** If you had an encumbrance error, please resolve it timely. Please review outstanding encumbrances at least quarterly to determine if you need to contact purchasing to have old encumbrances removed.

**PCard Best Practices:** <https://ap-purchasing.fo.uiowa.edu/procurement-card/procurement-card-best-practices>.

**Direct Deposit:** All new staff members are required to sign up for this, and should be noted as a condition of employment in all offer letters.

**Fellowship Funding:** please make sure that your fellowship recipients are aware of the income tax implications associated with this type of funding. You may refer them to the Payroll Office website located here <http://hr.uiowa.edu/payroll/fellowship-payments>.

**Services Performed Outside the State of Iowa:** If you have staff members who perform services outside of the state, contact the Payroll Office to make sure their state income tax withholding is processed correctly. Refer to this website for more information <http://hr.uiowa.edu/payroll/employee-withholding-other-states>.

**SSNs:** There may be individuals hired who do not have a SSN and are given a temporary UI-generated number. The IRS only accepts valid SSNs on the annual report of earned income and will charge the UI a fine for any income reported without a valid SSN, which is passed onto the employing department. There is a report to identify these employee's in your department titled "**Temporary SSN's**". Please review periodically and work to get updated SSNs entered.

## TA/RA Appointment Letters



Please attach TA/RA contract/appointment letters to new appointment forms that are initiated. By attaching them to the initial appointment form the letters will automatically be loaded into the Graduate student's ePersonnel file.

BY ALL THESE LOVELY  
TOKENS  
SEPTEMBER DAYS ARE  
HERE, WITH SUMMER'S  
BEST OF WEATHER AND  
AUTUMN'S BEST OF CHEER.

- H. H. Jackson

### 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)  
**Beth Mellinger** – 353-2190 (General Expense Budget & Computer Replacement)  
**Rachel Vrchoticky** – 467-0104 (Student Technology Fees)  
**Ryan Kirkey** – 384-3489 (Book & Music Subvention)  
**Sherry Roe** – 335-1449 (Old Gold Budget, First Year Seminar, Faculty Recruitment, Workflow & Security/System Access)