Important Dates:

9/9  Special Comp Payment forms are not processed until after the census date (9/9/2019), which is 10 days after the start of each semester.

9/24  Monthly payroll cut-off

9/30  Annual review of departmental Food & Beverage and Recognition policies due to Sherry Roe. ([https://clas.uiowa.edu/finance/food-purchases](https://clas.uiowa.edu/finance/food-purchases))

9/30  Review and update of AY19-20 PTEAP. Contact Carole Kern with questions.

9/30  Personnel Activity Reports (PARs) are due. Contact Bob Le Sage in Grant Accounting with questions (335-0102).

9/30  Performance reviews are due.

10/4  Applications due for the Mary Louise Kelley Professional Development Awards for Staff

Please process any December Faculty terminations as soon as possible.

Phone Services Moving to Skype for Business Telephony

As many are aware, the University of Iowa is shifting from a traditional phone system to a voice-over-IP system (Skype for Business) as part of the OneIT efficiency projects. There are presently over 3,500 people at the University using Skype for Business (SfB) for their primary phone with many benefits to both the users and University.

Presently there is not a migration schedule for CLAS and this project may take multiple years to fully implement, however, to reduce duplicated effort and save collegiate funds, non-emergency phone service changes, or repairs, which incur costs will be assessed for migration potential. Phone changes will be assessed by an authorized member of CLAS Technology Services prior to any work being conducted to 1) determine candidacy for migrating to SfB, 2) assist with service changes, and 3) send notice to the Chief Budget Officer of work conducted.

Course Planning

Any departments wishing to consult regarding Spring 2020 or Summer 2020 course offerings are invited to contact Marlys Boote at 335-2043 or marlys-boote@uiowa.edu.

MyUI Course Browse and Schedule Builder go live for Spring 2020 and Summer 2020 on October 7, 2019, so it is critical to make any course changes prior to that date. Departments are able to review and revise for those sessions beginning September 23. Contact Marlys with question or concerns.
Bank Information – Workflow Process

Treasury Operations has recently implemented a Universal Workflow form to manage requests for University bank information. Many third parties have an ACH or EFT authorization form that is required for the University of Iowa to receive electronic payment. These authorization forms typically require department contact information, bank account information and an authorized bank signature.

Departments should complete the forms with the proper department contact information and attach to the workflow form. The workflow path includes Department Administrator approval, review by UI General Counsel and Treasury Operations approval. Once the workflow form completes the routing path, the initiator will receive a notification email and may download the signed form from workflow.

The workflow form is accessible through the following sites:
- Treasury Operations website: https://treasury.fo.uiowa.edu/request-university-bank-information
- Workflow Form Hyperlink: https://workflow.uiowa.edu/entry/new/7739

If you have any questions regarding the process, please contact treasury-achwires@uiowa.edu.

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.

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.

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 to make the change. Please do not move tuition/fees from appointments being paid by funds other than 050 to the mandatory scholarship accounts.
The Grant Support Office staff is available to assist CLAS faculty with research development activities, pre-award proposal support and post-award grant manager support for researchers throughout CLAS. Please don’t hesitate to contact them for assistance with any grant-related matters. A list of department contacts is available on the GSO website: [https://clas.uiowa.edu/grant-support-office/staff](https://clas.uiowa.edu/grant-support-office/staff).

Moving Expense Policy - Reminder

The CLAS amount committed to moving must cover both the special comp and fringe benefits. For example, if CLAS has committed to paying $1,000 in moving, CLAS will fund $959 in special compensation + $41 in fringe benefits.

Moving expense reimbursements will be treated as wages and are subject to federal and state tax withholding. Reimbursements must be paid through the HR Transaction system as Special Compensation, no prior approval required, under the category “Employment Agreement – Transition and Relocation.” Departments will reimburse actual expenses; it is up to the department to collect receipts, verify charges, and attach them to the payment form. The offer letter should also be attached to the payment form.

Authorization for payment of moving expenses above $3,000 requires approval from the dean. If the dean signs the offer letter, that serves as approval. Payments may occur upon the first day of employment of a regular appointment.

It is at the discretion of the department if they wish to gross up the payment by 30% to account for the anticipated payroll taxes. Please note, any gross up will be the responsibility of the department by use of foundation or non-general funds.

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.
**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 Dean Goddard 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.


**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](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](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.

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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)
- **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)

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**BY ALL THESE LOVELY TOKENS**

**SEPTEMBER DAYS ARE HERE, WITH SUMMER’S BEST OF WEATHER AND AUTUMN’S BEST OF CHEER.**

- H. H. Jackson

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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)

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