



Business *briefs*

○ CLAS | ○ NOVEMBER | ○ 2021

Important Dates:

11/15 Gift Certificates to be reported to Payroll Office. (<https://hr.uiowa.edu/development/reward-and-recognition-programs/guide-creating-recognition-program/university>)

11/22 Monthly payroll cut-off.

Graduate Assistant Reappointment System

The TA reappointment system will open at the beginning of December to process appointments that will continue for the spring semester. The anticipated date for the Grad Reappointment system to open is **December 6th**. It will close on **January 14, 2022**. Any changes to spring TA/RA appointments after this date will need to be handled through a workflow form.

- Those who held a first semester (A) appointment will pull in as a second semester (B) appointment and will need to either be transferred, terminated, or if continuing in your department, corrected to reflect their spring appointment.
 - If terminated, please submit termination forms.
- You will also have the ability to look over ALL active grad appointments (even pay group 7-academic year), with a chance to change MFKs, standard hours, job code, position number, and pay, if needed.
 - **IF YOU ARE CHANGING JOB CODE (i.e., from TA to RA), you must change the position number.**
- If no changes are needed to a pay group 7 or 7F, please mark them as “final” to acknowledge the record has been reviewed.

Graduate Assistant Fall 2021 Tuition

A tuition change will automatically occur for any change of status (COS) to a TA or RA MFK that is processed through workflow and posted in the HR system by **December 9th**.

- If no COS is needed, but tuition needs to be moved, you should request an override (example: move tuition off a 500 or 510 to a 240 fund).
 - This may be done by sending an email to grad-cogsscholarships@uiowa.edu before December 9th.
- Overrides can be created for the full tuition/fee amount charged to an MFK, but if a split is needed, a MAUI scholarship recipient form should be used.
 - Please follow up with an email to Brian Ruden and Jennifer Crawford explaining the request.
- Any changes after December 9th will need to be done as follows:
 - A MAUI scholarship recipient form is submitted, and an email should be sent to Brian Ruden in the Billing Office to let him know that the form is not a new award but to move an existing award.
 - Copy Jennifer Crawford so when the form gets to the Graduate College, she will know to approve it.
- If you have any questions, please contact Jennifer Crawford, 5-3493, or Brian Ruden, 4-2019.

2022 Benefits Open Enrollment

The Annual Benefits Open Enrollment for faculty and staff begins **November 1** and will end on **November 15, 2021**, at 5:00 pm.

- **If no changes or new elections are made during the open enrollment period, current coverage will remain the same for 2022, apart from FSA enrollment.** If applicable, the Health Care FSA will only include the unused benefit credits, and the Dependent Care FSA will be \$0.
- If an employee switches from one health plan to another, Wellmark will mail a new insurance card before Jan. 1.
- Elections made during the open enrollment period will be effective Jan. 1, 2022, through Dec. 31, 2022, and cannot be changed during the year unless there is a [qualifying event](#).

***We encourage departments to limit the number of workflow transactions entered during open enrollment to only those necessary. Changes can impact an employee's ability to access their open enrollment event.*

HR Transaction Hub

As part of a [Central Human Resources initiative](#) to improve accuracy and reduce the number of individuals who initiate HR transactions, an HR Transaction Hub has been created and four HR Coordinators have been designated to initiate the HR transactions for the college. By the end of the **December 2021**, all CLAS departments will have transitioned over to this new process. The types of transactions the transaction hub will process are as follows:

- [Process a Transaction](#) (Employee New Hire, Change Pay Rate, Termination requests)
- [Credential Check Request](#)
- [Background Check Request](#)
- [Faculty/Staff FSDS Situation](#) - *This is the link for submitting all FSDS requests*
- [I-9 Processing](#)

Employee transaction request forms are located on the [CLAS HR Administration Resources page](#). **For Accounting only (MFK) updates, contact your accountant or grant support person.** Please reach out to Diane Fountain at diane-fountain@uiowa.edu if you have any questions or would like to set up a meeting to discuss this in more detail.

UI Ethics Policy

Please remind new DEOs and other employees with fiscal responsibilities of the UI Ethics Policy, which can be found at <https://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff>.

It is recommended that CLAS employees review and complete the ICON [Ethics and Responsibilities](#) course #W00329 and/or [FSC Q01: Ethics](#) course #WSCQ01 once per year.

**FIRST, THINK.
SECOND, BELIEVE.
THIRD, DREAM.
AND FINALLY, DARE.**

- Walt Disney

November Payroll Cutoff

Normal reporting for employee time record data sent electronically or online via self-service is to be in payroll by **Monday, November 15 at 5:00 p.m.** to allow for the Thanksgiving holiday. Other electronic pay adjustments and deductions are to be in payroll **Friday, November 19 at noon**. Monthly payroll cutoff will be **Monday, November 22 at 5:00 p.m.**

Biweekly payroll cutoff for the November 23 payroll (biweekly time-period October 31-November 13) will be **Tuesday, November 16 at 5:00 p.m.** Biweekly time records are due on **Monday, November 15 at 5:00 p.m.**

Cash Handling – Reminder

While changes to staff specifically assigned to a cash handling function do not require re-submission of the departmental cash handling procedures to Accounting and Financial Reporting (AFR) for approval, they do need to be made to the departmental copy and the Cash Handling Institutional Roles. Please forward any cash handling role staff changes to sherry-roe@uiowa.edu so that she can update the Cash Handling Institutional Roles and ensure the Cash Handling training requirements have been met.

The local Cash Handling desk top procedures need to be updated and resubmitted to AFR once every 3 years, or when there are procedural changes (i.e., checks are now stored in a safe instead of a locked drawer). AFR or Sherry Roe will send you a reminder of the 3-year deadline.

Units should be aware that, at any time, AFR and internal or external auditors might visit cash handling units to perform unannounced cash observations or cash counts. Please ensure that your local Cash Handling procedures match the Institutional Roles and that everyone assigned a cash handling role has taken the required annual training.

Food & Beverage and Recognition Policies - Reminder

If you have not completed the annual review of both the departmental food & beverage and recognition policies please do so by **November 30, 2021**. Send them to Sherry Roe for processing. Please look at them both and, if no changes are needed, please initial and date the current policy form and resubmit it. If changes are required, please use the templates provided

(Recognition: <https://clas.uiowa.edu/sites/default/files/human-resources/2017%20Recognition%20Program%20Template%20-%20Final.docx>; Food & Beverage:

<https://clas.uiowa.edu/sites/default/files/finance/2018%20Food%20Beverage%20Policy%20Template.doc>) and submit the revised policy for approval.

Departmental Food/Water Purchases



Purchases of food, beverages (coffee/water) and other such items for departmental staff consumption should only be paid for with UICA or 240 funds. They should never be purchased on GEF (050) funds.

Technology Purchasing Process

The CLAS technology purchasing policies and procedures can be found on the CLAS IT Group website under User Support/IT Standards and Best Practices: <https://clas.uiowa.edu/it-group/equipment-purchasing-standards>.

CLAS Policies and Procedures

<https://policy.clas.uiowa.edu/>

What's New?

- Professional Development Award (PDA) Recommendation & Approval
- Gift Cards and Certificates

Contacts:

Tom Koepfel – 335-0134 (Financial oversight & budgeting)

Jeff Donoghue – 335-2605 (Staff & Visitor Budget)

Kristen Wolf – 335-2616 (Startup & RA budget, Renovation/Instructional Equipment)

Kristina Swanson – 335-0459 (TA Budget)

Beth Mellinger – 335-2190 (General Expense Budget & Computer Replacement)

Rachel Vrchoticky – 467-0104 (Student Technology Fees)

Ryan Kirkey – 384-3489 (Faculty Budget)

Sherry Roe – 335-1449 (Old Gold Budget, First Year Seminar, Faculty Recruitment, Book/Music Subvention, Workflow & Security/System)