



○ CLAS | ○ DECEMBER | ○ 2021

Important Dates:

- TBD** Call for proposals delayed until **January 2022**. Go to <http://its.uiowa.edu/itta/> for details.
- 12/6** Anticipated open date for Graduate Assistant Reappointment System.
- 12/18** End date of Fall only Work-Study period for students' graduation December 2021
- 12/22** Monthly payroll cutoff.
- 1/9** Start of spring only **Work-Study** period
- 1/15** End date of **Bi-Weekly Continuous** appointments for students' graduation December 2021

Graduate Assistant Reappointment System

The anticipated open date for the grad reappointment system will be **December 6th**. You will have the ability to change all grad appointments, not just the semester appointments. You will be able to change MFKs, %, pay, etc. for all grad assistants without having to process a workflow form. 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.

The changes you make will be effective January 1, 2022 (even on pay group 7 appointment records, if changes are needed). All second semester Pay group B and BF records must be worked (transferred, terminated, or updated) to reflect spring assignment and other records can be worked, as needed.

If you are processing a termination, please submit termination forms. Terminations are completed in Employee Self Service > HR Transaction System.

IF YOU ARE CHANGING JOBCODE (i.e., from TA to RA), you must change the position number to match the spring appointment. If no changes are needed to a pay group 7 or 7F, it is helpful if you mark them as "final" to acknowledge the record has been reviewed. When the record is "Saved and Finalized," people viewing the system will know that the record has been worked and is up to date.

The application 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. If you have any questions, contact hr-help@uiowa.edu or kristina-swanson@uiowa.edu.

Scholarships Processed in MAUI

Awards need to be entered well before the first bill date to reach a student's account and cover tuition and fees. As the initiator of payment, this is your responsibility. Entries involving UI Foundation funds need to be made at least **4 weeks in advance**, and all other entries should be done at least **2 weeks in advance**. The first bill of each session is as follows: Fall – August 1; Winter – December 1; Spring – January 1; Summer – June 1.

Course Offerings Notes

Fall 2022: The MAUI Course Planner for Fall 2022 is closed for room scheduling. Remember that the planner is always available to update instructors, textbooks, course descriptions, registration information, section requirements and recommendations, and waitlist plans. Please e-mail any questions you may have to reg-maui-support@uiowa.edu.

Edits to Fall listings may be made by departments January 17 - 31, with MyUI Course Browse available for students on February 1. As a courtesy to students using Schedule Builder, please make every effort to have your department's course schedules firmly in place by February 1.

Spring 2022: Early Registration will be complete on 11/19 and early December is the ideal time for departments to review spring course listings and adjust for low-enrolled and waitlisted courses. A recommended report from UI Campus Data is [Instructional Capacity – Matching Section Offerings to Demand](https://sharepoint.uiowa.edu/sites/bi/Collegiate/SitePages/Instructional%20Capacity%20-%20Matching%20Section%20Offerings%20to%20Demand.aspx), (<https://sharepoint.uiowa.edu/sites/bi/Collegiate/SitePages/Instructional%20Capacity%20-%20Matching%20Section%20Offerings%20to%20Demand.aspx>) which provides a variety of helpful filters. Cancellations can be made now but should occur no less than two weeks prior to the start of classes so students have ample time to adjust their schedules.

December Payroll Cutoff

Normal reporting for employee time record data sent electronically or online via self-service is to be in payroll by **Wednesday, December 16 at 5:00 p.m.** Other electronic pay adjustments and deductions is to be in payroll **Tuesday, December 21 at noon.** Monthly payroll cutoff will be **Wednesday, December 22 at 5:00 p.m.**

The first business day of the month of January is **Monday, January 3, 2022.** Employees receiving monthly paychecks will receive their paycheck/direct deposit on that date for their work in December.

Biweekly payroll cutoff for the December 21 payroll (biweekly time-period November 28-December 11) will be **Wednesday, December 15 at 5:00 p.m.** Biweekly time records are due on **Tuesday, December 14 at 5:00 p.m.**

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 – 353-2190 (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)

Adjunct/Visitor/ Lecturer Appointment Start Dates



When entering either fall or spring semester appointments, please make sure the start date on the form and offer letter is the Wednesday in the week before classes start. For example, Spring 2022 will be 1/12/2022.

