



CLAS | FEBRUARY | 2021

Important Dates:

- 2/1 First-Year Seminar proposals due <https://clas.uiowa.edu/deos/ mailing/ january-13-2021/ call-first-year-seminar-proposals-fall-2021>
- 2/10 Student Technology Fee proposals due <https://clas.uiowa.edu/it-group/student-technology-fees>
- 2/12 Mary Louise Kelley Staff Excellence Award and CLAS Leadership Awards Nominations due <https://clas.uiowa.edu/deos/ mailing/ january-06-2021/ mary-louise-kelley-staff-excellence-award-and-clas-leadership-award>
- 2/25 Monthly payroll cutoff. Please submit forms (i.e. Phased Retirement, Renewal of 0% Adjuncts, and Terminations) timely to ensure they are through Workflow prior to this date. Termination forms can be entered as soon as the last working day is known.
- 4/7-8 **HR & Business Conference (virtual):** <https://hrandbusiness.centerforconferences.uiowa.edu>

Summer 2021 Courses and Registration

Some quick reminders about Summer 2021 course offerings in order to provide accurate information to students. Early registration for Summer 2021 is **March 8 – 12**.

- Schedule Builder was available for students on **November 9**.
- Textbooks should be finalized on MyUI by Early Registration, according to federal law. Violation of this law places the University in jeopardy of losing federal funding.
- Each CLAS undergraduate course listed on MyUI should have a syllabus or a summary of the syllabus attached to the course offering.
- Please ensure that instructors are assigned to all sections.

Awarding of Fall Scholarships for New Students

The Office of Student Financial Aid is working with ITS on the 2021-2022 Financial Aid Awarding process that will happen at the end of February. The target date for financial aid offer letters to be sent to the incoming class is **February 24th**.

To ensure that all awards are included in the financial aid calculations and allow the University to present the most comprehensive summary of aid to prospective students and their families, please have awards to new incoming students posted in the system by **February 15th**. CLAS strongly recommends sending a list of scholarship recipients, with amounts, to Admissions by **February 1st**.

If you have any questions, please reach out to the Office of Student Financial Aid for assistance.

Cash Handling Training

The University's Cash Handling Policy requires that all employees who are involved in a cash handling process complete cash handling training. Cash handling training compliance can now be monitored through the Compliance & Qualifications (CQ) system. You may access the CQ system in Employee Self Service by following this link: <https://compliance.hr.uiowa.edu/>.

Certification Responsibilities for Individuals Handling Cash:

- Staff are required to complete the University of Iowa Cash Handling ICON course annually. Staff new to handling cash are required to complete the course as soon as they are responsible for that function. The course may be reviewed as a unit or individually. See the [memo-to-campus](#) for information on monitoring cash handling training compliance through the CQ system.
- Staff must review the University's Cash Handling Policies and Procedures <https://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures>.
- Staff must review their unit's local desktop procedures annually as a refresher. In addition, they must review updated departmental procedures as provided by unit management in a timely manner.
- New staff are required to review their unit's approved local desktop procedures within one month of assuming a cash handling position and at least annually thereafter.
- Each individual must understand his/her role in their unit's cash handling process.

Departmental cash handling procedures need to be updated and submitted to Accounting and Financial Reporting for re-approval when there is a procedural change (i.e. where the cash/cash equivalents are stored). Changes to staff specifically assigned to a cash handling function *do not* require re-submission for approval. However, staff changes *do* need to be made to the departmental copy and the Institutional Roles-Cash Handling must be updated accordingly. Please forward the updated departmental local desktop procedures with the staff changes to sherry-roe@uiowa.edu and she will update the Institutional Roles-Cash Handling.

When making revisions to departmental local desktop procedures for procedural changes, please use the current template at <http://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits/cash-handling-deposit-procedures>. Relevant information from your existing procedures can be cut and pasted into the new template. When submitting revised procedures into Workflow, please remember to Ad Hoc Sherry Roe. Questions can be directed to Sherry Roe or cash-handling@uiowa.edu.

FY2022 Proposed Fringe Rates

Rate Pool	Fringe Benefit Pool Rate
Clinical Faculty	21.2%
Non-Clinical Faculty	29.40%
Professional & Scientific (includes Merit Exempt)	37.70%
SEIU	40.00%
Merit	51.50%
House Staff	24.50%
Graduate Assistants	20.10%
Fellowships	13.70%
Post Docs	20.10%
Temporary	11.40%
Bi-Weekly Students	6.50%
Miscellaneous & Extra Compensation	4.90%

Retiring/Resigning Faculty

Please process the forms for any faculty who are retiring or resigning at the end of the spring semester. For those who are retiring, after the termination form has been processed, please initiate the Emeritus form.

CLAS Policy Website

There is now a link to the CLAS Policy website on both the CLAS homepage, located in the News section, and on the CLAS Finance page, located here: <https://clas.uiowa.edu/finance/data-sources>.

First Year Seminar Carry Over - 2021

Carry over of First Year Seminar funds for FY2021 will not be allowed. We will return to following the FYS policy. The carryover of funds for FY20 was a one-time event and will not be repeated. All funds must be spent or will be pulled back at the end of the fiscal year. First Year Seminar funds may be used to cover a variety of research-related expenditures. Department Administrators and accountants should work with faculty to assure they are able to spend down their FYS funding.

CLAS Staff Recognition

The CLAS Staff Recognition Committee is accepting nominations for two awards. The Mary Louise Kelley Staff Excellence Award recognizes staff who have made contributions beyond their job expectations or who have contributed ideas that improved the work of the department or the College. The CLAS Leadership Award recognizes a member of the College of Liberal Arts & Sciences who exhibited exceptional leadership qualities and positively impacted individuals, departments, or the College. Click here for nomination guidelines and the nomination forms: <https://clas.uiowa.edu/human-resources/awards-and-recognition-information>

Both award nominations are due **Friday, February 12, 2021**. Recipients of the awards will be invited to a virtual recognition reception and also acknowledged at our annual virtual Staff Recognition Reception in the spring. Questions should be sent to melia-pieper@uiowa.edu.

Executive Order Increasing FEMA Federal Reimbursement Rate

On January 21st an Executive Order was issued stating the FEMA federal share reimbursement **was immediately increased from the previous 75% rate to 100% for PPE and disinfecting services/supplies and are now eligible for FEMA assistance through September 30, 2021. It had previously been shared on November 5, 2020 that the reimbursement for COVID-19 ended on September 16, 2020.** These modifications are great news for the University.

All departments should, as of January 21, 2021, continue to charge and track all **COVID-19 PPE** expenses to the appropriate University COVID-19 grant 50700001. Continued tracking allows the institution to capture all costs in case alternate/additional funding is identified or appeals are filed.

If you have purchased items **on the personal equipment category list below** for COVID and tracked the costs on departmental accounts between September 2020 and today, you may transfer those expenses to the University COVID account grant number 50700001. When you do the transfer, please provide the supporting PO and/or voucher numbers. Risk Management will need that documentation in order to submit the expenses to FEMA for reimbursement.

Academic departments are required to continue purchasing COVID-19 supplies from the General Stores Emergency Catalog **through your University Shared Services rep or by emailing uss-supervisors@uiowa.edu**. A list of items in inventory is provided below. The current General Stores inventory will be submitted to FEMA for reimbursement consideration on behalf of the institution. The emergency catalog has sufficient supplies for the Spring semester.

Category list of inventory items in the emergency catalog:

- Disposable masks
- Cloth masks
- Face shields
- Hand sanitizer
- Wipes
- Disinfectant spray
- Spray cleaner
- Gowns
- Shoe Covers

If you have questions, please contact Debby Zumbach at deborah-zumbach@uiowa.edu.

MAUI 2.0 Preview and Help Site

The goal of MAUI 2.0 is to make system wide updates and improvements to MAUI. This fall the MAUI team has been working on modernizing the user interface to better align with new UI Branding. The plan is to roll out the changes the week of February 8.

MAUI Help site is being developed to feature help pages with step-by-step instructions. The Office of the Registrar will partner with Admissions, Advising, Billing and Financial Aid to provide comprehensive MAUI Help pages. It's not always clear which office manages the different pieces in MAUI. With that in mind, the content will be organized by user role instead of office, organized for Advisors, Faculty/Instructors and Staff. There will be a Glossary area included where people can search for content by specific topic.

Additionally, the MAUI Help Site will feature areas where the following will be highlighted:

- help info for upcoming MAUI processes
- an area to indicate known MAUI issues and updates when those have been resolved
- an area to provide information on scheduled MAUI processes (how often section vs course description info flows to MyUI, etc.)
- an area to request training and an area to request MAUI access

The site will likely require a HawkID and password to access content.

If there is information that has been difficult find on the website or if you have ideas of content areas that could be added, please email reg-maui-support@uiowa.edu.

Offering Planner Deadlines

Update – The Planner Review Period for Fall 2021 from Jan. 18 – Feb. 28. It is requested that departmental changes submit revisions no later than **February 22** to allow for processing of information prior to the MyUI open date.

Update – MyUI Course Offerings Available and Schedule Builder Opens for Fall 2021 on **March 1**.

Textbook Deadlines:

- Summer 2021
 - Early registration deadline: March 8
 - 4 weeks prior to the start of the session deadline: **April 20**
- Fall 2021
 - Early registration deadline: **April 14**
 - 4 weeks prior to the start of the session deadline: **July 26**

Flexible Work Agreement Form Reminder

If a staff member is currently working remotely 75% or more, please ensure that a Flexible Work Agreement form is on file. If you or your staff member currently have a Flexible Work Agreement, please ensure that you review the current arrangement and update as appropriate.

The Flexible Work Agreement form and resources can be found on the Family Services website: <https://hr.uiowa.edu/well-being/family-services/workplace-flexibility/flexible-work-agreement>. We are requesting use of this agreement to allow for clear communication and expectations between employees, supervisors and HR around remote work.

If you have any questions or want to talk about this form, please reach out directly to your supervisor, or to the Family Services website.

DEO Summer Appointments

Please begin processing summer DEO appointments as soon as possible and use the 050 11 XXXX 52582000 5002 161 10 account. Summer salary stipends will be paid evenly over the entire summer as follows:

- 1/6 - June 1st
- 1/3 – July 1st
- 1/3 – August 1st
- 1/6 – September 1st

If you have questions about summer amounts, please contact Jeff Donoghue or Ryan Kirkey.

Policy on Banking Services

The University Treasurer's Office has overall responsibility for the administration and oversight of the banking, debt service, and investment programs for the University.

Banking, cash management, and debt services. This includes establishing and maintaining University bank and investment accounts and contracting for new banking services, including retail credit card processing and lockbox services. The Treasurer's Office also serves as the bond registrar and paying agent for the majority of the bonds issued by the University.

Bank accounts. Only the University Chief Financial Officer and Treasurer, the Director of Financial Management and University Secretary, and the Director of Treasury Operations are authorized to establish and maintain University bank accounts. Requests for bank accounts or other banking services must be submitted to the Treasurer's Office for prior review and approval.

Prohibition of use of University's name and tax identification number. The University strictly prohibits the use of The University of Iowa's name or tax identification number by any person or organization in any bank account except as specifically authorized by the University Chief Financial Officer and Treasurer or the Director of Treasury Operations. Banks are periodically surveyed to identify any accounts utilizing the University's name or identification number. These accounts are independently reviewed for proper authorization.

Please verify that your department has not established any outside bank accounts for any University activities. If you currently have any of these accounts, please notify Erin Herting erin-herting@uiowa.edu immediately.

Conflict of Interest

Please review the **Conflict of Interest Policies in the Workplace (18.5) and in Research (18.6)** policies with faculty and staff annually (<http://opsmanual.uiowa.edu/community-policies/conflicts-commitment-and-interest>).

Contacts:

Erin Herting – 384-0559 (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 Vrhoticky – 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)

Workflow Forms



If a workflow form that affects pay is initiated at any time of the year, within three business days of payroll cutoff, on-time pay **cannot** be guaranteed. Please budget time accordingly and allow enough time for forms to be processed.