Important Dates:


2/24  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.

2019-2020 Celebration of Excellence and Achievement Among Women – Call for Nominations:

Summer 2020 Courses and Registration

Some quick reminders about Summer 2020 course offerings in order to provide accurate information to students. Early registration for Summer 2020 is March 9 – 13.

- Schedule Builder was available for students on October 7.
- 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 2020-2021 Financial Aid Awarding process that will happen in mid-February. The target date for financial aid offer letters to be sent to the incoming class is February 17th.

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 2.

If you have any questions, please reach out to the Office of Student Financial Aid for assistance.
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/](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](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 procedures for procedural changes, please use the current template at [http://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits/cash-handling-deposit-procedures](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.

### FY2021 Proposed Fringe Rates

<table>
<thead>
<tr>
<th>Rate Pool</th>
<th>Fringe Benefit Pool Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Faculty</td>
<td>23.00%</td>
</tr>
<tr>
<td>Non-Clinical Faculty</td>
<td>31.00%</td>
</tr>
<tr>
<td>Professional &amp; Scientific (includes Merit Exempt)</td>
<td>41.10%</td>
</tr>
<tr>
<td>SEIU</td>
<td>42.60%</td>
</tr>
<tr>
<td>Merit</td>
<td>53.50%</td>
</tr>
<tr>
<td>House Staff</td>
<td>25.25%</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>22.00%</td>
</tr>
<tr>
<td>Fellowships</td>
<td>10.70%</td>
</tr>
<tr>
<td>Post Docs</td>
<td>22.00%</td>
</tr>
<tr>
<td>Temporary</td>
<td>11.10%</td>
</tr>
<tr>
<td>Bi-Weekly Students</td>
<td>6.80%</td>
</tr>
<tr>
<td>Miscellaneous &amp; Extra Compensation</td>
<td>4.40%</td>
</tr>
</tbody>
</table>

### 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.

### 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 Erin Herting or Meliza Wise.
Workshop for UI Researchers from TED Speaker

Popular TED speaker Melissa Marshall will visit the University of Iowa to lead three workshops for faculty, staff, postdocs, and students on February 12, 2020. The workshops will be:

- Present Your Science: Transforming Technical Talks – 8:30am-12:00pm at the Hilton Garden Inn
- Pitch Your Research in 60 Seconds – 1:30pm-3:00pm at the Hilton Garden Inn
- Be Better than Bullets: Transforming Slide Design – 7:00pm-8:30pm at 1505 Seamans Center

For more information about each of the workshops and to register, please go to https://research.uiowa.edu/impact/news/popular-ted-speaker-melissa-marshall-deliver-workshops-ui-researchers.

New Postdoc Fellowships to Help Train Talented, Diverse Tenure-Track Faculty

The University of Iowa Office of the Provost is accepting proposals from campus units interested in hosting a postdoctoral fellow as part of the new Provost’s Postdoctoral Faculty Fellowship Program. The program is intended to serve as a pipeline to tenure-track positions and is expected to increase campus diversity and align with the goals of the 2019-2021 Diversity, Equity, and Inclusion Action Plan.

The Office of the Provost will provide salary support for up to four fellowships per academic year and each fellowship will be awarded for a maximum of two years. Ideal candidates will be interested in teaching and interdisciplinary research. Campus units interested in hosting a fellow must submit a proposal to the Office of the Provost by March 1. The office will announce selections in April and the first cohort of fellows is expected to arrive on campus in fall 2020. Criteria for successful unit proposals include the availability of interdisciplinary faculty and mentors to supervise fellows, as well as professional development opportunities. Proposals from units that anticipate a tenure-track faculty opening in the near future will receive priority.

More information about the Provost’s Postdoctoral Faculty Fellowship Program can be found at https://provost.uiowa.edu/postdoctoral-faculty-fellowship-program, or contact the office of the provost at provost-office@uiowa.edu.

Proposal Development: External Review Services

The Research Development Office (https://research.uiowa.edu/rdo) assists UI faculty with preparing ambitious, collaborative, and successful proposals. In this regard, RDO facilitates external reviews of proposals to external funding agencies. External review of proposals prior to submission will provide critical feedback in order to strengthen the proposal and improve the overall likelihood of success. The guidelines for this process can be found here https://research.uiowa.edu/sites/research.uiowa.edu/files/external_review_process_overview_2.19.19.pdf for additional details. (Please note that funds are limited and will be available on a first-come, first-served basis.)
New Open Purchase Order Report

The Purchasing department is pleased to announce the release of a new Open Purchase Order (PO) Report for campus users. The new report facilitates campus review of open POs to identify those that can be closed once everything has been received and paid to clear remaining encumbrance(s). You can request access to the new report at the following link: https://data.uiowa.edu/item/353033859/data. Once access is granted, the report can be accessed directly using the same link or from the Business Services Portal. Should you need assistance, several Help Links are included in the center of the portal as follows:

- https://iowa.sharepoint.com/sites/bi/BISSC/SitePages/How%20To.aspx – Notes for using PowerBI reports
- ITS-DAISupport@uiowa.edu – Assistance with issues using the site

Please send any questions and suggestions for enhancements to me at john-e-watkins@uiowa.edu.

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.

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 – 335-3488 (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)

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).