



○ CLAS | ○ MAY | ○ 2021

Important Dates:

- 5/3** Tuition estimates are due.
- 5/10** Completed iPlan Budget sheets due to Jeff Donoghue and Erin Herting by 5:00 p.m.
- 5/24** Monthly payroll cut-off.
- 5/28** Anticipated open date for Graduate Assistant Reappointment System.

Course Enrollment and Planning

With the end of Fall 2021 Early Registration, May is an ideal time to review enrollments. Upper-level undergraduate courses that are low (and won't be of interest to incoming graduate students) should be cancelled. Teaching staff can be redeployed in many cases to assist with relieving waitlisted courses.

Preparation for 2021-2022 Budget Planning

Ryan Kirkey, Jeff Donoghue, or CLAS HR will be following up on faculty forms that need to be processed (Terminations, Change to Emeritus, New Appointments, DEO changes, Retentions, Phased Retirements, Extension of Visitors/Lecturers, LWOPs, return from fellowships, and Changes to % Appointments).

Summer Support forms should also be submitted as soon as possible.

New Workflow Form

An update was released for the new Printing and Mail Request form. Custom routes are now optional at the Sub Dept levels.

**SPRING IS NATURE'S
WAY OF SAYING,
"LET'S PARTY."
- Robin Williams**

Mandatory Supervisor Training Due Date 5/31/21

The Supervisor Training @Iowa sessions for administrative supervisors are available via online or synchronous (Zoom) modalities; the Overview session is only offered as an asynchronous (online) course. The supervisor training is available via online through My Training.

To become compliant with this mandatory supervisor training requirement, please:

1. Go to Employee Self-Service → My Career → My Training
2. Select "Enroll in Courses" and search for course number
3. Register for and complete all four sessions

Online Course Information:

- Overview Session (Course #WSPR00) – ONLINE ONLY, **required for all supervisors**
- Module 1 – Recruiting, Hiring, and Onboarding (Course #WSPR01)
- Module 2 – Engaging and Retaining Employee (Course #WSPR02)
- Module 3 – Facilitating Performance, Coaching, and Documentation (Course #WSPR03)

Supervisors have the option to test out of three of the four required courses (excluding the Overview). If you receive a passing score on a session assessment (80 percent or higher), you will not be required to participate in that session (online or in-person). Please note that you can only attempt each assessment once. If you want to take an online assessment, use the word 'assessment' when searching using the instructions above. Alternatively, you can search for these sessions using the codes below.

- WSPRQ1 – Supervisor Training@Iowa: Recruiting, Hiring, and Onboarding
- WSPRQ2 – Supervisor Training@Iowa: Engaging and Retaining Employees
- WSPRQ3 – Supervisor Training@Iowa: Facilitating Performance, Coaching, and Documentation

If you have questions or concerns, please visit <https://clas.uiowa.edu/human-resources/training-and-development> or email diane-fountain@uiowa.edu.

Supplier Rewards, Memberships & Rebates

Procurement cardholders are reminded that University policy prohibits the use of rewards programs for purchases because there is a potential for using rewards points for personal purchases. Because there is not a way to monitor such rewards in a way that is cost effective, the University's policy is that we should not participate in these programs. Examples of programs include, but are not limited to, Panera Rewards, ezCater Rewards, CVS Rewards, Amazon Prime, Best Buy Rewards, Hy-Vee fuel saver program, Menards' rebate programs, purchases from Costco and Apple gift cards.

Questions regarding this policy can be directed to renee-funk@uiowa.edu.



Summer Session 2021 Reminder

Appointment information, including instructions have been sent out. Summer session appointments should be made to 050-11-xxxx-xxxxx-54170000-xxxx-000-00000-10-0000. The following schedule represents the standard appointment periods for Summer 2021:

- 4 Week session: 5/18/21-6/11/21: pay prorated by calendar days and issued on 6/1/21 and 7/1/21.
- 6 Week I session: 5/18/21-6/25/21: pay prorated by calendar days and issued on 6/1/21 and 7/1/21.
- 8 Week session: 6/14/21-8/6/21: pay prorated by calendar days and issued on 7/1/21, 8/1/21 and 9/1/21.
- 6 Week II session: 6/28/21-8/6/21: pay prorated by calendar days and issued on 7/1/21, 8/1/21 and 9/1/21.
- 12 Week session: 5/18/21-8/6/21: pay prorated by calendar days and issued on 6/1/21, 7/1/21, 8/1/21 and 9/1/21.

The system should automatically calculate the amounts.

TA payment calculations should be handled as stated below.

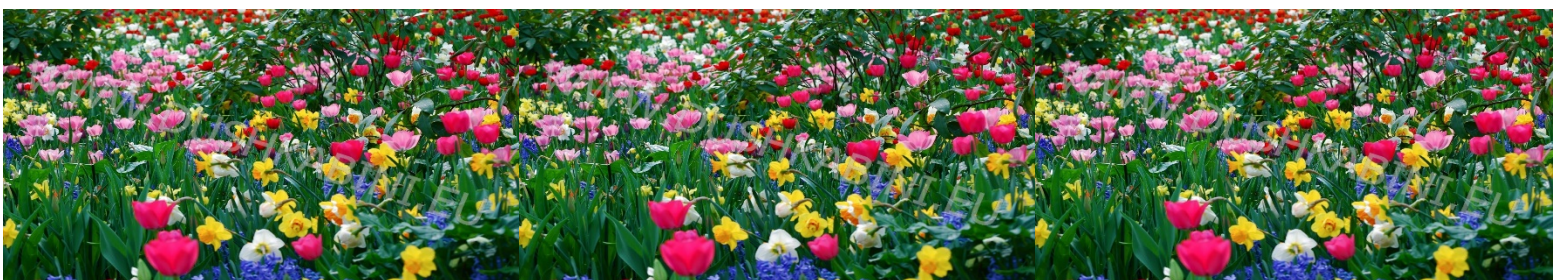
- 4 Week and 12 Week session: Do not click the exception button. Let the form calculate based on the number of days in the appointment.
- 6 Week I session: Click on the exception button and pay in 2 equal installments on 6/1/21 and 7/1/21.
- 6 Week II and 8 Week session: First, let the form do the standard calculation. Then, take the sum of the amounts for the 7/1/21 and 8/1/21 payments and divide by 2. Click the exception button and then distribute that amount equally on 7/1/21 and 8/1/21. The 9/1/21 payment will remain the same as what the system calculated.

May and June salary/fringe will be “funded” during closing (Period 13). Accounts may have a negative free balance until the allocation is made. After the Period 13 allocation, the summer session accounts should have a free balance of zero for year end. July and August salary/fringe will be funded within the September/October time frame.

Please contact Jeff Donoghue (jeff-donoghue@uiowa.edu, 335-2605) with any questions.

Grad Reappointment System

The anticipated date for the reappointment system to open to process grad appointments for the fall 21 semester is **May 28, 2021**. It will close on **August 13, 2021**. Once it opens, you will have the ability to change all active grad appointments. You will be able to change MFKs, % pay, job code, position numbers, etc. for all grad assistants without having to do a workflow form.



FY21 Closing Timetable and Reminders

CLAS closing dates for FY2120 are:

- *Wednesday, June 30 (6:30p)*: First Close Deadline: **We strongly encourage departments to have all of their entries posted before the First Close Deadline.**
- *Tuesday, July 6 (5:00p)*: Deadline for departments to make entries.

University Closing calendar and information is available at <https://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy21-close>.

Biweekly payroll for June and July:

- **Period May 30 – June 12**: must be received by the Payroll Office no later than June 15, 5:00pm, will be charged against period 12 FY21. Payroll checks will be dated and issued June 22. **Please submit ETRs as soon as possible to help Payroll Office facilitate the process.**
- **Period June 13 – June 26**: must be received by Payroll Office no later than June 29, 5:00pm, will be charged against period 1 FY22. Payroll checks will be dated and issued July 6 and accrued centrally for financial reporting purposes.
- **Period June 27 – July 10**: must be received by Payroll Office no later than July 13, 5:00pm, will be charged against period 1 FY22. Payroll checks will be dated and issued July 20. The payroll amounts for June 27-30 will be accrued centrally for financial reporting purposes.

Note: Questions may be directed to Terri Hein at 335-2374 or terri-hein@uiowa.edu.

Retroactive Accounting-Only COS & PayCV Cost Transfer Justification (CTJ) processing by Payroll Services, GAO and AFR: (Link to [Grant Retroactive CTJ > 90 days](#) form; Link to [Non-Grant Retroactive CTJ >90 days](#) form)

- **Period 12:**
 - All **retroactive Accounting-Only COS** forms must be submitted in the HR Transaction system and complete through workflow by **June 24, 5:00pm**, for Payroll Services to process the COS and complete the associated PayCV entries in period 12, FY21.
 - Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **June 29, 4:00pm**, to complete the PayCV entries in period 12, FY21.
- **Period 13:**
 - All **retroactive Accounting-Only COS** forms for FY21 pay periods must be submitted in HR Transaction system and complete through workflow by **July 9, 5:00pm**, for Payroll Services to process the COS and complete the PayCV entries in period 13, FY21.
 - Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **July 12, 5:00pm**, to complete the PayCV entries in period 13, FY21.
- **Period 14:**
 - All **retroactive Accounting-Only COS** forms for FY21 pay periods must be submitted in HR Transaction system, complete through workflow, and approved by the Business Officer (ad-hoc as needed), and an email request to process the COS and complete the associated PayCV entries in period 14, FY21 sent to **Stacey Halverson (stacey-halverson@uiowa.edu)** in Payroll Services by **July 15, 5:00pm**. Any completed forms or requests submitted after this date will post in FY22.
 - Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **July 15, 5:00pm**, to complete the PayCV entries in period 14, FY21. Any entries submitted after this date will post in FY22.

Please refer to the [PayCV Guidelines](#) for information about usage of the retroactive Accounting-Only COS and the PayCV Retroactive CTJ >90 days forms.

FY2021 & FY2022 Approved Fringe Benefit Rates

Accounting & Financial Reporting is pleased to inform you that the **FY2021** and **FY2022** fringe benefit rates are approved and final. The charge rates for **FY2023** and **FY2024** are estimates which will be negotiated in future years. The fringe benefits website is located at <https://afr.fo.uiowa.edu/fringe-benefit-accounting/currentprojected-fringe-benefit-rates>. The current F&A and FB rate agreement is located at <https://fa.fo.uiowa.edu/facilities-administration-fa-rate>.

FY2020 & FY2021 (Approved Rates):

Rate Pool	FY2021 Fringe Benefit Pool Rate	FY2022 Fringe Benefit Pool Rate
Clinical Faculty	22.00%	21.20%
Non-Clinical Faculty	30.30%	29.40%
Professional & Scientific (includes Merit Exempt)	41.09%	37.70%
SEIU	42.60%	40.00%
Merit	53.50%	51.50%
House Staff	25.25%	24.50%
Graduate Assistants	22.00%	20.10%
Fellowships	10.70%	13.70%
Post Docs	22.00%	20.10%
Temporary	11.10%	11.40%
Bi-Weekly Students	6.80%	6.50%
Miscellaneous & Extra Compensation	4.40%	4.90%

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)

Food & Beverage and Recognition Policies



The annual review of both the departmental food & beverage and recognition policies are due to Sherry Roe. Please look at both of them 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.