



## Important Dates:

- 6/24 UICA Payment Authorization Forms due for funds to be transferred in this fiscal year, by 5:00 pm
- 6/24 Monthly payroll cut-off

## Graduate Appointment for FY2022

The Grad Reappointment system opened **May 28, 2021**. The application will close on August 13, 2021. Because registration information is included in the reappointment system, any employee with access to the reappointment system needs to complete FERPA training.

Departments should complete as many appointments/reappointments/terminations as possible by **July 1** in order for students' U-Bills and accounting information to be correct. The Graduate College will charge a departmental GEF (050) tuition supplement account based on appointment/MFK information in the system. The first UBill for Fall is August 1<sup>st</sup>.

As you complete each student's reappointment, use the "SAVE AND FINALIZE" option. When entering a new graduate employee in the HR appointment form, a unique position number will automatically be assigned. If there are any reappointments that cannot be completed by **July 1**, use the comment field to indicate why that student's appointment could not yet be made (e.g., needs to complete Speak Test on 8/XX/21 before assignment can be made).

Termination of records cannot be processed in the reappointment system; terminations are completed in Employee Self Service > HR Transaction System. Further guidance on Graduate Appointments can be found here: <https://clas.uiowa.edu/deos/administrative-manual-graduate-appointments>.

## System Access & Security

The College has a process in place for assigning and removing system access, workflow paths and secondary security, including MAUI and UI Center for Advancement, for DEO's, Administrator's, and Human Resources personnel. We are notified when changes are/will be occurring for these positions and will ensure that all security will be transitioned or changed. For changes in security access for other staff or faculty positions, please notify Sherry Roe.

**"SUMMERTIME IS ALWAYS THE  
BEST OF WHAT MIGHT BE."**

- Charles Bowden

# FY21 Closing Timetable and Reminders

*UICA closing:* All PAF forms must be submitted from campus no later than **5 pm, Thursday, June 24** – direct any questions to Beth Nicholson or Jennifer Coleman. Every effort will be made to post all FY21 revenue and expenses received by 11 am Wednesday, June 30, no guarantee can be made that items submitted after these deadlines will be included in FY2021.

## 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](mailto: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](mailto: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.

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# FY21 Closing Timetable and Reminders – Cont.

Travel Expense vouchers to be reimbursed in FY21 for travel completed prior to June 1 should be completed through workflow by **June 4**, this includes eVouchers for travel. For travel ending after June 1, the voucher should be submitted **immediately** upon return for it to be processed this fiscal year. Unless travel is occurring in the last week of June, **all vouchers** that must be process this fiscal year should be in the Accounts Payable and Travel Office no later than **June 14**. For travel occurring after June 14, all vouchers that must be processed for this fiscal year **must be complete through workflow and all required documentation** submitted no later than **4:30 pm, June 28, 2021**. **Note: Questions concerning these dates may be directed to Dani Weber at 353-2503 or [danielle-f-weber@uiowa.edu](mailto:danielle-f-weber@uiowa.edu).**

Modified Procurement Card June Billing Cycle to accommodate fiscal year spending:

- **June billing cycle:** May 24 – June 14 (post date prior to June 14 are processed in FY21)
- **July billing cycle:** June 15 – July 24

June PCard vouchers complete/approved through workflow by June 29 will post to MFKs listed on vouchers. PCard vouchers **not complete** through workflow by June 30 will post to the cardholders’ “default” account. The default entry can be reversed up to July 12 once the voucher has been approved in workflow and approved by the Accounts Payable department.

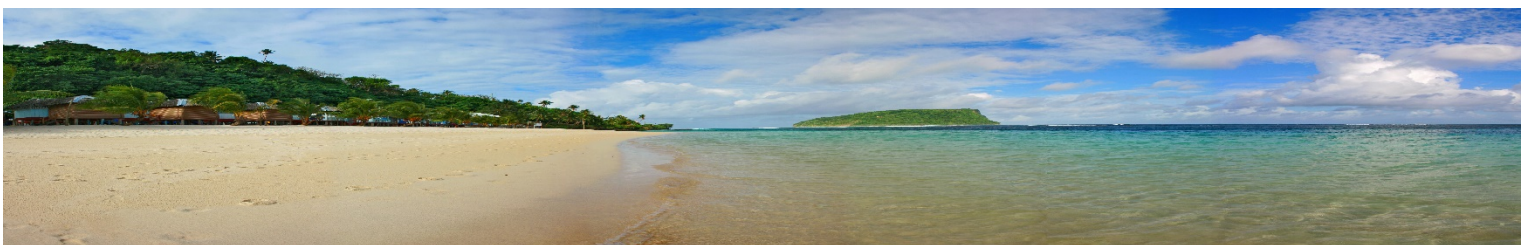
**Note: Questions concerning these dates may be directed to Dani Weber at 353-2503 or [danielle-f-weber@uiowa.edu](mailto:danielle-f-weber@uiowa.edu) or [deborah-zumbach@uiowa.edu](mailto:deborah-zumbach@uiowa.edu).**

Correcting journal entries for encumbrances will be processed by AFR only for errors that occur during the June accounting period and are on appropriated funds (050-060, 190-239). Requests for encumbrance amount corrections that meet the criteria must be sent to [as-efr@uiowa.edu](mailto:as-efr@uiowa.edu) no later than **July 12, 4:00pm**.

To remove encumbrances related to Purchase Orders and eBuy transactions, contact Purchasing Operations at [purchasing-pos@uiowa.edu](mailto:purchasing-pos@uiowa.edu) by **June 29, 4:30pm**.

AFR will remove blanket order encumbrance transactions from the regular June Close (period 12) TDR for fiscal year-end reporting purposes only. These transactions are re-posted to the July TDR’s (period 1 FY22).

For additional information to take into consideration for encumbrance recording impacting fiscal year closing, please review the Encumbrance Recording and Review for Closing Fiscal Year 2021 Guidelines ([https://afr.fo.uiowa.edu/sites/afr.fo.uiowa.edu/files/Encumbrances\\_recording\\_YE\\_close\\_FY21.pdf](https://afr.fo.uiowa.edu/sites/afr.fo.uiowa.edu/files/Encumbrances_recording_YE_close_FY21.pdf)).



# Financial Compliance Responsibilities

As the end of the fiscal year approaches, there are some important financial compliance responsibilities that should be addressed.

**Financial Accounts Reconciliations:** Account Reviewers must reconcile all current fiscal year TDR's in a timely manner. Business Officers & Departmental Administrators may review the reconciliation status by using the EFR Dashboard (refer to pages 5-6 of the EFR Dashboard User Manual). *Related policy:* <https://afr.fo.uiowa.edu/policies-procedures-resources/monthly-review-transactions-and-accounts>.

**Management of Deficit Balances:** It is always important for gifts, grants or contracts that are closing in a given month or in deficit status be reviewed in a timely manner, but those with a June 30 end date it is necessary for the Principal Investigator, Department Administrator, and/or Org Administrator to review and take action as we are also working to close fiscal year. *Related policy:* <https://gao.fo.uiowa.edu/gifts/managing-deficit-balances>.

**Cash Handling Compliance:** Units must have updated/approved local cash handling procedures on file with AFR. At a minimum, these procedures should be reviewed annually to determine if any changes have occurred and if resubmission is necessary. Please verify that assignment of cash handling roles are current in the Institutional Roles application and the individuals are compliant with training requirements. *Related policy:* <https://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures>.

## Updated Faculty Offer Letters



Faculty offer letter templates are updated on a regular basis, and therefore to maintain accuracy and consistency across the college will be maintained within the Human Resources function.

Please contact your HR Representative directly if you need an offer letter of any type.

## CLAS Policies and Procedures

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

### What's Changed?

- Background Checks
- Death of an Employee
- Employee Termination Process
- Harassment Prevention Training
- Unpaid Leave

### What's New?

- CLAS Return to Campus Guidelines for Staff: Fall 2021

If you have any questions or concerns regarding the site, please contact [clas-policyprocedure@uiowa.edu](mailto:clas-policyprocedure@uiowa.edu).

### 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,