



Business *briefs*

○ CLAS | ○ SEPTEMBER | ○ 2021

Important Dates:

- 9/4** End date of **Bi-Weekly Student Summer** and **Bi-Weekly Continuous** (for students not enrolled at the UI before) appointments.
- 9/6** **Special Comp Payment forms are not processed until after the census date (9/6/2021), which is 10 days after the start of each semester.**
- 9/24** Monthly payroll cut-off.
- 9/30** Review and update of AY21-22 PTEAP via Self-Service's Faculty Admin Center PTEAP link. Contact ui-frap@uiowa.edu if you need access. Contact Rebecca Tritten (rebecca-tritten@uiowa.edu) with CLAS questions.
- 9/30** Personnel Activity Reports (PARs) are due. Contact Bob Le Sage in Grant Accounting with questions (335-0102).
- 10/31** P&S Annual Performance Review will be due.
- 10/31** Faculty, P&S, and Merit salary increases due.
Please process any December Faculty terminations as soon as possible.

GA Tuition Budgets

A reminder that the tuition for any GA appointments made on fund 050 will post to the following accounts:

- Fall TA Tuition: 050-11-xxxx-00000-54130201-10
- Spring TA Tuition: 050-11-xxxx-00000-54130202-10
- Fall RA Tuition: 050-11-xxxx-00000-54130201-21
- Spring RA Tuition: 050-11-xxxx-00000-54130202-21

Please do not do any CVs for tuition charges. If tuition is not on the appropriate account, to move only a portion of the tuition/fees expense, process a MAUI form and then contact Brian Ruden and Jennifer Crawford to let them know the portion you requested to be moved. If the full tuition/fees are being moved, please email grad-cogsscholarships@uiowa.edu to make the change. Please **do not** move tuition/fees from appointments being paid by funds other than 050 to the mandatory scholarship accounts.

TAs Moving to Faculty Appointments

TAs who will be moving into a Faculty Appointment need to be terminated from their TA Appointment and reappointed to the new Faculty position. This is due to there being a break in service (i.e., the TA Appointment ends in May and the Faculty Appointment begins in August). New I-9s will need to be completed to correspond with the new Faculty position.

Hiring University of Iowa Student Employees

Monitoring Dates: 08/22/2021 – 5/14/2022 – 680 hours limit: For further knowledge about student employment and all facets of the process from hiring new students through graduation or termination along with tips on HR processes, please visit the University Human Resources website at <https://hr.uiowa.edu/careers/student-employment> .

- State of Iowa law allows students employed through the Part-Time Hourly Continuous or Work-Study programs to work 20 hours per week. During break periods, students are allowed to work 40 hours per week. The University is monitoring compliance with this state law over an academic year and excluding winter break hours. Therefore, **August 22, 2021 - May 14, 2022**, students are allowed to work 680 hours, excluding any hours worked during winter break, **December 19, 2021-January 15, 2022**.
- Once a student reaches the 680-hour limit, the student is no longer eligible for employment through the Continuous and Work-Study programs. A Termination Report will be automatically created with the Payroll Office. The student can be appointed again once the student is registered for classes for the employment period, i.e., registered for summer or fall classes.

Student Hourly Appointment Options for Fall 2021: Once the student is hired, proceed to the University Human Resources website (<https://hr.uiowa.edu/careers/student-employment/info-campus-employers/hiring-students/after-you-hire>) to complete the appointment process. Information that is essential for you to provide your new hire can be found on the website listed above.

- **Bi-Weekly Student Continuous Appointment:** Start date is 08/22/2021 for students who are registered for the fall semester and were not registered at UI before. The employer pays 100% of the student's wages. The appointment continues until either it is terminated by the department, or the student no longer registers for university classes. When you go to appoint a student, review the message box copied below to see if the student is eligible for Work-Study. **If the student is eligible for Work-Study, back out and create a Bi-Weekly Work-Study appointment instead.**
- **Bi-Weekly Student Work-Study Appointment: 2021-2022 Academic Year dates: 08/22/2021-05/14/2022**
The employer pays 50% of the student's wages (40% if the job is designated as a community service position) up to \$10.25 per hour. The Work-Study program pays the remaining 50/60% until the student has earned the amount of the Work-Study award. The portion of the wage above \$10.25 per hour is paid 100% by the employer. The appointment is for a specific time frame and must be renewed after each period. Students must re-apply for Work-Study for each employment period, i.e., academic year and summer.
 - A few days after the Work-Study appointment is created you should review payroll information to see that the Bi-weekly Student Work-Study appointment has been approved and is in the payroll system. You should then terminate the Bi-weekly Student Continuous appointment with a 08/21/2021 date or a termination date that is at the end date of a bi-weekly pay period. ***It is important not to terminate the current appointment when the new appointment is still being routed through workflow.***

Work-Study Facts & Reminders:

- Work-Study awards are approved for the academic year. The end date of the appointment will be 05/14/2022. The amount of the student's Work-Study eligibility is for the academic year.
- The Work-Study eligibility represents the student's total pay (both the department and the Work-Study portions). Once the student has earned the Work-Study award, the Work-Study appointment will be terminated, and the department can create a Biweekly-Continuous appointment if the department can pay 100% of the student's wage.
- Work-Study earnings will be monitored, and emails sent to the employer and student when the student is nearing the Work-Study eligibility.
- To verify the remaining eligibility of your Work-Study employee(s), log on to Self Service - Administration - ePersonnel File - individual student employee. You will be provided with a recap of College Work-Study earnings and the remaining eligibility as of the last pay period.
- A campus Date report can be accessed by the following staff roles to determine if current Bi-Weekly Continuous student employees can be appointed as Work-Study.
 - Administrative Supervisors: access information on the positions that report directly to them.
 - HR Reps: access information for any position in any HR Dept ID for which they are an HR Rep.
 - Senior HR Reps: access any position in the Org for which they are a Senior HR Rep.
 - Go to <https://data.uiowa.edu/welcome> from the UI Home Page – login with your HawkID; type the name of the report (Part-Time Employee with Work-Study Award) in the Search Option and click on the report. For the “Session for which a CURRENT student employee has been awarded work study \$\$, select “20213” for Fall 2021 or “20218” for Spring 2022, click View Report.

You are encouraged to create Work-Study appointments as soon as possible. The more Work-Study appointments that are approved before school starts, the better chances of the student getting paid on time. Once the appointment is approved by Student Financial Aid, it still needs to be recorded in the Human Resources system before online Time Records are available.

Unassigned Instructors

We will be reviewing TA's, Faculty and Visitors without course assignments in the next few weeks. Please make sure that courses are assigned to all TA's and instructors in MyUI.

Annual Reminders

Ethics & Responsibility Training: Please remind new DEOs and other employees with fiscal responsibilities of the UI Ethics & Responsibility Policy (<https://opsmanual.uiowa.edu/human-resources/ethics-and-responsibilities-university-iowa-staff>) and request them to complete the ICON *Ethics and Responsibilities* course #W00329.

Alcohol Policies: Alcohol is not reimbursable to University of Iowa employees unless pre-approved by *Dean Sanders* or included in your *CLAS-approved food policy*. P-cards should never be used to purchase alcohol. DEOs, as well as the Dean and Budget Officer, are required signatures on all Alcohol vouchers in workflow.

DEO Travel & Purchases: Please remember that all trips or purchases from DEOs must be routed to the Dean's Office for approval (forms should go to *Rebecca Tritten*). The initiators of the forms should select the DEO_Pcard_Trav Workflow paths, which are set up for each department.

Encumbrance Errors: If you had an encumbrance error, please resolve it timely. Please review outstanding encumbrances at least quarterly to determine if you need to contact purchasing to have old encumbrances removed.

PCard Best Practices: <https://ap-purchasing.fo.uiowa.edu/procurement-card/procurement-card-best-practices>.

Direct Deposit: All new staff members are required to sign up for this and should be noted as a condition of employment in all offer letters.

Fellowship Funding: please make sure that your fellowship recipients are aware of the income tax implications associated with this type of funding. You may refer them to the Payroll Office website located here <http://hr.uiowa.edu/payroll/fellowship-payments>.

Services Performed Outside the State of Iowa: If you have staff members who perform services outside of the state, contact the Payroll Office to make sure their state income tax withholding is processed correctly. Refer to this website for more information

SSNs: There may be individuals hired who do not have an SSN and are given a temporary UI-generated number. The IRS only accepts valid SSNs on the annual report of earned income and will charge the UI a fine for any income reported without a valid SSN, which is passed onto the employing department. There is a report to identify these employees in your department titled "**Temporary SSN's**". Please review periodically and work to get updated SSNs entered.

TA/RA Appointment Letters



Please attach TA/RA contract/appointment letters to new appointment forms that are initiated. By attaching them to the initial appointment form the letters will automatically be loaded into the Graduate student's ePersonnel file.

BY ALL THESE LOVELY
TOKENS
SEPTEMBER DAYS ARE
HERE, WITH SUMMER'S
BEST OF WEATHER AND
AUTUMN'S BEST OF CHEER.

- H. H. Jackson

Contacts:

Tom Koeppel – 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)