



○ CLAS | ○ FEBRUARY | ○ 2022

Important Dates:

- 1/31** First-Year Seminar proposals due <https://fys.uiowa.edu/proposals>
- 2/2** Student Technology Fee proposals due <https://clas.uiowa.edu/it-group/student-technology-fees>
- 2/11** Mary Louise Kelley Staff Excellence Award and CLAS Leadership Awards Nominations due <https://clas.uiowa.edu/human-resources/awards-and-recognition-information>
- 2/22** 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.
- 4/30** The Annual Disclosure of Outside Professional Activities and Interests began on January 1, 2022. Go into the [eCOI online disclosure system](#) to complete the Annual Disclosure and/or update the record.

Summer 2022 Courses and Registration

Some quick reminders about Summer 2022 course offerings in order to provide accurate information to students. Early registration for Summer 2022 is **March 7 – 11**.

- Schedule Builder was available for students on **October 4**.
- 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.
- All instructor salaries and comments should be entered into the MAUI instructor salary fields.

Awarding of Fall Scholarships for New Students

The Office of Student Financial Aid is working with ITS on the 2022-2023 Financial Aid Awarding process that will happen at the second week of February. The target date for financial aid offer letters to be sent to the incoming class is the week of **February 14th**.

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 7th**. 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.

FY2023 & FY2024 Proposed Fringe

<https://fa.fo.uiowa.edu/fringe-benefit-accounting/currentprojected-fringe-benefit-rates>

Rate Pool	FY23	FY24
Clinical Faculty	23.40%	22.54%
Non-Clinical Faculty	30.60%	29.98%
Professional & Scientific (includes Merit Exempt)	38.70%	38.88%
SEIU	41.50%	40.53%
Merit	53.00%	52.51%
House Staff	25.30%	24.98%
Graduate Assistants	16.50%	19.61%
Fellowships	11.20%	11.24%
Temporary	11.90%	11.46%
Students	6.80%	6.96%
Miscellaneous	5.80 %	4.58 %

First Year Seminar Carry-Over

Carry-over of First Year Seminar funds will not be allowed. Please see the [First Year Seminar](#) policy. 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 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 11, 2022**. 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.

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->

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.

Instructional Track Faculty- Reappointment Review Submission Process, Spring 2022

The following information applies to all instructional track faculty (ITF) **reappointment** reviews due Spring 2022.

Departments should conduct all required ITF reappointment reviews [per CLAS policy](#). As was done last academic year, **instead of submitting the ITF reappointment review documents directly into FRAP, the department will upload materials to a OneDrive folder**, link to be provided by Tiffany Schier. Nothing will be uploaded to FRAP until final decisions are made by CLAS.

Documents to upload to OneDrive:

- The review form, with the Instructional faculty's response (if any)
- The Instructional faculty's CV
- Classroom observation
- ACE evaluations

The deadline to upload reappointment materials is April 8, 2022. However, any submissions prior to this deadline are greatly welcomed.

CLAS will review all ITF reappointment review materials and make decisions on faculty reappointment and length of reappointment contract. Once decisions are made, departments will be communicated with to draft reappointment letters. After letters are signed, the department will upload all review materials and signed offer letter into FRAP, indicating the new faculty status end date. End dates should have an effective date of 06/30/20XX.

Annual reviews of instructional track faculty will continue to be submitted in FRAP.

Offering Planner Deadlines

Update – The Planner Review Period for Fall 2022 from **Jan. 17 – Jan 31**. It is requested that departmental changes submit revisions no later than **January 21** to allow for processing of information prior to the MyUI open date.

Update – MyUI Course Offerings Available and Schedule Builder Opens for Fall 2022 on **February 1**.

Textbook Deadlines:

- Summer 2022
 - Early registration deadline: March 6
 - 4 weeks prior to the start of the session deadline: **April 18**
- Fall 2022
 - Early registration deadline: **April 10**
 - 4 weeks prior to the start of the session deadline: **July 25**

March COVID SPOT Award Batch Process

Please see the information below regarding the batch SPOT Award process for the March 1 payroll for COVID-Related SPOT Awards. The spot awards in the batch process must be COVID-19 related. Non-COVID payments should go through the normal transactional process. If you want to add an employee to receive a SPOT Award, please use the attached spreadsheet and send to Nancy McCallister at nancy-mccallister@uiowa.edu by no later than EOD **February 21, 2022**.

Please note the following:

- All regular, Professional Scientific, SEIU and Merit employees are eligible for a SPOT Award.
- Each individual should only receive one **batch** spot award per month; additional awards should be given through the transactional process.
- Departments will be responsible for funding Flexible Pay awards.
- Departments should use Center for Advancement or non-restricted 240 funds for flexible pay awards when possible.
- If an award is to be paid in any part by 500 or 510 funds, UI Compensation and Classification will route the transaction to Grant Accounting so they may review the payment request at the time an award is submitted for final approval.
- Flexible Pay will be awarded in the form of a lump sum payment that is not added to the base salary.
- Maximum spot award amount is \$300.

Work Arrangement Requests

You should complete a [Work Arrangement Application](#) if you are a University of Iowa Staff member who either:

1. Works a flexible schedule (designated work hours that differ from standard unit start and stop times, with work performed on or off campus).
2. Has a work location that is remote (full-time off campus) or hybrid (work performed both on and off campus).

These requests should be submitted following a verbal conversation with your supervisor discussing the details of any work arrangement. All Spring 2022 requests should have an end date of June 30, 2022.

Reminder – PTEAs Review

Please review the 2021-2022 PTEAs for your department and update any faculty who have done a course buyout or any other type of leave that may have impacted effort.

CLAS Policies and Procedures

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

What's New?

- Emeritus
- Honorariums over \$1000
- Unpaid Leave
- Search Waiver Request Process
- Disability Protection & Accessibility
- Sick Leave Policy (Faculty)
- Self-Review of Faculty Personnel Files
- Parental Leave Policy (Faculty)
- Oral Communication Competence
- Family and Medical Leave (FMLA) Policy
- Anti-Retaliation Policy (Protection for Whistleblowing)
- First-Year Seminar
- Course Release Policy
- Performance/Exhibition Subvention (FY22 and FY23)

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.

Contacts:

- Tom Koepfel** – 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)

