



# Business *briefs*

○ CLAS | ○ MARCH | ○ 2022

## Important Dates:

- 3/25** Payroll cutoff – please submit forms (i.e., Phased Retirement, Renewal of 0% Adjuncts, and Terminations) three days prior to cut-off. Termination forms can be entered as soon as the last working day is known
- 3/31** Last FY22 UICA divestment deadline (funds available May 1<sup>st</sup>)

## PROCESSING FORMS

Please submit forms for any faculty whose % times were changed throughout the year; this includes forms to return them to their original appointment percentage for the FY2023 fiscal year. Please verify the faculty member's percent time reflects the anticipated FY2023 appointment. If not, please process any changes as soon as possible.

## Monthly Time Sheets

Faculty and staff are required to submit a monthly time record each and every month even if no paid leave is recorded (<https://provost.uiowa.edu/sick-leave-policy-academic-year-faculty>) as policy. Please ensure that faculty and staff in your department are submitting their time records **every** month. If time records are not submitted regularly, this can negatively impact internal audits, department reviews, create payroll issues and lead to inaccurate benefit accrual information.



## Reconciling Accounts

We have started following up with departments who have a large number of unreconciled accounts (TDR's). Please review your Dashboard within the EFR to determine if your department has unreconciled accounts. All TDR's must be reviewed and reconciled monthly.

# 2022-2023 Graduate Assistant

The 2022-23 TA and RA templates should be used when preparing offer letters to graduate assistants for appointments in AY 2022-2023. The templates are available at <https://clas.uiowa.edu/deos/administrative-manual-graduate-appointments>.

All GA's need to be registered by June 1<sup>st</sup> if they have a fall 2022 appointment. The current tuition fee table can be found at: <https://www.maui.uiowa.edu/maui/pub/tuition/rates.page>. Be sure you select the appropriate semester and college (select Graduate College and CLAS for the Curricular College from the drop-down list for graduate TA and RA). The current table does not include any proposed tuition increases for AY 2023. Rates for Fall 2022 have not yet been determined by the Board of Regents.

## FY2023 Submitted Fringe Rates

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

Rate Pool	Fringe Benefit Pool Rate
Clinical Faculty	24.40%
Non-Clinical Faculty	30.50%
Professional & Scientific	39.20%
SEIU	41.70%
Merit	53.00%
House Staff	25.00%
Graduate Assistants	19.10%
Fellowships	11.50%
Post Docs	19.10%
Temporary	12.20%
Bi-Weekly Students	6.80%
Miscellaneous & Extra Compensation	5.80%

## Center for Advancement Funds

Please review your accounts quarterly to assess whether transfers are necessary. As we approach the final quarter, please make sure sufficient cash balances are available and divest only if necessary. Center for Advancement funds must be divested by March 31 if cash is needed for this fiscal year. Divestments should be sent to Natasha Houselog or Barbara Steffen, 500 LCUA via campus mail.

## CLAS Policies and Procedures

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

### What's New?

- Post-tenure Effort Allocation Policy (Faculty)
- DSHB Humanities Scholar Award
- Adjunct/Visitor Academic Year Salary
- Honorariums

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

# FY23 Budget Development

## Human Resource Forms Blackout Dates

We will be working on the FY23 Salary Budgets beginning April 16, 2022. During this time, we will need to restrict HR forms that effect salaries. Please see the list below for what will be allowed to be processed and what will not.

**No Career Advancements/promotions will be allowed effective May 1 or June 1. Career Advancements/promotions effective July 1 may be submitted for processing after June 1, 2022.**

**4/15/2022 - All HR forms for P&S, Faculty, & Post Docs must be completed through workflow.**

**BLACKOUT DATES - None of the following may be processed:**

4/16/2022 to 6/1/2022 - P&S, Faculty, Merit

- Career Advancements
- Career Promotions
- COS
- % of Time Changes

6/1/2022 - HR forms can start to be processed

**Any COS form that MUST be done during the blackout requires preapproval from Jeff Donoghue.**

**Forms OK to process during the blackout dates:**

- New Hires
- Terminations
- Summer Appointments
- Biweekly
- Graduate Student Forms
- Other Special Comp Forms

If you have any questions, please do not hesitate to contact Tom, Jeff, Kristen, or Ryan.

# TA OFFERS



TA offers must be reviewed and signed by the department's DEO, Associate Director/ Chair for Graduate Studies, DGS, or, where applicable, a Division Director. If you have any questions, please contact Christine Getz ([christine-getz@uiowa.edu](mailto:christine-getz@uiowa.edu)).

### 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 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)