



○ CLAS | ○ APRIL | ○ 2022

Important Dates:

- 4/8** Deadline for PTEAP agreements for tenured faculty. Please access via Self Service – Human Resources Systems – Faculty Admin Center – Post-tenure Effort Allocation (PTEAP). Please route it to your DEO for signature. Any corrections should be sent to ui-frap@uiowa.edu.
- 4/15** All funds budget spreadsheets due back to Jeff Donoghue
- 4/25** Monthly payroll cutoff

AY 2022-23 TA/RA Budget Process

In the annual budget planning application for FY23, we will be allocating your TA budget at the rate of \$20,598 multiplied by the approved number of HTEs for your department. 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>.

Any appointments that, alone or combined with an appointment in another department, causes an employee to have a standard percent appointment greater than 50% requires prior approval from both Dean Getz and Dean Campo in the Graduate College.

The graduating TA/RA appointments should be terminated as soon as you know they will be graduating. Be sure to select “graduating” for the reason and not “end of employment.” This selection impacts their benefits and summer coverage, so it is very important to select appropriately.

New Cash Handling Procedures Workflow

Accounting and Financial Reporting (AFR) has released a new Cash Handling Procedures Workflow application that replaces the current application. It is located in Self Service – Business & Financial Systems – Financial Systems & Forms – Cash Handling Procedure Submission. New procedures will be submitted through this new system.

CLAS was part of a focus group that assisted with testing of the pilot system and Sherry Roe re-submitted all of the college’s Cash Handling policies to the new system. Please see the CLAS [Cash Handling](#) policy for explanations for how to update roles, when to submit a new form and how to complete the form.

If you have any questions, please contact sherry-roe@uiowa.edu.

Transaction Hub

Employment related transaction requests should be routed through the [CLAS HR Transaction Request form](#). Requests include:

1. Appointments (student, complimentary, temporary, postdoc)
2. Status Changes (pay increase, MFK change, end date change, classification change, percent effort change)
3. Term (student, complimentary, temporary, postdoc)

If you have questions about how the hiring or termination process, please reach out to your respective HR Representative or CLAS-HR@uiowa.edu.

PROCESSING FORMS

PAYROLL FORMS FOR FY23 BUDGET

Please process any P&S termination forms for anyone who is terminating before June 30th by the HR Form blackout cutoff date of April 15. This will assure that the FY2023 budget file is accurate.

Faculty who are retiring or leaving at the end of the year should have a termination form processed ASAP. Even if they are to become Emeritus faculty, a termination form MUST be done first, then a complimentary 0% Emeritus appointment form effective the day after the termination date can be completed. Please request a NEW position number for the emeritus position. (All employees should have a unique position number.) Forms should be initiated HR form blackout date to coincide with the FY23 budgeting process, if at all possible.

Please check the Faculty Status End Date report for all non-tenure track positions and initiate forms (either termination or reappointment) for anyone with an end date of 6/30/2022 or sooner: [Self Service](#) → [Human Resources Systems](#) → [Data & Reports](#) → [HR Reports](#) → [Faculty Status Reports](#) → [Faculty Status End Date Report](#).

Please process New Appointment forms, if possible, for faculty who have accepted new positions for next year. All appointments should be made on new positions numbers.

Any faculty whose % times were changed through the year, please submit forms to return them to their original appointment percentage before the HR form blackout date of 4/15/22.

FY23 Carryover Information

Carryover will not be approved for the following:

- [First-Year Seminar](#), carryover is not allowed.
- [Old Gold Fellowships](#), carryover is not allowed.
- General Expense
- Non-DEO Administrative Supplements
- TA Budget
- Faculty Recruitment/Search
- ICR (F&A Return)
- Unspent Visitor/Adjunct Funds
- Book/Music/Performance Subvention
 - Faculty are already given two years to spend these allocations, no additional extensions will be granted

Requests must be made through the Allocation System for the following:

- Startup: Please see the [Startup Policy](#). You must also have a spending plan in place and available upon request.
 - Current DEO (Unspent Discretionary Funds)
 - Former DEO (Unspent Discretionary Funds)
 - If an expiration date has already been provided to the DEO, no additional carryover will be allowed.
 - Associate Dean Research Funds
 - Faculty Research Funds (including Research Funds that are part of a faculty retention offer)
 - Will adhere to the end date stated in the appointment or retention letter unless the faculty member has previously been granted an extension
 - If prior extension granted, will follow revised date, no further extension will be granted
 - Research Release
 - Extension Soft Landing
 - Unused Arts Advancement Funding
 - Cost Share
 - Provost Funds
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TA/RA CHANGE OF STATUS FORMS

TA/RA COS forms need to be completed and through the workflow system by **Wednesday, May 4th**, for the tuition to automatically update to follow the appointment MFK. After that date, override requests to gradcogsscholarships@uiowa.edu will no longer be an option to move tuition. A MAUI form will need to be processed and notification sent to Kristin Sellers or ubill-3rdparty@uiowa.edu with a cc: to Jennifer Crawford (jennifer-crawford@uiowa.edu) noting the amount of tuition that is being covered and what funding source is being used.

eCOI Reminder

Faculty and staff who are required to complete the eCOI Annual Disclosure must do so by **April 30, 2022**. Faculty and staff will use this same eCOI reporting system to keep their disclosures updated throughout the year if their situation changes. To complete your Annual Disclosure, log in to the online eCOI disclosure system at <https://ecoi.uiowa.edu> using your HawkID.

Employees may go to the Compliance and Qualifications (CQ) system to view requirements that have been completed, are due now, due soon, or unfulfilled. Please refer any questions to UHR-eCOI@uiowa.edu.

May SPOT Award Batch Process

Please see the information below regarding the spot award batch process for the **May 1** payroll for COVID-Related spot Awards. The spot awards in the batch process must be COVID-19 related. Non-COVID payments should be submitted to clas-hr@uiowa.edu. 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 **April 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 spot awards.
- Departments should use Center for Advancement or non-restricted 240 funds for spot 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.
- Spot awards will be awarded in the form of a lump sum payment that is not added to the base salary.
- Maximum COVID related spot award amount is \$300.

Please forward this to any supervisors within your departments that may have eligible staff. Please reach out to your HR Rep or Diane Fountain with any questions.

Federal I-9 Employment Eligibility Verification

A reminder that all newly hired employees must complete (in-person) the Federal I-9 employment eligibility verification form **within the first three days of employment**. Please reach out to your HR representative or the CLAS Transaction Hub at CLAS-HR@uiowa.edu **PRIOR** to employing anyone to ensure the proper paperwork is completed.

CLAS Policies and Procedures

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

What's New?

- CLAS Collegiate Scholar Award
- CLAS Dean's Scholar Award
- CLAS Distinguished Associate Professor of Instruction Award
- CLAS International Engagement in Teaching Award for Faculty
- CLAS Outstanding Outreach and Public Engagement Award
- Collegiate Teaching Award
- Effort Reporting/Personnel Activity Report (PAR)

If you have any questions or concerns regarding the site, please contact clas-policyprocedure@uiowa.edu.

Preparing for FY23 Closing

The First Close will be *Thursday, June 30*. Similar to last year, we expect a short turnaround time for departments to make entries. Please review all encumbrances and if you need to close old encumbrances, email purch-pos@uiowa.edu, including the following text – “*Please close PO #xxxxxxx written to Vendor xxxxxxxx.*”

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.

Please review any food purchases that have been charged to Fund 050. Generally, food expenses should be charged to Foundation accounts or other funding sources.

We realize a lot can happen between now and June 30th, but we need to start reporting early projections for fiscal year end. If you are aware of any carryover requests, please let your accountant know so they may communicate with the CLAS budget officer for approval. Please provide these estimates to your accountant by **May 15, 2022**.

Summer Session

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 2022:

- 4 Week session: 5/16/22-6/10/22: pay prorated by calendar days and issued on 6/1/22 and 7/1/22.
- 6 Week I session: 5/16/22-6/24/22: pay prorated by calendar days and issued on 6/1/22 and 7/1/22.
- 8 Week session: 6/13/22-8/5/22: pay prorated by calendar days and issued on 7/1/22, 8/1/22 and 9/1/22.
- 6 Week II session: 6/27/22-8/5/22: pay prorated by calendar days and issued on 7/1/22, 8/1/22 and 9/1/22.
- 12 Week session: 5/18/22-8/6/22: pay prorated by calendar days and issued on 6/1/22, 7/1/22, 8/1/22 and 9/1/22.

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 6/1/22 and 7/1/22.
- 6 Week II and 8 Week session: First, let the form do the standard calculation. Then, take the sum of the amounts for the 7/1/22 and 8/1/22 payments and divide by 2. Click the exception button and then distribute that amount equally on 7/1/22 and 8/1/22. The 9/1/22 payment will remain the same as what the system calculated.

Please contact Jeff Donoghue with any questions.

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)

