

BUSINESS BRIEFS

March 2023

Important Dates

- 3/27 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 FY23 UICA divestment deadline (funds available May 1st)

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 FY2024 fiscal year. Please verify the faculty member's percent time reflects the anticipated FY2024 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://hr.uiowa.edu/pay/workforce-operations/time-records>) 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.

2023-2024 Graduate Assistant

The 2023-2024 TA and RA templates should be used when preparing offer letters to graduate assistants for appointments in AY 2023-2024. The templates are available at [here](#).

The billing office and the Graduate College highly encourage all GAs to be registered by June 1st if they have a fall 2023 appointment, or as early as possible, in order for students' u-bills and accounting information to be correct and to have the best chance to get a seat in their preferred courses. The current tuition fee table can be found at: <https://www.mauuiowa.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 2024. Rates for Fall 2023 have not yet been determined by the Board of Regents.

FY2024 Submitted Fringe Rates

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

Rate Pool	Fringe Benefit Pool Rate
Clinical Faculty	25.60%
Non-Clinical Faculty	31.20%
Professional & Scientific	41.20%
SEIU	42.40%
Merit	53.70%
House Staff	25.50%
Graduate Assistants	20.30%
Fellowships	9.80%
Post Docs	20.30%
Temporary	11.80%
Bi-Weekly Students	7.00%
Miscellaneous & Extra Compensation	5.30%

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.

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).

CLAS Policies and Procedures Updates

Please use this link to see the CLAS policies that have been updated recently: <https://policy.clas.uiowa.edu/whats-new>.

Contacts

Tom Koepfel – 335-0134 (Financial oversight & budgeting, Purchases over \$50K, DSP Workflow, Workflow & Security System)

Jeff Donoghue – 335-2605 (Staff & Visitor Budget, Chart Field Requests, Summer & Winter Session, Service Centers, Named Chairs)

Kristina Swanson – 335-0459 (TA/RA Budget, Renovation, Instructional Equipment, Book of Music/Subventions, Creative Writing)

Beth Mellinger – 353-2190 (General Expense Budget & Computer Replacement)

Sandy Mast – 335-9304 (Student Technology Fees, Research & Start Up)

Ryan Kirkey – 384-3489 (Faculty Budget, Old Gold Budget, First Year Seminar, Retention, Faculty Cost Sharing, Research Release)