

BUSINESS BRIEFS

September 2023

Important Dates

- 9/1 End date of **Bi-Weekly Student Summer** and **Bi-Weekly Continuous** (for students not enrolled at the UI before) appointments.
- 9/4 **Special Comp Payment forms are not processed until after the census date (9/4/2023), which is 10 days after the start of each semester.**
- 9/25 Monthly payroll cut-off
- 9/30 Review and update of AY23-24 PTEAP via Self-Service's Faculty Admin Center PTEAP link. Contact ui-frap@uiowa.edu if you need access. Contact Tiffany Schier (tiffany-schier@uiowa.edu) with any necessary updates.
- 9/30 [Personnel Activity Reports](#) (PARs) are due. Contact Bob Le Sage in Grant Accounting with questions (335-0102).

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 Abby Humphrey at ubill-3rdparty@uiowa.edu and Jennifer Crawford to let them know the portion you requested to be moved. If the full tuition/fees are being moved, please send an email to grad-cogsscholarships@uiowa.edu and Jennifer Crawford 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: 08/20/2023 – 05/11/2024 – 680 hours limit

- 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 20, 2023-May 11, 2024, students are allowed to work 680 hours, excluding any hours worked during winter break, December 17, 2023-January 13, 2024.
 - 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.

***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](#).

Student Hourly Appointment Options for Fall 2023

Once the student is hired, proceed to University Human Resources website ([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 08/20/2023 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.**

Employment Eligibility Information

[View Terms and Conditions for Student Employment \(Adobe Acrobat PDF - Opens in New Window\)](#)

Registration? Yes: Student **does** meet enrollment requirements

Work Study? Yes: Student **does** have a qualifying work study award.

- **Bi-Weekly Student Work-Study Appointment: 2023-2024 Academic Year dates: 08/20/2023-05/11/2024**
The employer pays 50% of the student's wages (40% if the job is designated as a [community service position](#)) up to \$12.00 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 \$12.00 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 08/19/2023 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 **05/11/2024**. 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 are 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. Under Administration, click on ePersonnel File (direct reports) and then the 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 data 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 can access information on the positions that report directly to them.
 - HR Reps can access information for any position in any HR Dept ID for which they are an HR Rep.
 - Senior HR Reps can access any position in the Org for which they are a Senior HR Rep.
 - Go to [campus data](#) 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. You can choose to make this report a favorite for future searches. For the "Session for which a CURRENT student employee has been awarded work study \$\$, select "20233" for Fall 2023 or "20238" for Spring 2024, 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.

Identifying Part-Time Student Employees with Work-Study

To assist with budgetary constraints, departments are encouraged to employ as many students as possible through the Federal Work-Study (FWS) program during the 2023-2024 academic year. **Your HR Unit Representative**

or Senior HR Director/Leader can access a report to see if any of your current part-time hourly student employees have been awarded FWS for the 2023-2024 academic year. In addition, administrative supervisors can access the information on the positions that report directly to them. The report, "Part-Time Employee with Work-Study Award" is accessed on Campus Data at <https://data.uiowa.edu/item/436630005/data>.

Once the students with FWS are identified then switch the student part-time hourly employees over to FWS by creating a biweekly Work-Study appointment through the HR Transaction System in Employee Self-Service. A few days after the Work-Study appointment is created, please 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 Summer or Bi-weekly Student Continuous appointment with a termination date that is at the end date of the bi-weekly pay period, prior to your start date for the FWS appointment. *It is important not to terminate the current appointment when the new appointment is still being routed through workflow.*

If you have questions about the FWS program or the report used to verify 2023-2024 FWS awards for your student hourly employees, please email finaid-workstudy@uiowa.edu.

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 *Tom Koepfel* 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 <http://hr.uiowa.edu/payroll/employee-withholding-other-states>.

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.

CLAS Policies and Procedures

Please use [this link](#) to see the CLAS policies that have been updated recently.

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)