



○ CLAS | ○ JULY | ○ 2022

## Financial Compliance Responsibilities

**Financial Sub-certification:** Departments will be required to complete the online financial sub-certification form for FY2021 in August. An email with the link to the Universal Workflow form and instructions will be sent at the end of July. Please work closely with your area's accountant to complete all questions and provide reasonable comments as needed.

**Cash Handling Compliance:** Units must have updated/approved local cash handling procedures on file with AFR. At a minimum, these procedures should be reviewed annually to determine if any changes have occurred and if resubmission is necessary. Please verify that assignment of cash handling roles are current and the individuals are compliant with training requirements. *Related policy:* <https://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures>.

**Food & Beverage and Recognition Policies:** The annual review of both the departmental food & beverage and recognition policies are due to Sherry Roe. Please look at both of them and, if no changes are needed, please initial and date the current policy form and resubmit it. If changes are required, please use the templates provided (*Recognition:* <https://clas.uiowa.edu/sites/default/files/human-resources/2017%20Recognition%20Program%20Template%20-%20Final.docx>; *Food & Beverage:* <https://clas.uiowa.edu/sites/default/files/finance/2018%20Food%20Beverage%20Policy%20Template.doc>) and submit the revised policy for approval.

**Annual Delegation of Signature Authority:** An annual delegation of signature authority form needs to be completed by all individuals in your department who are approved to sign workflow HR, Purchasing, Travel, and other forms on behalf of the DEO and/or Administrator. The link to the form is located here: <https://login.uiowa.edu/uip/login.page?service=https://services.bo.uiowa.edu/apps/DelegationOfAuthority/v1/Default.aspx?>. **Once the email is received after approval is granted, please click on the link within, save a PDF of the form and send this form to Sherry Roe to attach to the ePersonnel file and to be filed centrally for audit purposes.**

**2022 TDRs:** Please make sure that all 2022 TDRs are completed, including Period 14, by **July 31**.

## Grad Reappointment System

Reminder that this system is open until **August 12, 2022**. Please see the June Business Briefs for further information.

## Key Price Increase

Due to rising material and labor costs, there will be an increased charge for purchased keys. On **7/1/2022**, the cost to purchase an individual key from Key & Access Services will be **\$7.50 per key**.

# Graduate Assistant Minimum Salary Increase

## Minimum Salary Increase

Eligible Graduate Teaching and Research Assistants (i.e., job classes FT19 and FR19), will receive a *minimum* 2% salary raise for the upcoming contract year. At the request of University of Iowa Leadership, the Board of Regents, State of Iowa has approved increasing the previously agreed-upon contractual amount of 1.3% to 2.0%.

Please see the FAQs below and contact the applicable HR representative or departmental administrator if you have additional questions.

### FAQs:

1. When will the minimum increase be reflected in my paycheck?

*The minimum increase should be reflected on paychecks as follows:*

- Graduate assistants with fiscal year 2023 appointments will see the increase on their August 1 paycheck.
- Graduate assistants with 2022-2023 academic year appointments will see the increase on their September 1 paycheck.

2. Will graduate assistants receive new offer letters with the revised rates?

*No. This communication serves as written confirmation of the revised rate.*

3. Will this change impact the timing of the August 1<sup>st</sup> (final paycheck) for summer graduate assistants?

*No.*

4. I have other questions about the increase that cannot be answered by the applicable HR representative or departmental administrator. Who should I contact?

*Please feel free to contact Employee & Labor Relations Help [elr-help@uiowa.edu](mailto:elr-help@uiowa.edu), with any additional questions regarding this communication.*

The new CLAS AY2022-2023 minimums are:

- 50% or half-time appointment: \$20,736
- 33.33% or third-time appointment: \$13,824
- 25% or quarter-time appointment: \$10,368

The CLAS template offer letters are located in the [Teaching Assistant and Research Assistant Offers](#) policy.

## New F&A Rate Agreement

The University recently completed negotiations with the federal government and received a new Facilities & Administrative (F&A) rate agreement, effective July 1, 2022. With the new agreement, the current on-campus F&A rate of 54.5% of Modified Total Direct Costs (MTDC) will expire on June 30, 2022.

Beginning July 1, 2022 the rate will be 55.5% MTDC. The new rate agreement should be referenced, and the applicable rate used with all new or competing applications and proposals. As in the past, different rates apply to off-campus projects, instructional projects, training grants, corporate-funded clinical trials, and some other programs and/or sponsors.

Direct links for most frequently used information are:

- A copy of the [rate agreement](#).
- Definitions and policy on charging F&A is at [DSP Charging F&A Costs to Grants and Contracts](#).
- Information on F&A, can be found at [Grant Accounting Facilities and Administrative Costs](#).

### 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, First Year Seminar, Faculty Recruitment, Book/Music Subvention, Workflow & Security/System)