



Business briefs

CLAS | October | 2022

Important Dates

- 10/25** Monthly payroll cut-off.
- 10/31** Please make sure all faculty are appointed on MFK(s). Contact Ryan Kirkey with any questions.
- 10/31** Departmental Occupancy Survey due.
- 10/12-10/27** WAI Survey is open.
- 10/24-10/28** CLAS Week of Wellness. Additional information will be sent closer to the event.
- 11/2** Health and Well-Being Fair 7:30am-2:00pm.

Faculty Appointments

Please make sure that all faculty – hires, appointment changes, termination/retirement/phased retirement, research/course release, and grant release – are completed through workflow prior to October 31st. This is to ensure that the November 1 University Snapshot is as accurate as possible.

This snapshot is the official FTE count the University reports for the year. It is also reported based on funding source. Therefore, it is important that departments be up to date on all forms before this deadline.

Payroll Information

All staff members who are performing services outside the State of Iowa should contact Payroll Services to make sure that their state income tax withholding is processed correctly. More information regarding non-Iowa withholding can be found on the Payroll Services website at: <https://hr.uiowa.edu/pay/payroll-services/tax-information>.

Kognito Suicide Prevention

We are encouraging all faculty and Staff to take the Kognito Suicide Prevention. Kognito training provides skills and training for individuals to help friends, family, colleagues, or anyone who is in a situation where they might be contemplating suicide.



FLU Shot Campaign

The University of Iowa will once again provide free flu shots to all 50% or greater regular Faculty and Staff from September 12th-November 2nd. More information is available at:<https://hr.uiowa.edu/news/2022/09/free-flu-vaccinations-available-starting-sept-12>. Graduate students should contact student health at <https://studenthealth.uiowa.edu/services/immunizations/> to schedule a flu shot appointment.

Blood, Bone Marrow, and Living Organ Donor Leave

- As of October 1, 2021, University of Iowa employees are now eligible for paid leave for voluntary blood donation. This leave is for a period of up to two (2) consecutive hours in the workday, up to four (4) times per calendar year.
- Employees should track their voluntary blood donation leave by entering the appropriate hours on their time record using code 87 – Voluntary Blood Donor Leave for faculty/staff reporting through self-service or using code BLOOD DONOR for faculty/staff reporting through ELMS.
- Voluntary Blood Donation leave hours will not reduce the employee's vacation or sick leave balance. Employees should discuss with their supervisor to coordinate and schedule the hours they will be away from work for blood donor leave. Supervisors are encouraged to be flexible in working with employees to schedule blood donor leave as long as it will not interfere with business operations.

CLAS Policies and Procedures

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

Updated Policies:

- Book Subvention
- Cost Share Requests
- DSHB Humanities Scholar Award
- DSP Workflow Approval
- Effort Reporting/Personnel Activity Report (PAR)
- Facilities and Administrative Costs
- Music/Sound Recording Subvention
- Old Gold Fellowship
- Performance/Exhibition Subvention
- Professional Development Award (PDA) Recommendation & Approval
- Renovation
- Research Bridge Funding
- Space Allocation

Employee Security Access Requests

If you have any employees that require system access (i.e., APPO, eVouchers, Graduate Assistant Reappointment, Workflow, WhoKey, etc.), please contact Rachel Vrhoticky, rachelvrhoticky@uiowa.edu, or 467-0104, who will be happy to assist with working through the need and finding the solution.

Reminder

I-9s need to be completed within 3 days of the employee start date.

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, Faculty Recruitment, Subventions)

Kristina Swanson – 335-0459 (TA Budget)

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

Rachel Vrhoticky – 467-0104 (Student Technology Fees, Workflow & Security/System)

Ryan Kirkey – 384-3489 (Faculty Budget, Old Gold Budget, First Year Seminar)