

BUSINESS BRIEFS

October 2023

Important Dates

- 10/25 Monthly payroll cut-off
- 11/1 5 Yr Faculty Hiring Plans due to the Dean's Office
- 11/1 Spring Graduate Assistant Appointment Letters sent out
- 11/10 Mary Louise Kelley Professional Development Staff Award Applications due
- 11/15 Please make sure all faculty are appointed on MFK(s). Contact Ryan Kirkey with any questions.

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 **November 1**. 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.

Electronic Financial Reports

The first quarter of the FY is over. Please make sure your EFRs have been reconciled and check your MFK Dashboard to ensure all MFKs have a purpose and are assigned an owner and a reviewer.

Flu Shot Campaign

The University of Iowa will once again provide free flu shots to all 50% or greater regular Faculty and Staff. More information is available on the [flu vaccinations webpage](#). Graduate students should contact student health using the information provided on the [immunizations webpage](#) to schedule a flu shot appointment.

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 Kelly Kauffman, kelly-kauffman@uiowa.edu, or 319-335-0723, who will be happy to assist with working through the need and finding the solution.

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 and budgeting, Purchases over \$50K, DSP Workflow, Workflow and Security System)

Jeff Donoghue – 335-2605 (Staff and Visitor Budget, Chart Field Requests, Summer and 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 and Computer Replacement)

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

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