

BUSINESS BRIEFS

December 2023

Important Dates

12/4	Anticipated open date for Graduate Assistant Reappointment System
12/8	Adjunct and Visitor Requests due in CLAS MAX (see September 27 DEO Mailing)
12/16	End date of Fall only Work-Study period for students graduating December 2023
12/21	Monthly payroll cut-off at 5:00 PM- Payroll Calendar
1/14	Start of spring only Work-Study period
1/16	First day of classes
1/22-2/04	Fall 2024 Planner open to editing

Graduate Assistant Reappointment System

The anticipated open date for the grad reappointment system is **December 4th**. You will have the ability to change all grad appointments, not just the semester appointments. You will be able to change MFKs, %, pay, etc. for all grad assistants without having to process a workflow form. You will also have the ability to look over all active grad appointments (even pay group 7-academic year), with a chance to change MFKs, standard hours, job code, position number and pay, if needed.

The changes you make will be effective **January 1, 2024** (even on pay group 7 appointment records, if changes are needed). All second semester Pay group B and BF records must be worked (transferred, terminated, or updated) to reflect spring assignment and other records can be worked, as needed.

- If you are processing a termination, please submit termination forms. Terminations are completed in Employee Self Service > HR Transaction System.
- **IF YOU ARE CHANGING JOBCODE (i.e., from TA to RA), you must change the position number to match the spring appointment.** If no changes are needed to a pay group 7 or 7F, it is helpful if you mark them as "final" to acknowledge the record has been reviewed. When the record is "Saved and Finalized," people viewing the system will know that the record has been worked and is up to date.

The application will close on **January 12, 2024**. Any changes to spring TA/RA appointments after this date will need to be handled through a workflow form. If you have any questions, contact hr-help@uiowa.edu or kristina-swanson@uiowa.edu.

Scholarships Processed in MAUI

Awards need to be entered well before the first bill date to reach a student's account and cover tuition and fees. As the initiator of payment, this is your responsibility. Entries involving UI Foundation funds need to be made at least **4 weeks in advance**, and all other entries should be done at least **2 weeks in advance**. The first bill of each session is as follows: Fall – August 1; Winter – December 1; Spring – January 1; Summer – June 1.

Course Offerings Notes

Fall 2024: The MAUI Course Planner for Fall 2024 is closed for room scheduling. Remember that the planner is always available to update instructors, textbooks, course descriptions, registration information, section requirements and recommendations, and waitlist plans. Please e-mail any questions you may have to reg-maui-support@uiowa.edu.

Edits to Fall listings may be made by departments January 22 – February 4, with MyUI Course Browse available for students on February 5. As a courtesy to students using Schedule Builder, please make every effort to have your department's course schedules firmly in place by February 4.

Spring 2024: Early Registration will be complete on 12/01 and early December is the ideal time for departments to review spring course listings and adjust for low-enrolled and waitlisted courses. A recommended report from UI Campus Data is [Instructional Capacity – Matching Section Offerings to Demand](#), which provides a variety of helpful filters. Cancellations can be made now but should occur no less than two weeks prior to the start of classes so students have ample time to adjust their schedules.

Offering Planner Deadlines

Update – The Planner Review Period for Fall 2024 from **Jan. 22 – Feb 4**. It is requested that departmental changes submit revisions no later than **January 30** to allow for processing of information prior to the MyUI open date.

Update – MyUI Course Offerings Available and Schedule Builder Opens for Fall 2024 on **February 5**.

Textbook Deadlines:

1. Summer 2024
 - Early registration deadline: **March 3**
 - 4 weeks prior to the start of the session deadline: **April 15**
2. Fall 2024
 - Early registration deadline: **April 7**
 - 4 weeks prior to the start of the session deadline: **July 29**

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>.

December Payroll Cutoff: Holidays scheduled for 25^h and 26th

Monthly payroll cutoff will be **5:00 pm on Thursday - December 21, 2023**. Please keep this in mind as you process payroll forms for the month of December. **Please be sure to share with your staff that their monthly paycheck due in January is payable on Tuesday – January 2, 2024 as that is the first business day in the month of January.**

Biweekly payroll cutoff for the January 2, 2024 payroll (biweekly time period December 10 through December 23) will be 5:00 pm on Wednesday, December 27. Biweekly time records for hourly and monthly non-exempt employees are due on Wednesday, December 27 by noon, if possible.

Early payroll cutoffs reduce the amount of time that supervisors have to approve employee time records. Early payroll cutoffs also reduce the time employees have to make changes for a particular paycheck. **Please try to make employees and supervisors aware of the deadlines printed on various applications on the web.** Generally, any changes for monthly payroll must be entered 5 business days prior to the payday while for biweekly payroll it is 4 business days prior to the payday. Weekends and any weekday celebrated by the University of Iowa as a holiday are not considered 'business days.' During the holiday season, employees are particularly anxious to receive their pay on time, but it is also a time when we see more delays in the timely processing of payroll information. Please try to take whatever steps you can to ensure that all your faculty, staff and students get paid correctly and on time over the holiday season. Thank you for your assistance in this issue. If you have any questions, please feel free to contact terri-hein@uiowa.edu.

Contacts

Tom Koeppel – 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)