

BUSINESS BRIEFS

June 2024

Important Dates

6/17 PCard cutoff – all vouchers through Workflow by 6/28

6/21 UICA Payment Authorization Forms due for funds to be transferred in this fiscal year, by 5:00 pm

6/24 Monthly payroll cut-off

Graduate Appointment for FY2025

The Grad Reappointment opens on May 31, 2024, and the application will close on August 9, 2024. Because registration information is included in the reappointment system, any employee with access to the reappointment system needs to complete FERPA training.

Departments should complete as many appointments, reappointments, and terminations as possible by **July 1** to ensure students' u-bills and accounting information are correct. The Graduate College will charge a departmental GEF (050) mandatory tuition account based on appointment/MFK information in the system. The first u-bill for fall is August 1.

As you complete each student's reappointment, use the "SAVE AND FINALIZE" option. When entering a new graduate employee in the HR appointment form, you will need to use an existing position number or create a new one in the Position Management System. HR Reports/Position Management Reports can help you identify available existing position numbers. If there are any reappointments that cannot be completed by **July 1**, use the comment field to indicate why that student's appointment could not yet be made (e.g., needs to complete ESPA Exam on 8/XX/24 before assignment can be made).

Termination of records cannot be processed in the reappointment system. Terminations are completed in Employee Self Service > HR Transaction System. Further guidance on Graduate Appointments can be found [here](#).

If you have questions on how to use the Grad Reappointment system, please contact Kristina Swanson (kristina-swanson@uiowa.edu).

System Access & Security

The College has a process in place for assigning and removing system access, workflow paths and secondary security, including MAUI and UI Center for Advancement, for DEO's, Administrator's, and Human Resources personnel. We are notified when changes are/will be occurring for these positions and will ensure that all security will be transitioned or changed. For changes in security access for other staff or faculty positions, please notify Kelly Kauffman (Kelly-kauffman@uiowa.edu).

FY24 Closing Timetable and Reminders

UICA closing: All Acumatica Expense Claims must be submitted from campus no later than **5 pm, Friday, June 21** – direct any questions to Beth Nicholson or Jennifer Coleman. Gifts and other revenue must be received by 5:00 P.M., Friday, June 14, to ensure posting and recognition within this fiscal year. Contact Tara Sterba with any gift questions.

CLAS closing dates for FY23-24 are:

- *Sunday, June 30 (6:30p):* First Close Deadline: **We strongly encourage departments to have all of their entries posted before the First Close Deadline.**
- *Monday, July 8 (5:00p):* Deadline for departments to make entries.

University Closing calendar and information is available at [here](#). For additional timetable and reminders for closing FY24, please see [this pdf](#). The information below are highlights from this memo.

Biweekly payroll for June and July:

- **Period May 26 – June 08:** must be received by the Payroll Office no later than June 11, 5:00pm, will be charged against period 12 FY24. Payroll checks will be dated and issued June 18. **Please submit ETRs as soon as possible to help Payroll Office facilitate the process.**
- **Period June 09 – June 22:** must be received by Payroll Office no later than June 25, 5:00pm, will be charged against period 1 FY25. Payroll checks will be dated and issued July 2 and accrued centrally for financial reporting purposes.
- **Period June 23 – July 06:** must be received by Payroll Office no later than July 09, 5:00pm, will be charged against period 1 FY24. Payroll checks will be dated and issued July 16. The payroll amounts for June 23-30 will be accrued centrally for financial reporting purposes.

Note: Questions may be directed to Terri Hein at 335-2374 or terri-hein@uiowa.edu.

Retroactive Accounting-Only COS & PayCV Cost Transfer Justification (CTJ) processing by Payroll Services, GAO and AFR: (Link to [Grant Retroactive CTJ > 90 days](#) form; Link to [Non-Grant Retroactive CTJ >90 days](#) form)

- **Period 12:**
 - All **retroactive Accounting-Only COS** forms must be submitted in the HR Transaction system and complete through workflow by **June 24, 5:00pm**, for Payroll Services to process the COS and complete the associated PayCV entries in period 12, FY24.
 - Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **June 27, 4:00pm**, to complete the PayCV entries in period 12, FY24.
- **Period 13:**
 - All **retroactive Accounting-Only COS** forms for FY24 pay periods must be submitted in HR Transaction system and complete through workflow by **July 09, 5:00pm**, for Payroll Services to process the COS and complete the PayCV entries in period 13, FY24.

- Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **July 10, 5:00pm**, to complete the PayCV entries in period 13, FY24.
- **Period 14:**
 - All **retroactive Accounting-Only COS** forms for FY24 pay periods must be submitted in HR Transaction system, complete through workflow, and approved by the Business Officer (ad-hoc as needed), and an email request to process the COS and complete the associated PayCV entries in period 14, FY24 sent to **Stacey Halverson** (stacey-halverson@uiowa.edu) in Payroll Services by **July 15, 5:00pm**. Any completed forms or requests submitted after this date will post in FY25.
 - Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **July 15, 5:00pm**, to complete the PayCV entries in period 14, FY24. Any entries submitted after this date will post in FY25.

FY24 Closing Timetable and Reminders – Cont.

Travel Expense vouchers to be reimbursed in FY24 for travel completed prior to June 1 should be completed through workflow by **June 6**, this includes eVouchers for travel. For travel ending after June 1, the voucher should be submitted **immediately** upon return for it to be processed this fiscal year. Unless travel is occurring in the last week of June, **all vouchers** that must be process this fiscal year should be in the Accounts Payable and Travel Office no later than **June 14**. For travel occurring after June 14, all vouchers that must be processed for this fiscal year **must be complete through workflow and all required documentation** submitted no later than **4:30 pm, June 26, 2024**.

Note: Questions concerning these dates may be directed to Dani Weber at 353-2503 or danielle-f-weber@uiowa.edu.

Modified Procurement Card June Billing Cycle to accommodate fiscal year spending:

- **June billing cycle:** May 28 – June 17 (post date on or before June 17 are processed in FY24)
- **July billing cycle:** June 18 – July 29

June PCard vouchers complete/approved through workflow by June 28 will post to MFKs listed on vouchers. PCard vouchers **not complete** through workflow by June 30 will post to the cardholders' "default" account. The default entry can be reversed up to July 08 once the voucher has been approved in workflow and approved by the Accounts Payable department.

Note: Questions concerning these dates may be directed to Dani Weber at 353-2503 or danielle-f-weber@uiowa.edu or deborah-zumbach@uiowa.edu.

Correcting journal entries for encumbrances will be processed by AFR only for errors that occur during the June accounting period and are on appropriated funds (050-060, 190-239). Requests for encumbrance amount corrections that meet the criteria must be sent to as-efr@uiowa.edu no later than **July 10, 4:00pm**.

To remove encumbrances related to Purchase Orders and eBuy transactions, contact Purchasing Operations at purch-pos@uiowa.edu by **June 28, 4:30pm**.

AFR will remove blanket order encumbrance transactions from the regular June Close (period 12) TDR for fiscal year-end reporting purposes only. These transactions are re-posted to the July TDR's (period 1 FY25).

For additional information to take into consideration for encumbrance recording impacting fiscal year closing, please review the [Encumbrance Recording and Review for Closing Fiscal Year 2024 Guidelines](#).

Financial Compliance Responsibilities

As the end of the fiscal year approaches, there are some important financial compliance responsibilities that should be addressed.

Financial Accounts Reconciliations: Account Reviewers must reconcile all current fiscal year TDRs in a timely manner. Business Officers & Departmental Administrators may review the reconciliation status by using the EFR Dashboard (refer to pages 5-6 of the EFR Dashboard User Manual). Related policy: <https://afr.fo.uiowa.edu/policies-procedures-resources/monthly-review-transactions-and-accounts>.

Management of Deficit Balances: It is always important for gifts, grants or contracts that are closing in a given month or in deficit status be reviewed in a timely manner, but those with a June 30 end date it is necessary for the Principal Investigator, Department Administrator, and/or Org Administrator to review and take action as we are also working to close fiscal year. Related policy: <https://gao.fo.uiowa.edu/gifts/managing-deficit-balances>.

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 in the Institutional Roles application and the individuals are compliant with training requirements. Related policy: <https://afr.fo.uiowa.edu/cash-handling/cash-handling-deposits-policies-and-procedures>.

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)