

BUSINESS BRIEFS

December 2024

Important Dates

- 12/2 Opening date for the Graduate Assistant Reappointment System
- 12/6 Adjunct Visitor Requests in MAX (see [October 9 CLAS Business Update](#))
- 12/21 End date of Fall only Work-Study period for students' graduation December 2024
- 12/23 Monthly payroll cut-off at 5:00 PM
- 1/17 Closing date for the Graduate Assistan Reappointment System
- 1/19 Start of spring only Work-Study period
- 1/21 First day of classes
- 1/20-2/02 Fall 2025 Planner open to editing

Graduate Assistant Reappointment System

The Graduate Assistant Reappointment System opened on **December 2nd**. You now have the ability to change all grad appointments, not just the semester appointments. You can modify 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, 2025** (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 17, 2025**. 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.

Course Offerings Notes

Fall 2025: The MAUI Course Planner for Fall 2025 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 27 – February 9, with MyUI Course Browse available for students on February 10. As a courtesy to students using Schedule Builder, please make every effort to have your department’s course schedules firmly in place by February 7.

Spring 2024: Early Registration will be complete on 12/06, 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

The Planner Review Period for Fall 2025 from **Jan. 27 – Feb 9**. It is requested that departmental changes submit revisions no later than **February 5** to allow for processing of information prior to the MyUI open date.

MyUI Course Offerings Available and Schedule Builder Opens for Fall 2025 on **February 10**.

Textbook Deadlines:

1. Summer 2025
 - Early registration deadline: **March 10**
 - 4 weeks prior to the start of the session deadline: **April 21**
2. Fall 2025
 - Early registration deadline: **April 14**
 - 4 weeks prior to the start of the session deadline: **July 28**

December Payroll Cutoff: Holidays scheduled for 24th and 25th- Payroll Calendar

Monthly payroll cutoff will be **5:00 pm on Tuesday - December 23, 2024**. Please keep this in mind as you process payroll forms for the month of December. Normal reporting for exempt P & S employee time record data sent to us electronically or online via self-service will need to be received by 5:00 pm on Tuesday - December 16. Other electronic pay adjustments and deductions need to be received by 5:00 pm on Tuesday - December 23. **Please be**

sure to share with your staff that their monthly paycheck due in January is payable on Thursday – January 2, 2025, as that is the first business day in the month of January.

Biweekly payroll cutoff for the December 31, 2024, payroll (biweekly time period December 8 through December 21) will be 5:00 pm on Tuesday, December 23. Biweekly time records for hourly and monthly non-exempt employees are due on **Tuesday, December 23** 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 payroll-services@uiowa.edu

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>.

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, Service Voucher Workflow, Summer and Winter Session, Service Centers, Named Chairs)

Kristina Swanson – 335-0459 (TA/RA Budget, Renovation, Instructional Equipment, Book of Music/Subventions, Chart Field Requests)

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)