

BUSINESS BRIEFS

March 2025

Important Dates

- 3/25** Payroll cutoff – please submit forms (i.e., Phased Retirement, Renewal of 0% Adjuncts, and Terminations) three days prior to cutoff; termination forms can be entered as soon as the last working day is known
- 3/31** Last FY24 UICA divestment deadline (funds available May 1st)

Processing Forms

Please submit transaction request forms for any faculty whose % times were changed throughout the year; this includes forms to return them to their original appointment percentage for the FY2025 fiscal year. Please verify the faculty member’s percent time reflects the anticipated FY2025 appointment. If not, please request any changes as soon as possible.

Monthly Time Sheets

Faculty and staff are required to submit a monthly time record each and every month even if no paid leave is recorded (<https://hr.uiowa.edu/pay/workforce-operations/time-records>) as policy. Please ensure that faculty and staff in your department are submitting their time records **every** month. If time records are not submitted regularly, this can negatively impact internal audits, department reviews, create payroll issues and lead to inaccurate benefit accrual information.

Reconciling Accounts

We have started following up with departments who have a large number of unreconciled accounts (TDR’s). Please review your Dashboard within the EFR to determine if your department has unreconciled accounts. All TDR’s must be reviewed and reconciled monthly.

2025-2026 Graduate Assistant

Pending final approval, the 2025-2026 TA and RA templates should be used when preparing offer letters to graduate assistants for appointments in Summer 2025 and AY 2025-2026. The templates will be available at <https://policy.clas.uiowa.edu/clas-policies-and-procedures/graduate-education/graduate-assistant-appointments-reappointments-and>. All GAs are recommended to register for fall classes by June 1st if they have a fall 2025 appointment.

The current tuition fee table can be found at: <https://www.maui.uiowa.edu/maui/pub/tuition/rates.page>. Be sure you select the appropriate semester and college (select Graduate College and department in CLAS in the Area of Study from the drop-down list for graduate TA and RA). The current table does not include any proposed tuition increases for AY 2025-2026. Rates for Fall 2025 have not yet been determined. We expect fees to be approved by the Board of Regents in June 2025.

FY2026 Submitted Fringe Rates

Rate Pool	Fringe Benefit Pool Rate
Clinical Faculty	23.9%
Non-Clinical Faculty	30.8%
P&S (includes Merit Exempt)	40.1%
SEIU	42.8%
Merit	53.1%
House Staff	26.0%
Grad Asst / Post Docs	17.3%
Fellowships	8.9%
Temporary	12.6%
Student	7.5%
Miscellaneous & Extra Compensation	4.9%

<https://fa.fo.uiowa.edu/fringe-benefit-accounting/currentprojected-fringe-benefit-rates>

Center for Advancement Funds

Please review your accounts quarterly to assess whether transfers are necessary. As we approach the final quarter, please make sure sufficient cash balances are available and divest only if necessary. Center for Advancement funds must be divested by March 31 if cash is needed for this fiscal year. Divestments should be sent to Financial.Services@foriowa.org. All requests will be completed 6 weeks after the quarter end.

TA Offers

TA offers must be reviewed and signed by the department's DEO, Associate Director/Chair for Graduate Studies, DGS, or, where applicable, a Division Director. If you have any questions, please contact your Area Associate Dean, Roland Racevskis or Chris Cheatum.

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

Jeff Donoghue – 335-2605 (Staff & Visitor Budget, Summer & Winter Session, Service Centers, Named Chairs, Cultural Arts Fees, Service Voucher Workflow)

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