

# BUSINESS BRIEFS

June 2025

## Important Dates

- 6/16 PCard cutoff – all vouchers through Workflow by 6/27
- 6/23 UICA Expense Claims for funds to be transferred in this fiscal year, by 5:00 p.m.
- 6/24 Monthly payroll cut-off

## Graduate Appointment for FY2026

The Grad Reappointment system opens **May 30, 2025**. The application will close on August 15, 2025. 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/terminations as possible by **July 1** in order for students' Ubills and accounting information to be correct. The Graduate College will charge a departmental GEF (050) tuition supplement account based on appointment/MFK information in the system. The first Ubill 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/25 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](mailto: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 (e.g., MAUI and UI Center for Advancement) for DEOs, Administrators, 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](mailto:kelly-kauffman@uiowa.edu)).

### FY25 Closing Timetable and Reminders

**UICA closing:** All Acumatica Expense Claims must be submitted from campus no later than **5:00 p.m. on Monday, June 23**. Direct any questions to Beth Nicholson or Jennifer Coleman. Gifts and other revenue must be received by 5:00 p.m., Friday, June 16, to ensure posting and recognition within this fiscal year. Contact Wendi VeDepo with any gift questions.

**CLAS closing dates for FY25 are:**

- **Monday, June 30 (5:00 p.m.):** First Close Deadline – we strongly encourage departments to have all entries posted before the First Close Deadline.
- **Monday, July 7 (5:00 p.m.):** Deadline for departments to make entries.

University Closing calendar and information is available at [here](#). For additional timetable and reminders for closing FY25, please see [this pdf](#). The information below are highlights from this memo.

Biweekly payroll for June and July:

- **Period May 25 – June 7:** Must be received by the Payroll Office no later than **June 10, 5:00 p.m.** Will be charged against period 12 FY25. Payroll checks will be dated and issued June 17. **Please submit ETRs as soon as possible to help the Payroll Office facilitate the process.**
- **Period June 8 – June 21:** Must be received by Payroll Office no later than **June 24, 5:00 p.m.** Will be charged against period 1 FY26. Payroll checks will be dated and issued July 1 and accrued centrally for financial reporting purposes.
- **Period June 22 – July 5:** Must be received by Payroll Office no later than **July 8, 5:00 p.m.** Will be charged against period 1 FY26. Payroll checks will be dated and issued July 15. 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](mailto: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, 5:00 p.m.**, for Payroll Services to process the COS and complete the associated PayCV entries in period 12, FY25.
  - Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **June 27, 4:00 p.m.**, to complete the PayCV entries in period 12, FY25.
- **Period 13:**
  - All **retroactive Accounting-Only COS** forms for FY25 pay periods must be submitted in HR Transaction system and complete through Workflow by **July 8, 5:00 p.m.**, for Payroll Services to process the COS and complete the PayCV entries in period 13, FY25.

- Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **July 9, 5:00 p.m.**, to complete the PayCV entries in period 13, FY25.
- **Period 14:**
  - All **retroactive Accounting-Only COS** forms for FY25 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, FY25 sent to payroll-services@uiowa.edu by **July 14, 5:00 p.m.**. Any completed forms or requests submitted after this date will post in FY26.
  - Any **PayCV Retroactive CTJ > 90 days** forms (links above) must be submitted to Grant Accounting or AFR by **July 14, 5:00 p.m.**, to complete the PayCV entries in period 14, FY25. Any entries submitted after this date will post in FY26.

## FY25 Closing Timetable and Reminders, Continued

Travel Expense vouchers to be reimbursed in FY25 for travel completed prior to June 1 should be completed through Workflow by **June 5**, 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 processed this fiscal year should be in the Accounts Payable and Travel Office no later than **June 13**. 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 p.m., June 25, 2025**.

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

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

- **June billing cycle:** May 25 – June 16 (post date on or before June 16 are processed in FY25)
- **July billing cycle:** June 17 – July 28

June PCard vouchers complete/approved through Workflow by June 27 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 7 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](mailto:danielle-f-weber@uiowa.edu) or [deborah-zumbach@uiowa.edu](mailto: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](mailto:as-efr@uiowa.edu) no later than **July 9, 4:00 p.m.**

To remove encumbrances related to Purchase Orders and eBay transactions, contact Purchasing Operations at [purch-pos@uiowa.edu](mailto:purch-pos@uiowa.edu) by **June 30, 4:30 p.m.**

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 TDRs (period 1 FY26).

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 2025 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 and 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 and 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.

## CLAS Finance and Human Resources Contacts

Please use [this link](#) to review the Finance and Business Operations Staff organizational chart and areas of responsibility.

Please use [this link](#) to find Human Resources representatives by department.