

# BUSINESS BRIEFS

December 2025

## Important Dates

12/1	Opening date for the Graduate Assistant Reappointment System
12/5	Adjunct Visitor Requests in MAX
12/20	End date of Fall only Work-Study period for students' graduation December 2025
12/23	Monthly payroll cut-off at 5:00 PM
1/16	Closing date for the Graduate Assistant Reappointment System
1/18	Start of spring only Work-Study period
1/20	First day of classes
1/26-2/08	Fall 2026 Planner open to editing

## Graduate Assistant Reappointment System

The Graduate Assistant Reappointment System opened on **December 1st**. 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, 2026** (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 16, 2026**. 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](mailto:hr-help@uiowa.edu) or [sandy-mast@uiowa.edu](mailto:sandy-mast@uiowa.edu).

### Course Offerings Notes

Fall 2026: The MAUI Course Planner for Fall 2026 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](mailto:reg-maui-support@uiowa.edu).

Edits to Fall listings may be made by departments January 26 – February 8, with MyUI Course Browse available for students on February 9. As a courtesy to students using Schedule Builder, please make every effort to have your department's course schedules firmly in place by February 6.

Spring 2025: Early Registration will be complete on 12/05, 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 2026 from **Jan. 26 – Feb 8**. It is requested that departmental changes submit revisions no later than **February 4 to allow for processing of information prior to the MyUI open date**.

MyUI Course Offerings Available and Schedule Builder Opens for Fall 2026 on **February** .

Textbook Deadlines:

1. Summer 2026
  - Early registration deadline: **March 9**
  - 4 weeks prior to the start of the session deadline: **April 20**
2. Fall 2026
  - Early registration deadline: **April 13**
  - 4 weeks prior to the start of the session deadline: **July 27**

### December Payroll Cutoff: Holidays scheduled for 25<sup>th</sup> and 26<sup>th</sup>- Payroll Calendar

Monthly payroll cutoff will be **5:00 pm on Tuesday - December 23, 2025**. 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 Friday – January 2, 2026, as that is the first business day in the month of January.**

**Biweekly payroll cutoff for the December 30, 2025, payroll (biweekly time period December 7 through December 20) 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

Please see the [CLAS Policies and Procedures What's New page](#) to see the policies that have been updated recently.

## CLAS Finance and Human Resources Contacts

Please see the [Finance and Business Operations Staff organizational chart](#) for questions about areas of responsibility.

Please see the [CLAS Main Contacts by Unit page](#) to find Human Resources representatives assigned to each department.