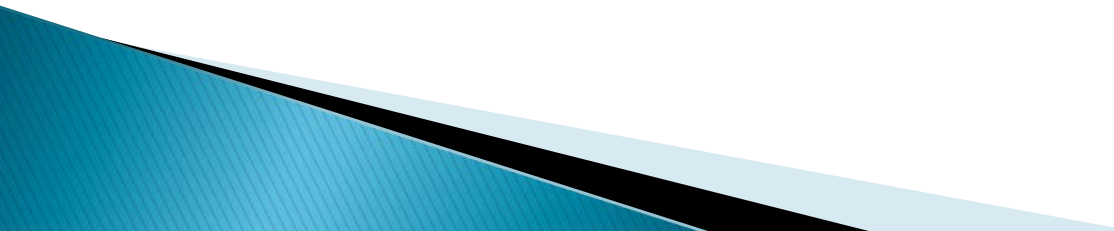


OVPR&ED Administrative Support Staff Meeting

June 11, 2013
W401 PBB

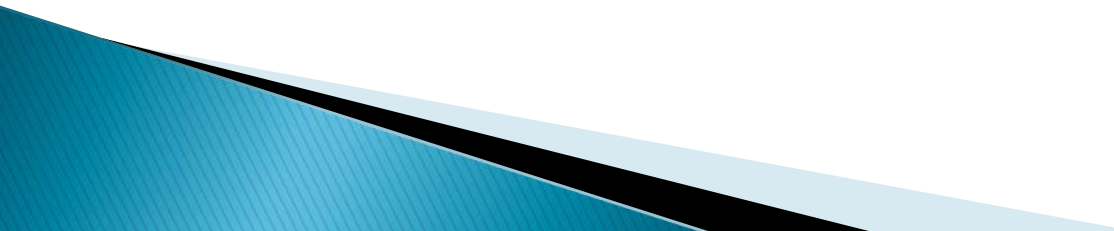
FY14 Salary Process

- ▶ June 11th – Budget documents sent to units
 - ▶ June 11th to June 21st – Units to set salaries
 - ▶ June 21st – Salary information due to Org
 - ▶ June 28th – Org Deadline
-
- ▶ Individuals should be informed of their increase by July 18th
- 

Contact During Salary Process

Joe Elder	Sarah Tallman	Rhea Noel	Cheryl Reardon
UIRF	OAR	OSA	VPR
UIRP	COI	DSP	CMRF
TIC/ORP	EHS	Museums	Mass Spect
CBB	HSO	Obermann	RIS
CHEEC	IACUC	PPC	
CGRER			
SHL			
Consortium			
HTSF			

FY 14 Salary Policy

- ▶ 2.0% – GEF allocation
 - ▶ Departmental average of 2 – 3% on filled lines/all funds
 - ▶ Increases of 0% or >6% must have Org & HR approval
 - ▶ Lump sum up to 6% for individuals outside of range
 - ▶ New hires starting after May 1 are not eligible for a July 1 increase
- 

2013 – 2014 P&S Pay Structures

Structure A				
Pay Level	Market Range Minimum	Median Zone Low	Median Zone High	Market Range Maximum
2A	\$32,136	\$34,407	\$43,791	\$54,738
3A	\$34,278	\$39,780	\$50,629	\$63,286
4A	\$38,193	\$48,547	\$61,787	\$77,234
5A	\$44,851	\$59,802	\$76,112	\$95,139
6A	\$55,472	\$73,962	\$94,134	\$117,667
7A	\$68,660	\$91,546	\$116,514	\$145,642
8A	\$89,232	\$118,976	\$151,424	\$189,280
9	Open			
10	Open			

Structure B				
Pay Level	Market Range Minimum	Median Zone Low	Median Zone High	Market Range Maximum
2B	\$33,358	\$44,478	\$49,815	\$59,778
3B	\$38,724	\$51,632	\$57,828	\$69,394
4B	\$47,717	\$63,622	\$71,257	\$85,508
5B	\$56,514	\$75,352	\$90,422	\$108,506
6B	\$70,560	\$94,080	\$112,896	\$135,475
7B	\$88,200	\$117,600	\$141,120	\$169,344
8B	\$111,353	\$148,470	\$178,164	\$213,797
9	Open			
10	Open			

FY14 Fringe Rates

- ▶ FY 2014 fringe benefits rates are approved. The following rates will go into effect on July 1, 2013:

Rate Pool	Fringe Benefit Pool Rate
Clinical Faculty	21.40%
Non-Clinical Faculty	27.80%
Professional & Scientific (includes Merit Exempt)	34.50%
SEIU	36.00%
Merit	51.00%
House Staff	32.00%
Graduate Assistants	15.80%
Fellowships	10.00%
Post Docs	15.80%
Temporary	11.70%
Bi-Weekly Students	8.50%
Miscellaneous & Extra Compensation	4.40%

2013 Flood Charges (see handout)

Do NOT use 2008 Flood accounts.

Set up new 2013 Flood accounts:

- ▶ 50600011 – Phase 1 – Emergency Protective Measures
- ▶ 50600012 – Phase 1 – Move to Temporary Location
- ▶ Questions – email flood2013@uiowa.edu
 - Or contact Joe or Cheryl

Year end Close

- ▶ Close calendar updated and on the AFR website.
- ▶ Timetable and reminders also on the AFR website here <http://afr.fo.uiowa.edu/closing-fiscal-year-2013-memo>
- ▶ Also have new ways to view close deadlines.
<http://afr.fo.uiowa.edu/calendar/month> &
<http://afr.fo.uiowa.edu/calendar/category/year-end-fy13-close>
- ▶ Also new a way to post close deadlines to outlook, either all reminders or individual ones
<http://afr.fo.uiowa.edu/calendar/all-upcoming>
- ▶ TDR's will only need to be completed for period 14, although they will be sent out for period 12 & 13.
- ▶ Grants ending on June 30, 2013 need special attention as they will need to be cleaned up during the close window, i.e. July 11 period 13, July 17 period 14

Technology Allowance Policy – tentative changes

- ▶ Effective Jan. 1, 2014 UI is ending individual per diem reimbursements to individuals for cellphones, wireless, home internet, i.e. everything.
- ▶ Will be phased out, i.e. existing plans will be allowed to expire and not renewed. If it extends beyond 1-1-2014, it will be cancelled at 1-1.
- ▶ No personal use of department phones will be allowed.

Further audit implications

- ▶ The state auditor is expanding on the Ortho audit to include more departments in CCOM and possibly other org's.
- ▶ They are now targeting performance pay and travel expenses. Likelihood of audits is increasing and expect increased scrutiny of expenses, not less.
- ▶ Please remind faculty and staff in your depts. that increased scrutiny by purchasing is a VP group decision and shouldn't be taken out on purchasing staff.

Travel Policy Updates

- ▶ **Travel vouchers submitted over 120 days since trip completed now reimbursable, but taxable income to employee**
- ▶ **Conference brochure/documentation is now required.**

Pro Trav

- ▶ **More functionality added.** Communication to go out to ProTrav users in about a week. Some info/news available on the site now.
- ▶ Faculty/Staff that travel **out of state and internationally** now require workflow approval. New options are being built into ProTrav to accommodate this
- ▶ Approval required before trip departure date.
- ▶ Pcard expense can't be submitted unless trip is approved in workflow. Will hold up Pcard voucher if a related trip expense is on the card and trip not approved.

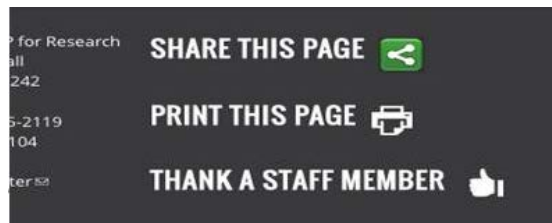
OVPR&ED Thank You Program

- ▶ **Announced a new recognition program for OVPR&ED staff & faculty in April**
- ▶ **A just-in-time thank you to recognized those that have gone above and beyond the call of duty to be of assistance to faculty, staff or students in support of the research enterprise!**
- ▶ **Guiding principles for the Staff Recognition Thank You Program:**
 - Any UI faculty, staff, and students may submit a staff recognition Thank You form.
 - All current OVPR&ED staff, faculty & students are eligible to receive a staff recognition Thank You card.
 - All nominations are encouraged. Nominators do not necessarily need to be in a supervisory role. Co-worker to co-worker nominations are encouraged.

OVPR&ED Thank You Program cont'd

▶ How it works:

1. Nominate a OVPR&ED employee using the online 'Thank A Staff Member' link at the bottom of OVPR&ED web pages.



1. Complete the required information about you and the person you are recommending for recognition.
2. The form will send an email to the Office of the Vice President for Research & Economic Development administration to review and process.
3. Once approved, the staff member will receive a personal Thank You from Vice President Dan Reed and a token of appreciation.

Link to the Thank You website =

<http://research.uiowa.edu/vpr-staff-recognition-thank-you-program>

New OVPR&ED Logo

- ▶ You'll be seeing more of this logo in the future!



OVPR&ED offices are moving

- ▶ OVPR&ED is moving to the existing UIRF space in UCC
- ▶ UIRF is moving to the garden level and 4th floor in Gilmore Hall
- ▶ The Graduate College is moving part of their staff into 201 Gilmore Hall – they will now all be on the 2nd floor of Gilmore Hall.
- ▶ The moves are set for July 25 & 26

Special Demo

- ▶ MyQuickCoach
- ▶ Sean Hesler from UI Learning & Development