

OVPR&ED Administrative Support Staff Meeting

May 6, 2014

10:30 – 12:00

S401 PBB

FY15 Salary Process Timeline

Tentative for Planning Purposes

- June 2nd– Budget process begins
- June 6th – University Budget Guidelines
- June 6th - Budget documents/control sheets sent to units
- June 6th to June 16thst - Units to set salaries
- June 16st – Salary information due to Org
- June 20th - Org Deadline

Preparing for the FY 15 Salary Process

- Develop written justification for July 1st adjustments if you are interested in providing an increase and the employee salary is over the range based on market data.
- Run Restricted Performance and Salary Reports in Self Service using FY 15 proposed salary scale.
- OVPR&ED is anticipating a reallocation. Determine the source of your department reallocation of .5% GEF/050 only (actual dollar amount will be coming soon).

FY 15 Salary Policy – DRAFT For Planning Purposes Only

- Anticipation of a Reallocation
- GEF allocation
- Departmental average TBD 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

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			

FY15 Fringe Rates

- FY 2015 fringe benefits rates are approved. The following rates will go into effect on July 1, 2014:

Rate Pool	Fringe Benefit Pool Rate
Clinical Faculty	22.30%
Non-Clinical Faculty	29.20%
Professional & Scientific (includes Merit Exempt)	35.70%
SEIU	36.90%
Merit	46.40%
House Staff	39.00%
Graduate Assistants	12.30%
Fellowships	5.90%
Post Docs	12.30%
Temporary	11.70%
Bi-Weekly Students	9.20%
Miscellaneous & Extra Compensation	4.80%

Individual v. Institutional Memberships

- Effective FY 15, individual memberships to professional will **need to be charged to a non-GEF funds (050)**.
 - Examples – SHRM, NCURA, IA Academy of Science, PRIM&R
 - I-Acct – 6420 (Memberships)
- Institutional membership – GEF (050) is acceptable

OVPR&ED Staff Council Representative


Encourage P&S staff members to vote.

An email was sent on Monday, May 5th.

The election closes at 5:00 pm on Monday, May 12th.

OVPR&ED Thank You Program

- A just-in-time thank you to recognize 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.

PRINT THIS PAGE 

THANK A STAFF MEMBER 

Onboarding New OVPR&ED Administrators

- 3 Part Series to help onboard new administrative staff, aimed at helping administrators learn how OVPR&ED organization works. Each session will be 1.5 hours in length.
 - May 30th at 8:30 AM - overview of VPR organization that will include how you fit into the administrative structure and who does what in the VP suite.
 - June 24th at 11 AM - Human Resources and Financial/Budget information that will include the importance of administrative meetings, explain access to systems, and org 04/40 specific policies and practices.
 - August 8th at 8:30 AM - overview of IT Support, Drupal CMS and Communications functions

Important Closing Dates

- GLDSS monthly data for June (period 12) is projected to be available July 2.
 - GLJE, WebCV and PayCV journal entries for Preliminary Close (period 13) must be submitted by 5:00 p.m. July 11 (*early cutoff).
- GLDSS Preliminary Close (period 13) is projected to be available July 14.
 - GLJE, WebCV and PayCV journal entries for Final Close (period 14) must be submitted by 5:00 p.m. July 16 (*early cutoff).
- GLDSS monthly data for Final Close is projected to be available July 21.

Year end Close Resources

- Close calendar updated and on the AFR website. - Downloadable calendar Feature
- Timetable and reminders also on the AFR website here <http://afr.fo.uiowa.edu/calendar/fiscal-year-end-close/year-end-fy14-close>
- Also have new ways to view close deadlines. <http://afr.fo.uiowa.edu/calendar/month> & <http://afr.fo.uiowa.edu/calendar/category/year-end-fy14-close>
- 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, 2014 need special attention as they will need to be cleaned up during the close window, i.e. period 13, period 14

New IACTS for IT Equipment & Services

- Effective July 1, 2014 departments are required to use new institutional accounts (IACTS) which have been created to track IT equipment & services.
- The IACTS previously used will continue to be used for **non-IT** equipment & services.
- You may begin using these IACTS now.
 - 6081 - Computers & Smart Devices <\$5K
 - 6082 – Printers, Peripheral Devices <\$5K
 - 6083 – Server, Networking, Data Storage Equipment <\$5K
 - 6407 – IT Software Maintenance & Fees
 - 6204 – IT External Consulting & Professional Services
 - 6266 – IT Hardware Maintenance & Fees
 - 6223 – IT Outsourced Services
 - 6431 – IT Hardware Rentals and Leases Noncapital
 - 6731 – IT Equipment Capitalized >5k (*available as of July 1st*)

Guest Speaker- Listing Temporary / Other Positions

- Jennifer Modestou, Director, Office of Equal Opportunity and Diversity