Spotlight

A Budgetary Administration & Planning (BAP) newsletter.

“This publication serves to educate, to inform, to provide resources, and empower Indiana University Bloomington employees.” - BAP

Contents

 ► Budgetary Administration & Planning
   Campus Administrative Training Series (CATS) Knowledge Base activity of the month .................. 2

 ► Policy Station
   HR - Adverse Weather Policy for Staff & Temporary Employees .............................................................. 2
   Time Off for Funerals and Bereavement ..................................................................................................... 2

 ► Fiscal Checklists & Deadlines
   HRMS E-Doc and Payroll Adjustment Voucher Deadlines - DECEMBER ............................................. 3
   Payroll - Year End Attendance Reminders - BIWEEKLY paid Staff ....................................................... 4
   Year-End Pay Dates and Paid Time-Off Accruals - Staff Employees ..................................................... 5
   Payroll Reminder - Overpayment .............................................................................................................. 6
   Office of Student Financial Assistance (OSFA) Important Dates & Deadlines ....................................... 6
   ChromeRiver Updates and Tips .................................................................................................................. 7-8
   Effort Certifications ................................................................................................................................. 9

 ► Tax Tidbit
   2018 Tax Forms ......................................................................................................................................... 9

 ► Interconnected
   IU Foundation Revenue Operations Updates and Year-end Processing Deadlines ............................... 10
   News from FMS Auxiliary Accounting .................................................................................................... 11

 ► Training .................................................................................................................................................. 12
Budgetary Administration & Planning (BAP)

Campus Administrative Training Series

CATS Knowledge Base activity of the month:
University Provided Vehicles

IU Policies that support this activity:
University Automobiles and Automobile Allowances, FIN-ACC-340
Who Can Use University Vehicles, FIN-INS-07
Driving Privileges, FIN-INS-02
Tax SOP: Personal Use of an IU Vehicle, 3.07

Questions, comments, concerns? Contact Us.

POLICY STATION

HR - Adverse Weather Policy for Staff & Temporary Employees
(Also view Adverse Weather, HR-11-20 and Protect IU - Emergency, Continuity and Planning)
Updated: 11/13/2018
Excerpt: “The University does not normally close during adverse weather, although there will be times when certain employees cannot travel to work, may arrive late, or may need to leave early. Employees are expected to use their best judgment when traveling to or from work and should not endanger themselves or ignore the notifications of local officials.”
Read more

Time Off for Funerals and Bereavement, HR-05-110
Updated: 11-7-2018
Updated to add full-time equivalent (FTE) label.

Scope: “This policy applies to all Support and Service Staff employees.”
Policy Statement: “Support and Service Staff employees will be granted up to three working days (24 hours for 100 percent FTE and prorated for 50 percent FTE or greater) with pay within one week from the date of death of the following relatives; however, if the funeral is held outside of the one-week period, the employee may use any of the unused 24 hours of Funeral/Bereavement time to attend the funeral service.”
Read more

Visit the “New and Recently Revised” as well as the “Under Review” sections of the University Policies website for updates.
If you have any inquiries, please provide feedback here.
After reviewing the FMS cut-off dates for the December 2018 FMS payroll calendar, we want to communicate the following deadlines for Temporary and Staff related eDocs and Staff separation paper adjustment vouchers.

Visit HR Payroll Deadlines website.

**For the biweekly pay period ending December 15th**

**Mon, 12/17** - All biweekly-paid Temporary and Staff eDocs should be received by Campus HR for review and final approval

**Mon, 12/17** - Staff separation PAVs are also due for biweekly staff terms effective dated 12/16 or earlier

**For the biweekly pay period ending December 29th**

**Mon, 12/31** - All biweekly-paid Temporary and Staff eDocs should be received by Campus HR for review and final approval

**Mon, 12/31** - Staff separation PAVs are also due for biweekly Staff terms effective dated 12/30 or earlier

**For the monthly pay period ending December 31st**

**TUE, 12/18** - All monthly-paid Staff eDocs should be received by Campus HR for review and final approval

**TUE, 12/18** - Staff separation PAVs are also due for PAE terms effective dated 01/01/19 or earlier

**REMINDER: Payday is Wednesday, January 2nd**

Printable December Deadline Calendar (PDF)

Questions or do you need assistance related to staff or temporary related eDocs? Please email hredocs@iu.edu to reach an IU HR Transaction Services team member.
FISCAL CHECKLIST & DEADLINES

Payroll - Year End Attendance Reminders - BIWEEKLY paid Staff

The attendance year for Biweekly paid Staff ends with the last full pay period of the calendar year. **In 2018, the last full pay period ends December 29, 2018.** All time-off benefit hours used through 12/29/18 count towards 2018 usage maximums.

Any hours used beginning December 30, 2018 will count towards the maximum usage for 2019.

You should be running the BW1/BWP Payroll Hours Balance Report(s) in the IUIE (Master Catalog > Departmental Reporting > Payroll Reports-Departmental) for your BW1 and BWP staff after each biweekly payroll. Please review the reports carefully and provide the following information to your biweekly staff employees. Any negative balances should be corrected or calculated as an overpayment.

**Biweekly Staff Employees (BW1):**
- Any prior year holiday hours saved from 2017 must be used before December 29, 2018. Hours are listed in the column marked ‘Hol PY’.

**Biweekly Professional Staff Employees (BWP):**
- Any prior year holiday hours saved from 2017 must be used **before December 29, 2018.** Hours are listed in the column marked ‘Hol PY’.
- The PA leave plans have a max usage per year of 240 or 288 based on service years. You can review PTO hours used during this attendance year in the ‘PTO Tkn’ column. The system recalculates the remaining PTO hours that are available for use after each payroll process. The available balance is displayed in the ‘PTO Avl’ column.
- The accrual rate is listed in the last column marked ‘PTO Acrl’. Employees with a 240 limit accrue 9.24 and a 288 limit accrue 11.08 per pay period (based on 100% FTE).
- The PA leave plans have the same 240/288 limit on the number of remaining PTO hours that may be carried forward to the next attendance year. **You may want to remind employees that have large accrued balances about the December 29th deadline.**
- Employees in PA leave plans are allowed to move up to 96 PTO hours into their Sick bank at attendance year end if they wish to do so. As part of the year-end reset process, we will automatically move any PTO hours exceeding 240/288 (up to 96) to the Sick bank so they will not be lost. **You will receive another communication about this process in early January.**
- **Departments with PAU employees using exchange hours:** Those hours will remain in the bank and move over to the new attendance year.

See [UHR Year-End](#) information.

Policies related to this activity:
- [Vacation Time](#)
- [Paid Time Off (PTO) for PA](#)

*If you have any questions please contact your Payroll Processor.*
FISCAL CHECKLIST & DEADLINES

Year-End Pay Dates and Paid Time-Off Accruals - Staff Employees
Holiday Season December 2018/January 2019

A. Year-End Pay Dates
- For Support, Service, and PAO & PAU Professional Staff, the last pay date of 2018 is December 28, 2018, for time worked between December 2, 2018 and December 15, 2018.
- PAE Professional Staff will receive pay for work during December 2018 on January 2, 2019.

B. Use of Unused 2017 Holiday Hours Accruals - Unused Holiday accruals from 2017 must be used by the end of the last pay period of 2018.
- For Support, Service, and PAO & PAU Staff, Holiday time-off earned in 2017 must be used by December 29, 2018.
- For PAE Staff, Holiday time-off earned in 2017 must be used by December 31, 2018.

C. Use of Accrued Paid Time-off During Departmental Closings - Paid holidays for Christmas Day and New Year’s Day will be Tuesday, December 25, 2018, and Tuesday January 1, 2019, respectively. A department may close between these dates (Holiday Closing) or beyond. During such closing, Staff may use accrued paid time off as follows:
- Support and Service Staff may use accrued Vacation hours or accrued Compensatory time-off. PAO & PAU Staff must use PTO or accrued Compensatory time off; PAE Staff must use accrued PTO.
- Support and Service Staff cannot use Income Protection time and Professional Staff cannot use PTO Sick Bank time to cover this time unless the reason for doing so qualifies under the provisions of the Human Resources Policies governing these categories of paid time-off.
- Staff employees who do not have sufficient accruals to cover the department closing will take the time off as absence without pay. With the exception of the below.

D. Borrowing Future Vacation or PTO Accruals - Support and Service Staff employees hired after June 30, and Professional Staff employees hired October 1 or later, may not have accrued sufficient time off to cover the closing of a department between Christmas and New Year’s Day (Holiday Closing). In this case, the employee may borrow against future accruals of Vacation hours or PTO. This is the only time in which borrowing against future accruals is allowed. (Employees should contact their departmental payroll specialist for instructions.)
- As soon as the employee earns Vacation or PTO accruals, the borrowed time is charged against the accrued time.
- If the employee separates from University employment before earning the borrowed time, the employee’s final paycheck will be adjusted accordingly.
- Employees will not be able to borrow from future accruals under the following circumstances:
  - Employees who were hired before the June 30 or Oct 1 dates.
  - To cover time off due to department closings that extend beyond the Holiday Closing.
- Employees who do not have sufficient accruals will take the time off as absence without pay.

Contact IUHR at askhr@iu.edu or (812) 856-1234 or contact FMS at (812) 855-0375 for questions.
FISCAL CHECKLIST & DEADLINES

Payroll Reminder - Overpayment

Please follow the Payroll Standard Operating Procedure (PSOP) Overpayment Processing, 2.0 when processing overpayments.

Here is an excerpt of the PSOP:

“When a department becomes aware that an employee has been overpaid, it must contact their University Payroll Processor immediately via email (IUPUI departments must contact the IUPUI Payroll Office). If the department becomes aware of an overpayment before the check date and the direct deposit can be withdrawn from the bank or the paper check can be cancelled, it is possible to recover the funds and avoid the overpayment process.

If the overpayment is discovered after the check date, it is the responsibility of the department to contact the overpaid employee and arrange for repayment of the overpayment. If the employee has already received the funds, there are various methods for collecting the overpayment amounts outlined in the four situations listed below. The campus payroll office will assist the department in understanding the process and calculating the net payback amount. Any exceptions to the processes and rules listed within this SOP must be approved by University Payroll and University Tax before making agreements with employees.”

If you have any questions please contact your Payroll Processor.

FISCAL CHECKLIST & DEADLINES

Office of Student Financial Assistance (OSFA) Important Dates & Deadlines

2018-19 Academic Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019 Scholarship/Fellowship Entry</td>
<td>Now</td>
</tr>
<tr>
<td>Spring 2019 Financial Aid Disbursement Date</td>
<td>December 28, 2018</td>
</tr>
<tr>
<td>Run Spring 2019 Department Authorization Failure Report</td>
<td>January 2, 2019</td>
</tr>
<tr>
<td>Begin processing Spring 2019 IUF Scholarship Reimbursement eDocs</td>
<td>January 2, 2019</td>
</tr>
</tbody>
</table>

Personalized Trainings

We are happy to offer personalized trainings on your department’s needs. Please contact our office at deptsch@indiana.edu if you are interested.

If you have any questions and need assistance send an email to deptsch@indiana.edu.
ChromeRiver - Travel and P-Card Updates

Travel

Egencia prepaid lodging charges are being incorrectly mapped as airfare.

1. The screen shot below demonstrates how to change the expense in your eWallet. Click the airplane icon and then select the Lodging mosaic.

2. Once you click the Lodging mosaic, the mapping will change:

Corrected object code mapping.

The object code mapping for the Meeting Card Reconciliation expense report type has been corrected. Now, when using this Meeting Card Reconciliation expense report, the object code will be mapped to the 4088 Student Group Travel object code instead of the 6000 object code.

P-Card

FYI: If you are the Chrome River Delegate and P-Card Transaction Approver on an expense report, that report will be auto approved on submission. Chrome River implies approval based on your reconcile activity of those expenses.

*If you have questions or comments, please direct them to recharge@iu.edu or travelbl@indiana.edu.*

Visit the Travel Management Services website and subscribe to the IU ChromeRiver List and IU Travel List.
ChromeRiver - TIPS

Notification of a prepaid expense in your e-wallet.
1. If you receive an email like the one below, it means that you have an expense in your e-wallet to be reconciled.

```
ACTIONS REQUIRED
Unused Firm Paid Items
The following firm-paid expense items are currently unsubmitted.

31-60 Days
Owner  Report  Description      Amount
Jane Doe  none  Car Rental (07/12/18)  126.06 USD

Total Unused Firm Paid Items
126.06 USD
```

2. In order to see the details of the expense, on the upper left hand side of Chrome River, click the menu and then eWallet.

3. Find the expense.

```
US Bank IU Paid Expenses
Airfare  07/11/2018  AMERICAN AIR : 0381
374.09 USD
```

4. Click the arrow (highlighted in pink above), and you will see the details of the expense including the departure date and the passenger’s name.

```
US Bank IU Paid Expenses
Airfare  07/11/2018  AMERICAN AIR : 0381
374.09 USD
```

For complete instructions on reconciling prepaid expenses view the document, Reconciling Pre-Paid Travel Expenses.

Contact recharge@iu.edu or travelbl@indiana.edu if you have any questions.
**FISCAL CHECKLIST & DEADLINES**

**Fall 2019 Effort Certifications**

In preparation for the close of the FY19 Fall Effort Period (July – December 2018), please have all Salary Transfers completed by the **January 31, 2019 deadline**.

Make use of the Research Dashboard on [One.IU](https://one.iu.edu) to check NIH Salary Cap, Cost Share and percentage of effort allocations:

![Research Dashboard](https://example.com/research-dashboard)

Additional information can be found on the ORA web page:

- [Effort Certification](https://example.com/effort-certification)
- [Summer Salary Policy](https://example.com/summer-salary-policy)
- [Best Practices – Routing info](https://example.com/best-practices-routing-info)

Additional information regarding Effort Certification document approval in the Kuali Financial System can be found at [ORA Effort Certification](https://example.com/ora-effort-certification).

**NOTE:** IU Policy and Federal Regulations governing the administration of federal funds require that salary charges to grants and contracts be verified (which is accomplished through the effort certification document). For salary charges on federal awards that are not certified within the 60-day time period, the salaries may be deemed to be unallowable and the expenditures moved to a departmental account. The Office of Research Administration (ORA) has made several attempts to communicate this deadline to you. **If an extension of time is required, please submit your request in the manner outlined in IU policy [Effort Certification Under Uniform Guidance SPA-11-004](https://example.com/effort-certification-uniform-guidance).**

Please contact Rayna Amerine if you have any questions.

---

**TAX TIDBIT**

**2018 Tax Forms**

>>Make sure to receive your 2018 Tax Forms<<

Please remind all students and employees to update their current address to guarantee they receive their 2018 IRS tax forms timely. Students should update their “Student Home” address. Employees should update their “Employee Home” address.

This is especially helpful for our international students and employees.

*Please contact University Tax Services with any questions by emailing taxpayer@iu.edu.*
**IU Foundation Revenue Operations Updates**

The IU Foundation is very excited to roll out a new process that will improve your experience with Revenue Operations! It will be easier now for you to submit a request to the IU Foundation and improve turnaround time. For your convenience, they have been doing some Beta testing with various users, updating internal business and approval processes.

**WHAT YOU’LL NEED TO DO** - Starting the week of December 3, 2018 all requests to Revenue Operations (adjustment, duplicate receipt, general inquiry, etc.) will be made in **Workfront** via the **Revenue Operations Request Form**.

**WHAT YOU CAN EXPECT!**

1. **Accountability** – When you submit your solicitation request via Workfront, your job is automatically logged and scheduled with Revenue Operations and routed through all appropriate areas for review and approval.
2. **Efficiency** – Revenue Operations can better manage your requests for duplicate receipts, adjustments and general inquiries etc.
3. **Convenience** – You will automatically receive notifications from Workfront on the status of your request. No more wondering if your request is being worked on or how soon it will be ready!

*Please review the video and reference the KB article. Contact iufactsv@iu.edu with your questions.*

**IU Foundation - Revenue Operations Year-end Processing Deadlines**

*Monday December 31, 2018 - 2018 Gift Determination:*

1. Check must be dated by 12/31/18.
2. Check envelope must be postmarked by 12/31/18.
3. >>>Gift must be received at IUF by 1/14/19.<<<
4. Credit date for gifts will be 12/31/18 ONLY if ALL above criteria are met.

**Credit Cards:** As outlined by the IRS, a credit card gift needs to be processed by December 31, 2018 to count as a 2018 tax deduction. Please make sure that all credit card gifts are sent to IUF immediately to allow donors to receive the appropriate credit. Any credit card gifts that are received after 3:00 p.m. on 12/31/18 may be given a credit date of January 2019. Gifts can be made on-line, and those processed on 12/31/18 by 11:59 (EST) will receive credit for 2018.

**Note:** To ensure timely and proper processing of your 2018 gifts, it is critical to forward all gifts to IUF Revenue Operations or your appropriate campus lockbox upon receipt. Remember to attach **ALL** original documentation and the **postmarked envelope** to the gift deposit slip.

**Gifts received after 12/31/18 will not be receipted for calendar year 2018 without the postmarked envelope.** Also, it is critical to send checks dated 2018 and 2019 on separate deposit slips. December 2018 gifts will appear on the Recognition Acknowledgment report in Cream in the week the gifts are actually processed.

**2018 Holiday Schedule** *IU Foundation will be closed the following dates:*

*Monday, December 24 / Tuesday, December 25 / Monday, December 31st (closing at 3:00 p.m.)*

Contact iufactsv@iu.edu with your questions.
FMS Auxiliary Accounting

FMS Auxiliary Accounting would like to thank everyone who attended the Fall 2018 Auxiliary Forums. As promised, we are providing links to the new resources available to Auxiliary and Recharge Services Centers. These resource include:

**New Rate Setting Instructions and Template:**
The new recharge center rate template, template instructions, and report instructions are now available on the FMS Cost website. Please use these NEW documents on all submissions after January 1, 2019: [https://fms.iu.edu/cost/rate-template-instructions/](https://fms.iu.edu/cost/rate-template-instructions/) The previous version will remain posted for two weeks.

**New Auxiliary Reporting System:**
A new reporting system is available. While initial testing is complete, we would appreciate any departments that could run their November reports using both IUIE reports and the new Auxiliary reports to check for discrepancies. Once we have cleared the reports of any issues, these IUIE reports will be deactivated. All reporting Auxiliaries should plan on using these new reports for the Q2 Variance Analysis submissions. [https://aux.fms.iu.edu/psgi/aux_report/home](https://aux.fms.iu.edu/psgi/aux_report/home)

**Auxiliary Forum Presentation:**
The Auxiliary Forum presentation is now posted online and includes information on additional topics. [https://fms.iu.edu/auxiliary-accounting/reference-information/auxiliary-forum/](https://fms.iu.edu/auxiliary-accounting/reference-information/auxiliary-forum/)

*If you have any questions or want to be added to our distribution list, please send an email to auxacct@iu.edu.*
Campus Administrative Training Series (CATS)

Thursday, January 24 ~ 1:30–3:30pm ~ Frangipani Room, IMU.
For additional dates and topics please visit the newly revamped CATS Website.

FMS – Online Sessions
➤ Critical Data in KFS
See eTraining link. Contact FMS Training.

KFS Financials
Attendees must have both IUIE and KFS and access to participate in this training. There may be prerequisites. Questions? Contact FMS Training.
➤ KFS Balance Inquiries
Tuesday, January 15
9:00 – 11:00am ~ Poplars W183
Monday, February 11 ~ Zoom
9:00 – 11:00am
➤ IUIE Financial Reports
Wednesday, January 16
9:00 – 11:00am ~ Poplars W183
Wednesday, February 13 ~ Zoom
9:00 – 11:00am
➤ Intro to Financial Reports
Thursday, January 10
9:00 – 10:30am ~ Poplars W183
Thursday, February 7
9:00 – 10:30am (Zoom)
➤ Standard Monthly Reports
Thursday, January 17
9:00 – 10:30am ~ Poplars W183
Thursday, February 14 ~ Zoom
9:00 – 10:30am

University Finance Fundamentals (UFF)
Register for UFF sessions:
➤ University Payroll
Thursday, January 24
9:00 – 10:30am ~ Poplars W183 and Zoom
➤ University Budgeting
Wednesday, February 6
1:30 – 3:00pm ~ Poplars W183 and Zoom
Auxiliary Accounting and Recharge Centers
➤ Thursday, March 7
9:00 – 11:00am ~ Poplars W183 and Zoom
➤ Capital Assets
Thursday, April 18
1:30 – 3:00pm ~ Poplars W183 and Zoom
➤ Financial Systems Administration
Wednesday, May 29
9:00 – 10:30am ~ Poplars W183 and Zoom

Disbursement Voucher Certification
Both sessions require DUO authentication.
➤ Disbursement Voucher Part 1
Tuesday, January 22
9:00am – 12:00pm ~ Poplars W183
Tuesday, February 19
9:00am – 12:00pm (Zoom)
➤ Disbursement Voucher Part 2
Wednesday, January 23
9:00am – 12:00pm ~ Poplars W183
Thursday, February 21
9:00am – 12:00pm (Zoom)
See FMS Disbursement Voucher Certification for requirements. Please contact FMS Training.

Office of the Treasurer
➤ Face to Face Revenue Training
Revenue processing & access to University banking and payment card systems. Please sign up here.
For questions, please contact Melissa Hartley, or call 812-855-2930. See Treasury Operations Training page for other useful information.

Fee Remission Third Party Contract (TPC)
Training is now available online. Questions? Please send an email to bursar@indiana.edu.

The Bloomington Organizational Development Classes are online and available for registration. Contact Wendy Cornwall or call 855-9674.

FERPA Training
➤ FERPA for Staff
For training contact the Office of the Registrar at registrar@indiana.edu / 812-855-9349.

New Online Payroll Essentials Training
New departmental payroll processors may access the course by enrolling in IU Expand.
Upcoming Spotlight issue...

Our next *Spotlight* issue is coming in **January 2019** and will include current sections... and much more.

Would you like to receive this publication?
Please Join our **Listserve** and spread the word.

---

**Spotlight**

Vol. 6, Issue 10
December 2018

**Budgetary Administration & Planning**
Indiana University
Bloomington, IN

The *Spotlight* is a publication designed to **Educate**, **Inform**, and **Provide Resources** to **Empower** Indiana University Bloomington employees.

**Contact Information:**
Aimee Heeter
Patti Quimby

**Editor**
Nancy Vázquez-Soto

**Contributors**
Rayna Amerine
Donna Burkhardt
Wendy Cornwell
Melissa Hartley
Emily Kirkman
Martin Leal
Amy Pfaff
Tonya Pottorff
Jennifer Reeves
Cassie Rosenburgh

Photo source: @officialimu

---

Disclaimer: Please note that any information and commensurate dates that appear in this publication are only current as of the date of publication and may change over time. Hence, please contact the responsible unit or contact person to be informed of the current status for a specific item.

---

**FULFILLING the PROMISE**