Table of Contents

▶ Budgetary Administration & Planning
  Campus Administrative Training Series (CATS) Knowledge base activity of the month.....2
▶ Policy Station
  Policy on Political Activity.............................................................................................................2
▶ Fiscal Checklists & Deadlines
  Maintain Pay eDoc vs Mid-Year Pay Adjustment eDoc.................................................................3-4
  Office of Student Financial Assistance (OSFA) Important Dates & Deadlines.................................4
  HRMS E-Doc and Payroll Adjustment Voucher Deadlines - NOVEMBER......................................5
  Year-End Pay Dates and Paid Time-Off Accruals - Staff Employees.............................................6
  ChromeRiver - Card Updates and Tips..............................................................................................7
  Summer A03 Effort Certifications..................................................................................................8
▶ Tax Tidbit
  Out of State Employees AND Process and Pay REUs........................................................................9
▶ Interconnected
  Accounts Payable Training.............................................................................................................10
▶ Capital Assets Training................................................................................................................10
▶ Training.........................................................................................................................................11
Budgetary Administration & Planning (BAP)

View the newly revamped Campus Administrative Training Series Website!
We’d love to hear from you.
Send us a message and tell us what you think about the website.

CATS Knowledge Base activity of the month:
Record Retention and Management

IU Policy that support this activity:
Management of Human Resource Records: Personnel Records for Staff and Temporary Employees
and Benefit Program Records for All Employees, Retirees, and COBRA Participants, HR-02-80

Questions, comments, concerns? Contact Us.

POLICY STATION

Policy on Political Activity
Source: News at IU

IU employees are encouraged to familiarize themselves with the IU policy that governs the use of university resources with respect to political activities, Political Activities, GR-02.

"Anecdotally, I would say that the most common mistake that faculty and staff employees inadvertently make is using their IU email or social media accounts to promote a candidate or to invite others to fundraising or other campaign events," said Kip Drew, the university's chief policy officer.

As a state-supported public university with a tax-exempt status under sections 115 and 501(c)(3) of the U.S. Internal Revenue Code, IU may not participate or intervene in any political campaign and must prevent its resources from being used in any way that could appear to support a political campaign. Read more

View HR announcement on Voting on Election Day
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.
FISCAL CHECKLIST & DEADLINES

Maintain Pay eDoc vs Mid-Year Pay Adjustment eDoc

This is a clarification on when to use the Maintain Pay Rate eDocs vs the Mid-Year Pay Adjustment eDocs.

For ALL appointed Academic and Staff, including union-covered Staff, the Mid-Year Pay Adjustment eDocs should be used for in-position adjustments that occur outside of budget construction. (Refer to Guidelines for Mid-Year Pay Adjustments for additional information.)

Managers should consider the following when making individual pay decisions:

1. The fiscal resources of the unit; all pay increases must be funded with available base budget
2. The employee’s job related qualifications, performance and the external relevant labor market
3. Internal equity must be considered
4. Increase requests should not be above the maximum of the applicable pay range
5. All required approvals must be obtained prior to any employee communication

MID-YEAR PAY ADJUSTMENT eDOCS

**Staff:** Requires applicable approval from the RC, Campus Budget Office, and IUHR Compensation Team

- Market Adjustments (MAR)
- Counter Offers (COU)
  - In-Position Job Duty Changes
    - Reclassifications (RCL)
    - Responsibilities (HLR)
- Retention/High Value (RET)
- Affirmative Action Equity (EQU)
- DOL/Visa Requirement (INT)
- Negotiated Contract (NCO)

**Academic:** Requires applicable approval from the RC, Campus Budget Office, and Academic Affairs Office

- Market Adjustments (MAR)
- Counter Offers (COU)
- High Value (RET)
- Affirmative Action Equity (EQU) requests requires pre-approval from the Office of Institutional Equity
- DOL/Visa Requirement (INT)
- Administrative Responsibilities (ADM)
- Higher Level Degree Completion (DGR)

Continues...
FISCAL CHECKLIST & DEADLINES

Maintain Pay eDoc vs Mid-Year Pay Adjustment eDoc continued

MAINTAIN PAY RATE EDOCS

Staff: Requires applicable approval from the RC, Campus Budget Office, and IUHR Compensation Team

- Annual Pay Adjustment (APA) IUHR Final Approvers ONLY
- Adjustment > used for pay changes for Temporary employee’s (ADJ).
- Change in Standard Hours (STH) > used for PAE employees, Maintain Job Data/Change in Standard Hours (STH) for biweekly staff employees
- Apprenticeship Step Progression (ASP)

Academic: Requires applicable approval from the RC, Campus Budget Office, and Academic Affairs Office

- Annual Pay Adjustment (APA) Academic Personnel Final Approvers ONLY
- Adjustment/Non-AC1, student/credit hour count (ADJ)
- Change in Standard Hours (STH)
- Reappointment/Non-AC1 (REA)

If you have any questions, please contact askHR@iu.edu.

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

Fall IUIE Departmental Authorization Failure Report

Please be sure to run the IUIE Authorization Failure Report for the Fall 2018 semester if you are posting new awards or making changes to existing awards.

For instructions on running this report, please contact our office at deptsch@indiana.edu.

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.
FISCAL CHECKLIST & DEADLINES

HRMS E-Doc and Payroll Adjustment Voucher Deadlines - NOVEMBER

After reviewing the FMS cut-off dates for the November 2018 FMS payroll calendar, the following deadlines have been set up for temporary and staff related eDocs and staff separation paper adjustment vouchers. This information and more including a printable calendar will be found on the HR Systems page.

November

For the biweekly pay period ending November 3rd
- Mon, 11/05 - All biweekly-paid temporary and staff eDocs should be received by Campus HR for review and final approval
- Mon, 11/05 - Staff separation PAVs are also due for biweekly staff terms effective dated 11/04 or earlier

For the biweekly pay period ending November 17th Due to the holidays, deadlines are early!
- FRI, 11/16 - All biweekly-paid temporary and staff eDocs should be received by Campus HR for review and final approval
- FRI, 11/16 - Staff separation PAVs are also due for biweekly staff terms effective dated 11/04 or earlier

For the monthly pay period ending November 30th Due to the holidays, deadlines are early!
- WED, 11/14 - All monthly-paid staff eDocs should be received by Campus HR for review and final approval
- WED, 11/14 - Staff separation PAVs are also due for PAE terms effective dated 12/01 or earlier

The More You Know!

- For IUINA and IUBLA staff and temp eDocs – The final approver workgroup for these eDocs is rather large but not all listed are official final approvers so please do not email everyone listed if you are needing assistance. Instead, email hredocs@iu.edu so the appropriate IU HR Transaction Services team member can address your questions or requests as quickly as possible.
- Staff Terminations:
  - Deadlines for both the monthly and biweekly closings are backed up due to the holidays. We ask, if possible, to submit your eDocs and PAVs in as early as you possibly can. Please DO NOT wait until after the deadline, if you do, please help us by babysitting the eDocs through the workflow.
  - BIWEEKLY TERMS: Due to the Thanksgiving holidays, upon initiating a term eDoc dated prior to 11/22, you might encounter a timeblock error. To resolve the error please remove the holidays off the timesheet and proceed with routing your term eDoc.

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

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

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

ChromeRiver P-Card Updates

P-Card expenses must be reconciled in a timely manner to ensure policy compliance and fiscal accountability. If you are a cardholder, transaction reconciler or fiscal officer please ensure that all expenses aging in ewallets have been added to an expense report, reviewed for policy compliance, and submitted for approval. You can use your US Bank statement as a reference to ensure all expenses have been identified. The green dot beside “Credit Card” indicates there are credit card items in the wallet that are available for reconciliation. View the document Reconciling P-Cards for instructions. Contact pcardhlp@iu.edu if you are missing transactions.

Please note: Expenses aged 60-90 days are past due. Expenses aged 90+ days will be flagged for review and may result in a temporary suspension of credit card privileges for the cardholder.

Contact pcardhlp@iu.edu if you have any questions.

ChromeRiver Tips

For help with itemizing lodging view How to Itemize Lodging instructions. Note: Since a tax amount is required within Chrome River, if no taxes were included with the lodging charge, add $1 to the daily tax fee field and then deduct a $1 per day from the daily room rate so that the itemization equals the total amount of the lodging receipt.

For Roundtrip Mileage, clicking the “Return to Start” button on the Maps page will add the round trip mileage calculation. You do not have to add a separate map entry for each leg. You can click the ‘Add Destination’ box to enter another address.

To check the routing status of an expense report, open the document and click “Tracking”. There you will see the status. To drill down to further detail, select an expense item and review the tracking information on the right-hand side of the screen. The following information defines the various route statuses:

- **Pending** – The report is awaiting approval
- **Multiple Statuses:**
  - An item or multiple items on the expense report has been returned while the remaining items are routing for approval or have been approved or;
  - The report includes items that do not route to Travel (such as less than $75 items) and items that are routed to Travel (expenses greater than $75)
- **Approved** – The report has been final approved
- **Exported** – The data has been extracted from Chrome River and transmitted to KFS for payment and general ledger entry activities.

Contact pcardhlp@iu.edu if you have any questions.

Visit the Travel Management Services website and subscribe to the IU ChromeRiver List and IU Travel List
Summer A03 Effort Certifications

To: Fiscal Officers and Principal Investigators with Federal or Fed-pass-Through Awards:

The Summer A03 Effort Certifications covering May through August 2018 academic appointments have been generated.

The deadline for reviewing and approving these certifications is Friday, December 14, 2018.

Additional information can be found on the ORA web page:
Effort Certification and IU Effort Certification Policy
Summer Salary Policy
Best Practices – Routing info

Additional information regarding Effort Certification document approval in the Kuali Financial System can be found at 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.

Please contact Rayna Amerine if you have any questions.
**TAX TIDBIT**

**Out of State Employees AND Process and Pay REUs**

**Tax Issues for Out of State Employees**

**For Departments**
IU is now registered to withhold taxes in 43 states. This is a great benefit to our employees! However, because of the added complexity this benefit entails, it is more crucial than ever to ensure that you are handling your department’s out-of-state employees correctly. A department must process an e-doc *every time* an employee changes the state from which they *work*. If this e-doc is not processed timely, incorrect state tax withholdings will occur.

For more information on when and how to process these e-docs, please consult the standard operating procedure concerning out-of-state employees, [Managing Employees Working Outside of Indiana](#).

**For Employees**
It is also crucial that employees timely submit updated state tax withholding forms whenever a move to a new state is made. Click [here](#) to find the current state tax withholding forms.

These forms can be submitted to:

**University Tax Services – Poplars 503**
400 E. Seventh Street
Bloomington, IN 47405-3085
Or, the forms can be faxed to:
812-856-4861

*Timely submission of the forms ensures that proper tax withholding occurs on all employee’s paychecks.*

**How to Process and Pay REUs**

Currently there is a new *DRAFT* Tax Standard Operating Procedure (TSOP) to provide guidance to units and departments at Indiana University on how to appropriately process payments related to sponsored research programs during the summer (REUs and the like) for undergraduate students. This includes information on how to process stipend payments in the most efficient and compliant manner and where to direct questions related to the program.

- IU students will have payments processed through the SIS.
- NON-IU students will have payments processed through KFS on a DV.

When finalized the new TSOP can be found on Tax’s website under [Tax Standard Operating Procedures](#).

*Please contact University Tax Services with any questions by emailing taxpayer@iu.edu.*
**Accounts Payable**

**NEXT TRAINING:** Thursday, November 8 at 9:00 a.m.  [Register NOW!]

November’s University Finance Fundamentals (UFF) session will be hosted by Charlie Sinex - Director of Accounts Payable and Records Management.

*You’ve procured goods or services on behalf of the university. Now, how do you ensure your vendor gets paid correctly and quickly? Charlie will discuss how IU pays for items it purchases, tips for working with invoices and disbursement vouchers, and how departmental staff can help ensure timely and accurate payments to our vendors.*

Charlie’s presentation provides an overview of the Accounts Payable department and its processes. For step-by-step instruction, check out the [Disbursement Voucher training series](#) or attend a [Purchasing training session](#).

UFF may be attended in person on the Bloomington campus or online via a Zoom meeting room.

*Check out the [UFF Home Page](#) to learn more about the series.*

---

**Capital Assets**

**NEXT TRAINING:** Thursday, November 8 at 1:30 p.m ~ Poplars W183  [Register NOW!]

Capital Assets will be hosting an inventory document training class on the Bloomington Campus on November 8th and on the IUPUI Campus on November 15th.

Participants of the class will learn about various KFS capital asset documents necessary to maintain their inventory. This session is targeted towards capital asset representatives that have the CAMS role 10203 in KFS.

To fully participate in the hands on section of the class you will need your DUO Token and the CAMS role 10203.

To register for class go to [Capital Asset Inventory Document Training](#) and Register for the class on your campus.

*If you have any questions please contact capasset@iu.edu.*
### Campus Administrative Training Series (CATS)

**Thursday, November 29 ~ 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**
  - Available 24/7. See eTraining link.
  - Questions? Please contact [FMS Training](#).

### KFS Financials

Attendees must have both IUIE and KFS and access to participate in this training. There may be pre-requisites.

- **KFS Balance Inquires**
  - **Tuesday, November 13**
    - 9:00 – 11:00am ~ Poplars W183
  - **Tuesday, December 11 (Zoom)**
    - 9:00 – 11:00am
  - **IUIE Financial Reports**
  - **Wednesday, November 14**
    - 9:00 – 11:00am ~ Poplars W183
  - **Wednesday, December 12 (Zoom)**
    - 9:00 – 11:00am

### Disbursement Voucher Certification

*Both sessions require DUO authentication.*

- **Disbursement Voucher Part 1**
  - **Wednesday, November 28**
    - 9:00am – 12:00pm ~ Poplars W183
  - **Tuesday, December 18**
    - 9:00am – 12:00pm (Zoom)

- **Disbursement Voucher Part 2**
  - **Thursday, November 29**
    - 9:00am – 12:00pm ~ Poplars W183
  - **Thursday, December 20**
    - 9:00am – 12:00pm (Zoom)

See [FMS Disbursement Voucher Certification](#) for info on the current requirements. Questions? 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 for new users is offered on the 2nd Tuesday of each month at 12 noon.

To schedule a training session, please send an email to bursar@indiana.edu.

### The Bloomington Organizational Development Classes are online and available for registration. Contact Wendy Cornell or call 855-9674 with any questions.

### New Online Payroll Essentials Training

New departmental payroll processors on the Bloomington and IUPUI campuses may access the course by [enrolling in IU Expand](#).
Our next *Spotlight* issue is coming in **December 2018** and will include current sections... and much more.

Would you like to receive this publication? Please Join our [Listserve](mailto:listserv) and spread the word.

---

**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.