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○ VOLUME 5 ○ ISSUE 2 ○ March 2017

# Spotlight

*“THE **SPOTLIGHT** PUBLICATION SERVES TO EDUCATE, TO INFORM, TO PROVIDE RESOURCES, AND EMPOWER INDIANA UNIVERSITY BLOOMINGTON EMPLOYEES.”*

## BUDGETARY ADMINISTRATION & OPERATIONS (BAO)

### Campus Administrative Training Series (CATS)

Knowledge Base activity of the month:

#### [Data Destruction](#)

Policy that supports this activity:

#### [FIN-PUR-14.0, Disposal and Redistribution of University Property](#)

*Questions, comments, concerns? Send us a message through the [Sounding Board](#).*

## POLICY STATION

To further your knowledge on IU policies we encourage you to view the [University Policies web site](#).

See the [What's New](#) tab on the website for policies Under Review.

*For questions/comments about the policy process, please contact the [Office of Policy Administration](#).*

## FISCAL CHECKLIST & DEADLINES

### Payroll: Campus Holiday - Biweekly and Biweekly Professional Staff

**The Campus holiday is available for use on or after March 1 for staff employees.** This year **March 1** is in the first week of the pay period and will need to be accrued for most employees. Below are the basic instructions for BW1/BWP employees using Kualu Time.

The **Campus holiday** is prorated by FTE. It is not a 'premium' holiday and the maximum hours that can be accrued = 8.00. Partial hours may be used/accrued.

- The Campus holiday will not be displayed on the timesheet or payroll voucher (like other holidays with HOL code).
  - The Supervisor or Payroll Processor can add the **HAC** (holiday accrued) hours to the timesheet this week, or any time during approval routing until the Time extract on March 15. If you review the [Kualu Time Approver and Payroll Processor Guide](#) on the Help tab in Time, page 10-11 explain how to add a time block.
    1. The **HAC** code adds hours to the holiday bank and **is not available to employees.**
    2. The Supervisor and/or Payroll Approver should go to their Approvals tab in Time, click on the Doc ID for each staff employee to open the timesheet, click on March 1 to open the "**Add Time Blocks**" box, choose Earn Code HAC, and enter hours (prorated by FTE), and click **Add.\*\***
    3. If you forget to add the hours to the timesheet, the Payroll Processor can add the code to the payroll vouchers on March 16 **after** TIME is loaded.
  - When the employee wants to use hours in their Holiday bank at a later date, they should indicate **HTK** (holiday taken) on their timesheet. This code will reduce the holiday bank.
- \*\* This is the preferred method so the employee can correctly record HTK, "holiday taken" on their timesheet.**

Time Documentation: <https://fms.iu.edu/payroll/kuali-time/>

*If you have questions, please contact your [FMS Payroll Processor](#).*

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

As a reminder, for information on how to pay a student, please review the [Comprehensive Guide on Payments to Students](#) on the [CATS website](#).

Department Authorization Failure Report	Now   Run Spring 2017
<b>Priority date for Fall 2017 Scholarship Entry for Incoming Freshmen.</b> This is a recruitment priority deadline for incoming freshmen scholarship entry. In mid-February, the OSFA began awarding incoming freshmen and sending financial aid notification letters to potential students. The Office of Scholarships will also be sending Consolidated Award Letter to students who have not applied for federal financial aid.	Now
Finalize Item Type Requests for 2016-2017 AY	March 20, 2017
Summer 2017 Scholarship/Fellowship Entry Priority Date	April 1, 2017
Scholarship/Fellowship Entry Deadline for 2016-2017 AY	April 24, 2017

*See Training section for dates. Sign up for training on our [Scholarship SharePoint Site](#). Questions? Please send an email to [deptsch@indiana.edu](mailto:deptsch@indiana.edu).*

## FISCAL CHECKLIST & DEADLINES *(continued)*

### Bursar – Third Party Contract (TPC)

#### Important Dates for Summer 2017\*

Task	Date
4175 TPC lists distributed	3.17.17
Summer 2017 tuition and fees appear on student account (if student is enrolled in summer term).	4.10.17
Fee remissions begin to calculate on student accounts.	4.12.17
Deadline for fee remission entry for the April bill (allow time for OSFA review).	4.14.2017
April bill (1st bill of term for Summer 2017)	4.20.16, <b>due 5.10.17</b>
1st day for summer financial aid disbursement (if all eligibility tests passed).	4.29.17
IU Department TPC Request page turned off for the 2016-17 Academic Year.	6.16.2017

\*Dates are subject to change.

**Bursar Notes:** The cutoff for sending files of charges/credits to student accounts through BEX or any means is noon on Tuesday prior to the bill run (third Thursday of the month). This will ensure sufficient time for bursar review and application to accounts prior to the bill run.

***TPC training for new users and those who want a refresher is held the 2nd Tuesday of each month. If you have any questions, contact the Bursar [bursar@indiana.edu](mailto:bursar@indiana.edu) or call 812-855-2636.***

### Travel@IU Retirement

As the functionality in the **Travel Expense Module (TEM)** has progressed, it is time to plan for the retirement of Travel@IU. This will be accomplished in **two stages**. The first stage is to disable the ability to create new trips in Travel@IU and the second stage is the complete shutdown of the Travel@IU system. Once Travel@IU is retired, you will no longer be able to access trips in this system. Access to Travel@IU data will be available via IUIE Reports.

Here are the details including dates:

1. No new trip initiation after 4/1/2017 (submitted trips in the future will still be processed and available for viewing until 6/30/17);
2. **Complete shutdown of Travel@IU on 7/1/2017.**

For example,

- if you initiate and submit an authorization in Travel@IU on or before 3/31/2017 for a trip occurring on or before 6/31/2017, the reimbursement for this trip will be processed in Travel@IU;
- if you submit an authorization on or before 3/31/2017 for a trip occurring on 7/1/2017 or after, you will need to recreate this trip in TEM as the reimbursement will not be able to be processed in Travel@IU.

We would encourage everyone to start using TEM if you haven't already. Please let us know if you have any questions. As always, we will keep you informed of pertinent updates in Travel. For **training** resources, you can go to: <http://www.indiana.edu/~travel/training/training.shtml>

*Please direct any questions to [travelbl@indiana.edu](mailto:travelbl@indiana.edu) or call 812-855-2873.*

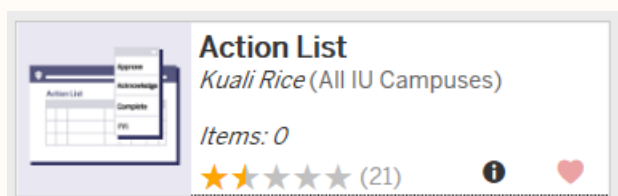
## FISCAL CHECKLIST & DEADLINES *(continued)*

### A-21 Effort Reports

**Fall Effort Certifications for Federally Sponsored Accounts FY2017 Have Been Generated:**

Report	Issue Date	Approval Deadline
Monthly 12-Pay (M01 – 7/1 to 12/31)	February 17th	April 18th
Academic 10-Pay (A01 – 8/1 to 12/31)	February 17th	April 18th
*Biweekly (B01– 7/1 to 12/31)	February 17th	April 18th

You will find the documents by logging into One.IU and then accessing Action List application *based on the routing your department has in place.*



Additional information regarding effort certification document routing and approval in the Kuali Financial System (KFS) can be found at the following link: [Effort Certification - Guidance for Document Routing and Approval](#).

Please note that the approval deadline for the Fall Effort Reports will be **Tuesday, April 18, 2017.**

**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. 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 [SPA-11-004](#).*

*Please contact [Rayna Amerine](#) if you have any questions.  
Always refer to the KFS [Guidance for Document Routing and Approval](#)  
Check out the [Effort Certification website](#) for more information.*

## TAX TIDBIT

### Form 1099-Misc Tax Issues

Indiana University recently mailed 6,011 1099-Misc forms reporting nonemployee compensation, royalties, rents, medical/health care payments and payments to attorneys. University Tax Services handles all recipient questions regarding the accuracy of the information provided in these forms.

The most common question received is, *why didn't I receive my Form 1099-Misc?* The usual reasons are the address was wrong and/or the object code used to pay the vendor was non reportable.

As you initiate payments, please review the list of reportable object codes prepared by University Tax and the FAQ's available for your assistance found at: **FMS>Tax>Independent Contractors>Form 1099-Misc**. Even if you have been using the same vendor and using the same object code for years, please double check to insure nothing has changed. If you are asked to obtain a new W-9 form, please send a copy to either Accounts Payable or Purchasing and update the vendor address information.

Our combined efforts will help reduce reporting errors and increase IU's reputation for accuracy. Thank you all for your assistance!

*For assistance, please contact [University Tax Services' NRA Specialists JoAnn Clune](#) or [Tonya Pottorff](#).*

## INTERCONNECTED

### Crimson Card Update



Existing campus card-related services will be offline for a brief period of time during the **March 11-13 transition to CrimsonCard**. The new card will allow Students, Faculty, and Staff to access University services such as meal plans, printing, libraries, secure entry to authorized IU buildings, as well as payments to participating local retailers.

*Check out the [CrimsonCard](#) website for transition updates.*

### IU Warehouse Spring Cleaning

[IU Warehouse](#) is in much need of space and need your help! Some departments might have unused items and boxes of aging documents that might be obsolete. Contact Molly Wittenberg (812-855-6564) from the University Archives. Her office is in the process of developing retention schedules and would welcome discussions with departments prior to any documents being destroyed.

*Please send your inquiries to [archives@indiana.edu](mailto:archives@indiana.edu) for assistance.*

### Procurement Newsletter – P-Card edition!

[Procurement Services](#) has put together a very informative newsletter containing Purchase Card (p-card) topics of your interest. Check out the [P-Card Best Practices and Compliance Guidelines](#).

# TRAINING

**Please note:** Training dates and information might change over time. Contact the responsible unit or contact person to be informed of the current status for a specific item.

## Campus Administrative Training Series (CATS)

**Monday, March 27**

**Monday, April 24**

1:30pm – 3:30pm ~ Frangipani Rm, IMU

For more dates and topics visit the [CATS web site](#).

## Disbursement Voucher Certificate

➤ [Disbursement Voucher Basics](#)

**Tuesday, April 11**

9:00am – 12:00pm ~ Poplars W183

➤ [Disbursement Voucher Special Considerations](#)

**Thursday, April 13**

9:00am – 12:00pm ~ Poplars W183

See the [FMS Disbursement Voucher Certification](#) link for information on the current requirements.

Questions? Please contact [FMS Training](#).

## Travel

➤ [Basic Travel Expense Module \(TEM\)](#)

This class requires DUO authentication!

**Tuesday, March 21 and**

**Tuesday, April 25**

9:00am – 11:30am ~ Poplars W183

For additional information please contact

[Donna Burkhardt](#). See [Travel on Demand Documentation](#) or "TODD" for other training docs.

## Office of the Treasurer

➤ [Face to Face Revenue Training](#)

**Monday, April 24**

9:30am – 12:00pm ~ Dogwood Room, IMU

All full-time employees involved in **revenue processing** or with access to University banking/payment card systems **must attend a face to face revenue training every 2 years**.

Please email [Melissa Hartley](#) for more information or call 812-855-2930.

## FERPA

➤ [FERPA for Staff](#)

Questions? Contact the Office of the Registrar at [registrar@indiana.edu](#) or call (812) 855-9349.

## FMS Payroll

➤ [Kuali Time for Supervisors and Payroll Processors](#)

**Wednesday, March 22 and**

**Wednesday, April 19**

2:00pm – 4:00pm ~ Poplars W183

Required class for new payroll processors. Must complete before attending required Payroll Essentials.

➤ [Payroll Essentials](#)

**Thursday, March 22**

9:00am – 12:00pm ~ Poplars W183

**Thursday, April 20**

1:30 – 4:30pm ~ Poplars W183

For additional information, contact [FMS Training](#).

## KFS Purchasing

➤ [KFS Purchasing Training - Basics](#)

**Wednesday, March 15 and**

**Wednesday, April 19**

9:00am – 11:00am ~ Poplars W183

➤ [KFS Purchasing Training – Basics Webinar](#)

**Tuesday, April 4 (your workstation)**

9:00am – 11:00am

## Fee Remission Third Party Contract (TPC)

Training for new users is offered on the **2<sup>nd</sup> Tuesday of each month at 12 noon**.

To schedule a training session, please send an email to [bursar@indiana.edu](#).

## OSFA

➤ Departmental User Refresher Training

Send an email to [deptsch@indiana.edu](#) to find out training dates/times.

[Organizational Development Classes](#) are online and available for registration. Contact Wendy Cornwell at [wcornwel@iu.edu](#) or call 855-9674 with any questions.

## Travel Management Services

IU's **Travel Management Services** seeks to provide an efficient, cost-effective travel management program by negotiating favorable rates from travel vendors, consulting with departments on how to better manage their travel costs, presenting training seminars, and auditing travel documents to ensure compliance with Indiana State Travel Regulations and applicable federal guidelines.

Our office of ten full-time staff reports to the **Office of Procurement Services** and, along with our *Director, Tammy Bean*, is responsible for providing a variety of services to all IU campuses. Our team strives to deliver a travel program that supports University faculty and staff in their quest to be recognized as one of the best teaching and research institutions in the world.

Our core duties include:

- ✚ Auditing and processing both reimbursement and prepayment requests for University travel (this includes employees, students and non-employee travel);
- ✚ Creating TEM system roles for travelers and educating users on the new processes associated with the Travel Expense Module (the new travel system);
- ✚ Providing customer support for both our proprietary IU travel systems and direct bill vendor systems, such as Egencia, Hotels.com, Limo, Enterprise, and more;
- ✚ Collaborating with travel vendors to provide competitive rates for all our travelers
- ✚ Reconciling direct bill expenses to IU accounts.

### **New In Travel!**

With the roll-out of TEM on **August 1, 2016**, and the eventual system retirement of Travel@IU (see "Travel@IU Retirement" in the Fiscal Checklist & Deadlines section), the travel team, in conjunction with the *Senior Communications and Training Specialist, Donna Burkhardt*, has been hard at work creating various TEM training tools and educational resources that University travelers and arrangers can use to learn the new system functionality.

For travelers and arrangers navigating the new system, you can enroll in monthly training sessions on the FMS webpage at <https://cust.fms.iu.edu/cgi-bin/train/catalog/view?area=Travel>. You can also use the TODD (Travel on Demand Documentation) resource. TODD provides step-by-step instructions with images for each stage of creating, submitting and approving travel documents. You can access this tool at <http://go.iu.edu/asktodd>.

*For questions on our current existing policies visit the Travel Management website at <http://www.indiana.edu/~travel/>. For questions and additional information, you can always contact our helpdesk at [travelbl@indiana.edu](mailto:travelbl@indiana.edu), or call us at 812-855-2873.*

## Upcoming Spotlight issue...

Our next *Spotlight* issue is coming in **May 2017** and will include:

- Current sections
- And much more...

**Do you know anybody who should be receiving this publication? Please send an email to [cats@indiana.edu](mailto:cats@indiana.edu) to be added.**



**Jesse H. and Beulah Chanley  
Cox Arboretum**  
Photo by Indiana University  
[Inside IU Bloomington](#)

**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.

## *Spotlight*

**Vol. 5, Issue 2  
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The *Spotlight* is a publication designed to **Educate**, **Inform**, and provide **Resources** to **Empower** Indiana University Bloomington employees.

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