Budgetary Administration & Planning (BAP)

Campus Administrative Training Series (CATS) Knowledge Base

Knowledge Base activity of the month: Financial Aid – How to Pay a Student
Policy that supports this activity: IU Financial Aid Code of Conduct, USSS-16 and Privacy and Security Training and Awareness

Questions, comments, concerns? Send us a message through the CATS website’s Sounding Board and make sure to add your name and email address if you would like to be reached.

POLICY STATION

University Policies

Human Resources
Discretionary Leave of Absence, HR-05-10
Updated: August 2, 2018.
Reason for policy change: “Updated 5.d under Policy Statement”.

Environmental Health and Safety
Management of Infectious and Communicable Disease, PS-EHS-03
Updated: July 27, 2018
Reason for policy change: “Policy was updated in July 2018 due to changes in state law regarding immunization requirements.”

If you have any inquiries, please consult with the policy contact or send a message to the Office of Policy Administration. View the tabs “New and Recently Revised” and “Under Review” on the website to keep yourself abreast with University policies.
FISCAL CHECKLIST & DEADLINES

FMS Payroll - Work Study Processing - 2018/2019 Academic Year

NOTE: If you do not have undergraduate workstudy students in your department, ignore this info.


Undergraduate Work Study: Work study students are granted awards for an academic period (Academic year and Summer). Each department is responsible for running the Work Study Limit of Earnings IUIE report after each payroll to ensure hours worked do not exceed the award amount. You can also find the limit on the payroll voucher (The limit is for the complete two-week pay period.). If the award is exceeded, the department will be responsible for appointing the student in a Temporary (hourly) job and covering all wages. Below is a description of the eDocs for work study students:

1. Hire eDoc – Use to hire student into a job/position in your department. For Fall 2018/2019, use the Hire eDoc unless the student worked during summer session in your department.
   - If the student is new to the University, you will need to process the background check and a “Maintain Person” eDoc entering the information from the Personal Profile Form (ED).
   - The effective date of the job and the effective date of the work study limit must be the same.
   - Bloomington departments will be using SharePoint to complete the Work Study Authorization Card on-line. The link is: https://indiana.sharepoint.com/sites/bosfa/fws/default.aspx. If the authorization is not in SharePoint and the department receives a paper authorization, the completed paper authorization may be attached to the edoc. For assistance in using SharePoint, please contact: iubosfa@indiana.edu.
   - We must be able to verify the authorization and limit information in SharePoint or receive the paper copy before we can final approve the hire eDoc.
   - The student will receive an email directing them to complete the Direct Bank Deposit authorization and Tax forms on-line in the Employee Center. You should not need to collect paper forms.

2. Maintain job data – Use this eDoc if the student worked in your department during summer session and has a new award for Fall 2018/2019.
   - You will need to change the employee class in the Job Data section (Change it from SM Ugrad to AY Ugrad if you are appointing them for the fall).
   - You may also change their pay rate at the same time by changing the rate on the appropriate screen.
   - Please indicate the new work study limit amount in the notes section.
   - We must be able to verify the authorization and limit information in SharePoint or receive the paper copy before we can final approve the eDoc.

3. Maintain pay rate – Use this eDoc to give the student an increase in pay. No work authorization is required with this eDoc.

4. Terminate – Use this eDoc to terminate the job when the student is no longer working for you.
   - Please remember to do this so that they will be removed from your vouchers and reports that we run each pay period.
   - Please use an effective date one day after the last day worked or the end of the last Academic Year or Summer session.
Reminders:
- Please do not let work study students begin working before you have the work study authorization from Student Financial Assistance. The eDoc must be approved and saved in HRMS before the student can begin work.
- Be sure student is clocking in/out of Kuali Time on the correct job record number.
- Terminate the job if student is no longer working for your department.
- Warning: If the student drops below the half time enrollment requirement, the student and department will be charged for Social Security/Medicare taxes.
- Please run the UIIE report after each payroll and ensure that the student does not exceed the allotted limit. The limit is also printed on the left hand side of the workstudy payroll voucher. The Student Financial Assistance office determines the limit amount and approves any increases.
- All hire and maintain job data eDocs require the work authorization information is in Share Point.

If you have questions, please don’t hesitate to contact our office. Nikki Pavlopoulos (marsh3@iu.edu) 855-8744, Linda Morrow (lmorrow@iu.edu) 855-6800, or Belinda Arthur (belarthu@iu.edu) 855-8235.

FMS - Changes to the KFS Distribution of Income and Expense (DI) & Renaming of the General Error Correction (GEC)

On January 1, 2018, technical edits were placed on the KFS DI document to restrict certain transactions. These new document restrictions require that all lines on the DI be in the same basic accounting category (asset to asset, liability to liability, income to income, expense to expense).

For example, revenue that is recorded in object code 1804 (Income Clearing) can be distributed to 1800 (Other Income) and 1500 (Sales & Services). However, under the new edits, the system will NOT allow a user to move funds from 9400 (Deferred Revenue) to 1800 (Other Income).

This change was implemented in order to minimize any unintended impact on the external financial statements, the university’s F&A proposal and federally restricted recharge activity. We realize that some transactions legitimately need to cross accounting categories. These transactions now require the move to either the Auxiliary Voucher Recode or the General Error Correction (GEC) document. To more accurately reflect the functionality of the GEC document, on January 1, 2018, the General Error Correction (GEC) was renamed the “General Accounting Adjustment” document. But please note that the document abbreviation is still GEC in reporting, doc search, etc.

Please contact FMS Costumer Service with any questions.
Human Resources - August 2018 - HRMS E-Doc and Payroll Voucher Deadlines

After reviewing the FMS cut-off dates for the August 2018 payroll calendar, the IU HR Transaction Services team wants to communicate the following deadlines for Temporary and Staff related electronic eDocs and staff separations paper adjustment vouchers.

For the biweekly pay period ending August 25th – All biweekly-paid Temporary and Staff eDocs and staff term related PAV’s should be received in the Campus HR Action List by August 27th. This will enable final approvers to meet the payroll deadline of August 29th. This applies for any activity that needs to be reflected on the September 7th paycheck.

For the monthly pay period ending August 31st – All monthly-paid Staff eDocs and staff term related PAV’s should be received in the Campus HR action list by August 17th. This will enable final approvers to meet the payroll deadline of August 21st. This applies for any activity that needs to be reflected on the August 31st paycheck.

General eDoc Information:
Trying to initiate hredocs@iu.edu an eDoc and can’t get the effective date you want? PLEASE contact before routing an eDoc with the wrong effective date. IU HR can help have the correct date from the get go! Correcting after the fact is the absolute last resort.

Please contact Emily Kirkman ekirkman@iu.edu directly if questions arise about this notice.
If you need assistance related to staff or temporary related eDocs, please email hredocs@iu.edu to reach an IU HR Transaction Services team member.

FMS - New FMS Contacts for Departmental Payroll Processors

Please review the FMS website to find your new FMS Payroll Contact. Your FMS processor is the first point of contact for anything Payroll or Time related when you need assistance.

Thank you for your cooperation and patience as we all get used to the new assignments.

Please contact FMS Costumer Service with any questions.
Chrome River: Instructions for Reconciling P-Card Expenses in Chrome River

**Important: ‘How To’ Instructions for Reconciling P-Card Expenses in Chrome River**

You may be receiving emails from Chrome River alerting you to unused firm paid items in your Chrome River e-wallet. Unused firm paid items is Chrome River’s name for US Bank P-Card expenses that have been sent to your Chrome River e-wallet. These expenses will age in your e-wallet until they are added to a P-Card Reconciliation Expense Report.

As a P-Card Cardholder it is your responsibility to reconcile P-Card expenses (unused firm paid items) on a timely basis, or add a Chrome River Delegate to reconcile expenses on your behalf. See the ‘How To’ Guide for Reconciling P-Card expenses in Chrome River for help on this task.

The guide walks you through:

- Viewing expenses in your e-wallet to determine types of transactions to be reconciled
- Creating a new expense report
- Adding expenses to the report
- Changing the mosaic to the appropriate expense type if needed
- Entering a description of the expense to complete the audit trail
- Selecting the allocation (account)
- Adding attachments
- Submitting the report

Additional resources can be found at: [http://www.indiana.edu/~purchase/pcard/pcard.php](http://www.indiana.edu/~purchase/pcard/pcard.php)

➔ Sign Up for Chrome River Training

*Check with your department Fiscal Officer or Business Office Manager if you have any questions. You can also send a message to pcardhlp@iu.edu to get help.*

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

**Departmental Contact Information**

Now is the time to review your contact information on the OSFA SharePoint site to ensure that it is up to date. Please contact deptsch@indiana.edu with any updates that are needed.

**Authorization Failure Reports**

Remember to continue to run your Authorization Failure Report for summer awards.

*Questions? Please send an email to deptsch@indiana.edu.*
**Effort Certifications for Spring FY18 have been Generated**

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

The Spring Effort Certifications have been generated for employees whose institutional base salary was paid on federal or federal pass through award accounts for January 1st through June 30th, 2018 period. Fiscal Officers and Principal Investigators are requested to verify the certification is a reasonable reflection of the effort across all institutional activities. The documents route first to the Fiscal Officer then to the account Principal Investigator listed on the award.

### Spring Periods

<table>
<thead>
<tr>
<th>Report</th>
<th>Issue Date</th>
<th>Approval Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly 12-pay (M02—1/1 to 6/30)</td>
<td>August 15</td>
<td>October 14</td>
</tr>
<tr>
<td>Academic 10-pay (A02—1/1 to 5/31)</td>
<td>August 15</td>
<td>October 14</td>
</tr>
<tr>
<td>Biweekly (B02—1/1 to 6/30)</td>
<td>August 15</td>
<td>October 14</td>
</tr>
</tbody>
</table>

To access the certifications, please log into One.IU with your DUO Token, then access your Action Item Listing application. When reviewing, remember that additional information regarding the labor distribution can be viewed via the KFS Labor Ledger or on the Institutional Base Salary Payroll Dashboard. Additional information can be found at How to certify employee effort on federal projects and Best Practices for managing effort.

Please note the approval deadline for the Spring Effort Certification Documents is the end of business on Monday, October 15, 2018 per the I.U. policy 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.*
University Tax Services reviews Purchase Orders and Disbursement Vouchers daily in the order received to the tax manager route node. Once reviewed, any correspondence is sent to the initiator as an FYI notification through the notes function of the document. The notes section of the document is reviewed for response to the request for more information. Please be sure to send an FYI notification to ensure quick receipt of the information. This business process allows for the document to stand-alone and provides a clean audit trail for all payments.

The timeline for approval is as follows:

1. Initial review within 72 hours of receipt into the tax manager route node. Request in notes for further information is sent to the initiator in an FYI.
2. Document notes reviewed daily for response.
3. Document disapproved after 14 days of inactivity

Some helpful tips for quick approvals are as follows:

- Provide a description, in lay person's language, of the service or item purchased in the notes or description section. Avoid acronyms.
- Travel payments should be reviewed for accountable plan. If the payment meets IU’s accountable plan, add a note. Further information regarding the accountable plan is available on our website: https://fms.iu.edu/index.php/download_file/877/ or flowchart at https://fms.iu.edu/index.php/download_file/1202/
- Payments to foreign vendors require additional documentation.
  - Use the new immigration document uploader and do not use fax when providing these documents. Here is a link to our “Quick Guide” for further information. https://fms.iu.edu/tax/international/quick-guide/
  - For service payments, provide a clear explanation of where the services were performed; in the US or outside the US.

Route Log
The status of your document can be monitored by reviewing the route log within the Route Log Tab. If your document is pending KFS-SYS System User approval (image attachment) the document is waiting on supporting documentation. Please contact Accounts Payable.
Disbursement Voucher (DV) and Purchase Order (PO) Workflow (continued)

A pending approval action request with the annotation KFS-SYS Tax Manager is an indication of a current review by University Tax Services.

If your route log has an approval For Delegator Tax Manager, University Tax Services has already approved your document.

If your document requires expedited processing, please send an email to taxpayer@indiana.edu. Include the document number, reason for expedited request, and contact information where a member of University Tax Services can reach you for additional questions.

Thank you for helping University Tax Services remain compliant and while maintaining efficient and timely processing of payments to our vendors.

Do you have New Staff Members?

This summer, University Tax Services hosted two information sessions focusing on domestic and international taxation. These sessions were recorded and are available in Kaltura for viewing 24/7!

We encourage you to review these videos and share them with staff members that were not able to attend the live sessions. Materials from the sessions, including PowerPoint slides and reference guides, are available in the "Attachments" tab of each video.

Domestic tax

This session focuses on the Standard Operating Procedures (SOPs) surrounding payments to domestic students, employees, and vendors at IU. The University Tax Services team discusses best practices for staff, as well as where to locate resources when questions arise.

View Recording

International tax

The international tax session focuses on payments to international students, employees, and vendors. The University Tax Services team introduces the basics of working with international payments. The remainder of the training covers common scenarios and how they should be handled.

View Recording

For assistance, please send a message to taxpayer@iu.edu.
### Campus Administrative Training Series (CATS)

**Thursday, September 27 ~ 1:30–3:30pm ~ Whittenberger Auditorium, IMU.**

For additional dates and topics please visit the [CATS Website](#).

---

#### FMS – Online Sessions

- **Critical Data in KFS**
  - Available 24/7. See [eTraining link](#).
  - Questions? Please contact [FMS Training](#).

#### FMS Financials

- **Attendees must have both IUIE and KFS and access to participate in this training.** See links for prerequisite(s) and for Zoom meeting instructions when apply.
  - [KFS Balance Inquires](#)
    - **Tuesday, September 11**
      - 9:00 – 11:00am ~ Poplars W183
    - **Thursday, October 4 (Zoom)**
      - 9:00 – 11:00am
  - [IUIE Financial Reports](#)
    - **Wednesday, September 12**
      - 9:00 – 11:00am ~ Poplars W183
    - **Monday, October 8 (Zoom)**
      - 9:00 – 11:00am
  - [Intro to Financial Reports](#)
    - **Monday, September 10**
      - 9:00 – 10:30am ~ Poplars W183
    - **Wednesday, October 3**
      - 9:00 – 10:30am (Zoom)
  - [Standard Monthly Reports](#)
    - **Thursday, September 13**
      - 9:00 – 10:15am ~ Poplars W183
    - **Thursday, October 9 (Zoom)**
      - 9:00 – 10:15am

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

---

#### Disbursement Voucher Certification

Both sessions require DUO authentication.

- **Disbursement Voucher Part 1**
  - **Tuesday, September 18**
    - 9:00am – 12:00pm ~ Poplars W183
  - **Tuesday, October 16**
    - 9:00am – 12:00pm (Zoom)
- **Disbursement Voucher Part 2**
  - **Wednesday, September 19**
    - 9:00am – 12:00pm ~ Poplars W183
  - **Thursday, October 18**
    - 9:00am – 12:00pm (Zoom)

See [FMS Disbursement Voucher Certification](#) for info on the current requirements. Questions? Please contact [FMS Training](#).

---

#### FERPA Training

- **FERPA for Staff**
  - For training contact the Office of the Registrar at [registrar@indiana.edu](mailto:registrar@indiana.edu) / 812-855-9349.

---

#### Office of the Treasurer

- **Face to Face Revenue Training**
  - Intended for full-time employees involved in 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](mailto:bursar@indiana.edu).

---

#### 2018 IUB Research Administrator Team (RAT)

**Wednesday, October 10**

1:30–3:00pm ~ Oak Room, IMU

View current classes in [Expand](#). Questions? Please contact [Susan Whitt](#) or call 812-856-2464.

---

#### CHROME RIVER

- **An Introduction to Chrome River Travel and Expense**
  - Contact [Donna Burkhardt](#) for details.
Our next Spotlight issue is coming in September 2018 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 to be added to the email list.