BUDGETARY ADMINISTRATION & OPERATIONS (BAO)

Campus Administrative Training Series (CATS) Knowledge Base

Knowledge Base activity of the month:

**Personnel Policies for Temporary Staff Employees at IU**

**Policies** that supports this activity: a) Establishing a Staff Position, HR-01-10, b) Temporary Positions, HR-01-40 and c) Recording and Reviewing Time Worked by Non-Exempt Employees, FIN-PAY-020

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’d like to be reached.

POLICY STATION

**Gifts to Employees or Non-Employees, FIN-ACC-590**

**Policy Statement** (according to the policy): “University funds are not allowed to be used for the purchase of gifts of any kind to any individual, including employees and those contributing to the academic mission.”

**Reason for Policy** (according to the policy): “Indiana University is a public institution. Expenditures should be reasonable in dollar amount, related to the primary mission of the institution, and appropriate with institutional resources.”

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.

**IUB Standard Operation Procedures: Hospitality Policy**

**Effective Date:** 3-18-2018

**Rationale** (according to SOP): To aid fiscal officers in understanding and applying the campus hospitality standard operating procedure (SOP) relative to the university policy (see Cross-References section).
**FISCAL CHECKLIST & DEADLINES**

### Human Resources - May 2018 E-doc Deadlines

After reviewing the FMS cut-off dates for the May 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. This information and more including a printable calendar will be available online in a few days and found on the HR Systems page. Please contact Emily Kirkman directly if questions arise about this notice.

**For the biweekly pay period ending May 19th** -- All biweekly-paid Temporary and Staff eDocs should be received in the Campus HR Action List by May 21st. This will enable final approvers to meet the payroll deadline of May 23rd. This applies for any activity that needs to be reflected on the June 1st paycheck.

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

**General eDoc Information:**
Maintain Funding and Maintain Time Assignment eDocs saved after the vouchers are created will NOT take effect for that payroll. Department payroll will have to manually update their vouchers for that payroll closing.

*If you have questions or need assistance related to staff or temporary related eDocs please email hredocs@iu.edu to reach an IU HR Transaction Services team member.*

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

**Authorization Failure Reports**
- Remember to run your Authorization Failure Report for Summer awards. Please contact deptsch@indiana.edu with any questions.

**Specific Educational Expense Form**
- This form is now on the OSFA Scholarship SharePoint site and is able to be submitted electronically.

**Item Type Creation**
- **Now is the time to begin requesting new SIS item types for any scholarships/fellowships that you wish to begin awarding in Summer 2018.** The new item type creation process can take a maximum of 6 weeks to complete, depending upon volume and staffing. In order to ensure that new item types are ready for use before the entry deadline, you must submit item type creation requests no later than June 8, 2018 for summer awards. New item type requests submitted after this date may not be completed before SIS entry access is closed for 2017-2018. To request a new item type, complete and submit the Item Type Request Form located on the OSFA Scholarship SharePoint site.

*Questions? Please send an email to deptsch@indiana.edu.*
FISCAL CHECKLIST & DEADLINES (continued)

FMS Payroll: Work Study Students - End of 2017/2018 Academic Year

**Work Study Reminder:**


Work study students must receive a new award and be appointed each Work Study session (academic year and summer). Please do not let students clock in or record hours on their academic year WS job after May 05, 2018.

If your student(s) has received a work study award for summer session, please process a Maintain Job eDoc with the new summer session job class and limit information. They will appear on the WS voucher with the summer work study information listed on the left.

If your student(s) did NOT receive summer session awards, timesheets will continue to be generated and their academic year job information will continue to appear on the WS voucher until you process a termination eDoc.

If the work study student will not be returning to work for your department in the fall, please process the Termination eDoc as soon as possible with an effective date of May 06, 2018.

Hours worked that have not been processed for the Academic Year must be processed on May 17, off-cycle #22 to be paid as work study.

_If you have any questions, please contact your FMS payroll processor or Kathy Sexton-Stephen kfsexton@indiana.edu 812-855-8744_ for assistance.

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Fall FY2018 Effort Certifications

The Office of Research Administration has a new reporting tool on the Dashboard that can facilitate verifying Effort.

Fiscal Officers and Principal Investigators are requested to verify the Effort Certification Documents (ECD). The ECD is a reasonable reflection of effort across all institutional activities. To locate the ECDs, log into One.IU with DUO Token, then access your Action Item Listing application. Additional information concerning ECDs can be found at: Guidance for Document Routing and Approval or for tracking documents Searching for Effort Documents in KFS.

**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.

_If you have any questions, please contact Rayna Amerine_
Accounts Payable (AP) and Purchasing (PUR) have identified a key change in procedure that will benefit timely vendor payment when all invoices are billed with a purchase order (PO) number on the face since the invoice can be processed upon receipt and without delay.

Effective April 23, 2018:

Accounts Payable will return invoices without a purchase order (PO) number on the face of the invoice (No PO invoices) to the sender. No PO invoices will be returned to the vendor when submitted by the vendor. If the No PO invoice is sent by a department, the invoice will be returned to the department.

The sender will be instructed to resubmit the billing with the current, open PO# on the invoice face.

Additional detail:

There are two invoice types that will not be returned under the new procedure.

1. Invoices billing research subcontracts are expected to be billed on first invoice with the correct PO# on the face. AP has found that when this detail is missed and when AP contacts the university there is success for billing subsequent invoices with the instructed PO#.

2. Utility bills will not be returned. Most utility providers, when there is not a place on their billing for PO#, will update the bill-to-header to include the current year PO# in the address field at the customer’s request. The backup plan for utility payment processing is that each campus provides to AP a spreadsheet documenting utility provider name, service account number, service address, and the current year PO# for that service account and address.

Purchasing policy and procedure requires ordering goods and services via requisitions (REQS) and PO in advance. Procedure requires vendors to bill directly to AP with the current, funded PO# on the face of the invoice. Reference the Purchasing Vendor Information page for additional detail http://www.indiana.edu/~purchase/vendor/vendor.php

Department users who do not follow the required procedure to order via a PO do a disservice to their vendor providers in that payment will be delayed at no fault of the vendor lacking a PO# to bill.

The current AP practice of attempting to identify the customer at IU, contacting either the named individual on the invoice or attaching the invoice to a similar prior PO and request assistance is resource-intensive and not effective. AP often ends up reworking the No PO invoice multiple times when our questions are not answered. The new procedure clearly communicates to the vendor/sender that the bill cannot be paid until resubmitted with a current, funded PO# provided by the vendor’s customer at the department. Your vendor will thank you when the delays in payment processing are reduced or eliminated.

Questions about the new procedure may be directed to Charlie Sinex, IU Director of Accounts Payable and Records Management at csinex@iu.edu.
# FISCAL CHECKLIST & DEADLINES

## Purchasing - End of Fiscal Year

**Fiscal Year 2018** will draw to a close on **June 30, 2018**. In preparation, IU Purchasing has prepared the following year-end tips and deadlines.

### Deadlines for FY17 Purchases

To ensure this year's purchases are processed and billed to this fiscal year, please observe the following deadlines.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Assisted Orders</td>
<td>JUNE 1</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>For Purchase Orders to be processed by purchasing staff before the end of this fiscal year, please submit all requisitions a few days prior to the June 1 deadline.</td>
<td></td>
</tr>
<tr>
<td>Complex requisitions may require special processing or additional approvals to comply with policies, and should be submitted well in advance of this deadline.</td>
<td></td>
</tr>
<tr>
<td>Shop Catalogs (B2B) Orders</td>
<td>JUNE 15</td>
</tr>
<tr>
<td>The faster processing time for B2B orders will allow departments to continue initiating routine orders through most of June.</td>
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</tr>
<tr>
<td>However, orders are charged to the fiscal year in which they are delivered, not the year in which they are created.</td>
<td></td>
</tr>
<tr>
<td>Ordering by June 15 will allow most B2B vendors to deliver before the end of FY18, but complex orders or orders to vendors with slower shipping terms should be placed as soon as possible.</td>
<td></td>
</tr>
<tr>
<td>P-Card Transactions</td>
<td>JUNE 15</td>
</tr>
<tr>
<td>P-Card charges are billed to the fiscal year in which the associated PCDO is approved by the account manager.</td>
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</tr>
<tr>
<td>Transactions placed on or before June 15 should have time to post from the bank to our internal accounting system. This allows the approval to be registered before the deadline of June 30.</td>
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</tr>
<tr>
<td>P-Card restrictions still apply, as defined on the Purchasing website: <a href="#">P-Card Restrictions</a>.</td>
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</tr>
</tbody>
</table>
FY19 Requisitions

KFS Purchasing users are now able to initiate Fiscal Year 2019 orders by selecting "2019" in the “Document Overview” tab of the requisition.

If this option is selected, the requisition will route to purchasing staff for processing. It will be assigned to a contract manager who will begin preliminary work on the order as needed. The Purchase Order will be held until a few days prior to June 29, prompting the items or services to be delivered and billed in Fiscal Year 2019. Any encumbrances for these orders will also count against FY18 funds.

**NOTE:** This option is not available for “Shop Catalogs” orders, as many of those vendors provide immediate shipping.

Recurring Orders

Now is the best time to check current recurring orders and ensure they are properly funded for the remainder of this fiscal year, and to carry any expiring orders into next year as needed.

Run an IUUE report by user name or by chart and org to identify orders expiring at the end of this fiscal year, then:

- **If a Purchase Order does not include enough funds to pay the remaining invoices received this year,** contact the assigned contract manager or PO initiator to request an amendment.
- **If the Purchase Order is set to expire and must be renewed for next year,** use the “Copy” feature in KFS to create a FY19 requisition using the same details. Just be sure to select Fiscal Year 2019 in the “Document Overview” tab and update the items and account information as needed, as well as the Begin/End Date in the Payment Info tab.

**NOTE:** It is critical to refresh the vendor address on the new requisition after using the "Copy" feature, as fax numbers and other key details often change from one year to the next.

To refresh the vendor address, perform a Vendor Lookup using ‘Suggested Vendor’ Lookup (if the vendor is not a Contract vendor), or ‘Contract Name’ Lookup (if vendor is a Contract Vendor). Search for Vendor and select, ‘Return Value’. The current vendor information is now displayed.
A Message from VP Cate on behalf of Lauren J Bryant

Dear Colleagues,

I am pleased to announce that a new and improved version of research.iu.edu: https://research.iu.edu/ is now live.

Our goal with this website redesign is to make the process of finding information about research and funding opportunities more intuitive and streamlined.

Previously, IU’s several research-related websites had more than 2500 pages of content, arranged in a way that users frequently found complicated and confusing. After many months of editing and testing, we believe the new research.iu.edu solves many of these problems.

Change often brings its own challenges, and we know you may have questions or find areas of the website that unexpectedly need attention. The web development team and the Office of the Vice President for Research are ready to help and happy to hear feedback. You may contact us at vpr@iu.edu

CrimsonCard

The time has come to upgrade to the new CrimsonCard!

On June 30, 2018 all IU legacy cards (CampusAccess, Jagtag, WolfCard, UCard, CougarCard, RedHawkCard, IU South Bend Card) will be deactivated and all functionalities—including access and payment services—will cease to work.

Your initial CrimsonCard will be provided at no cost. To upgrade, simply bring your current campus ID or a valid, government-issued photo ID to any campus CrimsonCard office. During this visit, a new photo will be taken and you will receive your new CrimsonCard.

Those with the IU School of Medicine are asked to follow step-by-step instructions in an effort to ensure access to IU Health facilities is not compromised during the switchover to CrimsonCard.

Questions can be directed to crimsoncard@iu.edu or 317-274-0400.

If you've already switched to CrimsonCard, you're all set.

Best Regards,

CrimsonCard Team

Research Administrator Team (RAT)

Research Administrator Team (RAT) meetings are quarterly gatherings of ORA staff and departmental administrators and fiscal officers where topics of interest to the IU research administration community are discussed. The goal of the meetings is to inform and educate research administrators and to provide a forum for them to discuss best practices or raise topics of interest with ORA staff and amongst other administrators. Please see the Training section for RAT meeting dates.

Questions? Please contact Susan Whitt
IU Foundation Deadlines

June 30, 2018 Administration Fiscal Year Processing Deadlines

Deposits
In order to ensure charitable gifts are deposited and recorded in the current fiscal year, all deposits must be received by IUF, or the appropriate lockbox, by the following dates.

Bloomington Gift Deposits (cash, check or credit card)
June 28, 2018
Gifts directed to IUF depositor
IU Bloomington PO Box 6460, Indianapolis, IN 46206-6460

Lockbox Gift Deposits (cash, check or credit card)
June 28, 2018
IU East PO Box 6461, Indianapolis, IN 46206-6461
IU Northwest PO Box 6462, Indianapolis, IN 46206-6462
IU Southeast PO Box 6459, Indianapolis, IN 46206-6459
IU School of Medicine PO Box 7072, Indianapolis, IN 46207-7072

IUPUI PO Box 6460, Indianapolis, IN 46206-6460
IU South Bend PO Box 6460, Indianapolis, IN 46206-6460
IU Kokomo PO Box 6460, Indianapolis, IN 46206-6460

Gifts in Kind Deposits (gifts of personal property, or stock)
June 22, 2018
Must be received by IUF Revenue Operations in Bloomington.

Disbursements: In order to accommodate adequate compliance review and problem resolution, all disbursement e-docs must be received by IUF Compliance & Disbursement Services by the following dates to ensure that payments, transfers and e-docs are paid in the current fiscal year. Requests received by the dates below will ensure that disbursements are reflected on your June 30th, 2018, IUF statement of account, as well as, your university account for fiscal year end reimbursements.

E-DOC Deadlines:
May 31, 2018 Fall/Spring 2017-2018 Scholarship Reimbursements
June 15, 2018 Summer 2018 Scholarship Reimbursements
June 15, 2018 ETA to IU Transfers, Direct Vendor Payment e-docs & Cash Transfers between IUF accounts for this fiscal year must be submitted by end of business day June 15. For expenses occurring in June, please submit request by June 15, 2018.

Please direct questions to Martin Leal mleal@iu.edu, Director Revenue Operations, 855-6300 or Debra Ikerd dikerd@iu.edu, Director Compliance & Disbursement Services, 855-3144
Dear Faculty, Staff, and Students:

As we enter another political campaign season it is important for all members of the Indiana University community to be aware of IU policies that govern the use of university resources with respect to political activities. We are sending this reminder to all members of the IU community to reinforce the importance of compliance.

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, Indiana University 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. It is important to note that this prohibition includes the use of Indiana University emails in support of candidates for political offices or political events.

Indiana University takes this issue very seriously. In order to maintain compliance, the university has developed a governing policy, which can be found here:

https://policies.iu.edu/policies/gr-02-political-activities/index.html

Please review this policy to help ensure IU’s tax-exempt status is protected and that we remain in compliance with our legal obligations.

It is important to note that this policy is in no way intended to preclude, limit or discourage political activity or advocacy that you might wish to undertake as an individual. You have every right to do so as a citizen and Indiana University fully supports that right. This policy is in place to ensure private political activities by members of the IU community do not include the use of university resources.

We appreciate you giving this important matter your attention. Please direct any questions to Brad Boswell, Assistant Director for Government Relations, at bsboswel@iu.edu.

Sincerely,

Michael Sample
Vice President for Government Relations

Jacqueline A. Simmons
Vice President and General Counsel
TAX TIDBIT

Coming Soon – Vehicle Personal Use TSOP

**Personal Use of an IU Vehicle – Reporting in Chrome River**

- The Internal Revenue Service (IRS) requires Indiana University to determine if owned or leased vehicles are being used solely for business, or if there is personal usage. The value of personal use of these vehicles must be reported as additional income on a Form W-2 for employees. Accurate records should be kept for personal usage and details for reporting at Indiana University/Chrome River.
- Personal use of an employer-provided vehicle is defined as any use of the vehicle that is for commuting to/from work, or that was not for a substantiated business purpose.
- Steps to help report personal use of an IU vehicle in Chrome River can be found in an upcoming Tax Standard Operating Procedure (TSOP).
- No more need to submit paper forms. Now you can submit information on a monthly basis through Chrome River.

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

Wednesday, May 23 ~ 1:30–3:30pm ~ Frangipani Rm, IMU

Tentative Agenda:

➤ Chrome River Team - Updates
➤ Effort Highlights – an intro/demo of the Dashboard tools to assist when reconciling & managing effort.

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.

Disbursement Voucher Certificate

Both sessions require DUO authentication.

➤ Disbursement Voucher Basics
  Wednesday, June 20 (Zoom)
  9:00 – 12:00pm
  Tuesday, July 24
  9:00 – 12:00pm ~ Poplars W183

➤ Disbursement Voucher Special Considerations
  Thursday, May 17
  9:00 – 12:00pm ~ Poplars W183
  Thursday, June 21 (Zoom)
  9:00 – 12:00pm

See FMS Disbursement Voucher Certification for info on the current requirements. Questions?
Please contact FMS Training.

Financial Reports - Online

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.

➤ IUIE Financial Reports
  Wednesday, June 13 (Zoom)
  9:00 – 11:00am
  Thursday, July 19
  9:00 – 11:00am ~ Poplars W183

➤ Intro to Financial Reports
  Monday, July11 (Zoom)
  9:00 – 10:30am
  Monday, July 16
  9:00 – 10:30 am ~ Poplars W183

➤ Standard Monthly Reports
  Thursday, June 14 (Zoom)
  9:00 – 10:15am
  Friday, July 20
  9:00 – 10:15am ~ Poplars W183

Questions? Please contact FMS Training.

FMS Payroll

➤ Kuali Time for Payroll Supervisors
  This class is required for new payroll processors.
  Tuesday, May 22
  9:00 – 10:30am ~ Poplars W183

➤ Payroll Essentials
  Thursday, May 24
  9:00 – 11:00am ~ Poplars W183

Questions? Please contact FMS Training.

KFS Purchasing

Contact Donna Burkhardt for information.
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.

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

Endowment Trust Accounting (ETA)
- ETA-Web training (IUF) – limited seating!!
  Training offered on 2nd Tuesday of each month:
  June 12
  July 10
  August 14
  9:00 - 11:00am ~ IUF BL Office
  Email iufacct@indiana.edu to sign up.

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

2018 IUB Research Administrator Team (RAT) Meeting Schedule
All RAT meetings are scheduled from 1:30–3pm

Wednesday, July 11 ~ Dogwood Room, IMU
Wednesday, October 10 ~ Oak Room, IMU

View current classes in Expand.
Questions? Please contact Susan Whitt or call 812-856-2464.
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.