Payroll Updates
FINANCIAL MANAGEMENT SERVICES
Two updates:

- Payroll Essentials online training
- PeopleSoft Fluid Interface
Payroll Essentials

- Released Monday, September 10
- Online, on demand payroll training
- Required for all **new** department payroll processors
- Can be completed at user’s own pace
- [Enroll via IU Expand](#)
Payroll Essentials

- The training is comprised of:
  - Short videos
  - Quick Checks
  - Quizzes

- The training focuses on:
  - Payroll at IU
  - Kuali Time
  - HRMS vouchers
  - Adjustment vouchers
Frequently Asked Questions
I’m already a payroll processor – do I need to complete this training?

- Nope!
- You are not required to complete this course.
- We encourage you to refresh your training by viewing the training videos on FMS Training’s Kaltura channel
I have “view only” access – do I need to complete the training?

- Nope!
- You are not required to complete the course
- We encourage you to check out the training videos on FMS Training’s Kaltura channel
Are in person payroll classes being offered?

- No.
- Payroll Essentials replaces the previous in person training requirements
- All department payroll processor training is available online
Can I view the videos without enrolling in the course?

- Yes!
- We encourage everyone to refresh their training
- Visit FMS Training’s Kaltura channel
  - View all training videos
  - Search for specific topics
Contact FMS Training with any questions related to the Payroll Essentials course

fmstrain@indiana.edu
PeopleSoft Fluid Interface
PeopleSoft Fluid Interface

- **What?**
  - PeopleSoft interface update – new look and feel

- **When?**
  - Saturday, September 29
  - Changes will be live Monday, October 1
Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

- Empl ID: begins with
- Empl Record: =
- Name: begins with
- Last Name: begins with
- Second Last Name: begins with
- Alternate Character Name: begins with
- Middle Name: begins with

Include History  Correct History
Limit the number of results to (up to 300): 300

Search  Clear  Basic Search  Save Search Criteria
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Search Clear
Basic Search Save Search Criteria
Resources

- FMS Payroll website
  - Video, written instructions – coming soon!
  - https://fms.iu.edu/payroll

- Contact FMS Support with any questions
  - https://fms.iu.edu/support
Questions?