



# Payroll Updates

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FINANCIAL MANAGEMENT SERVICES

# Two updates:

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- Payroll Essentials online training
- PeopleSoft Fluid Interface



# Payroll Essentials

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- 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

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- The training is comprised of:
  - Short videos
  - Quick Checks
  - Quizzes
- The training focuses on:
  - Payroll at IU
  - Kualo Time
  - HRMS vouchers
  - Adjustment vouchers



# Frequently Asked Questions

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# I'm already a payroll processor – do I need to complete this training?

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- 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?

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- Nope!
- You are not required to complete the course
- We encourage you to check out the training videos on [FMS Training's Kultura channel](#)



# Are in person payroll classes being offered?

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- 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?

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- 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](mailto:fmstrain@indiana.edu)



# PeopleSoft Fluid Interface

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# PeopleSoft Fluid Interface

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- What?
  - PeopleSoft interface update – new look and feel
- When?
  - Saturday, September 29
  - Changes will be live Monday, October 1



Favorites

Manage Payroll

**IU Employee Data**

Create Addition  
Add or update add  
employee on a reg

Update Contract  
Add or update cont  
payment type, term

Contract Payme  
Maintain Contract I

View Department  
View Department F

View Dept Payr

**IU Voucher Data**

Adjustment Vou  
Adjustment Vouche


Adjustment Vou  
Adjustment Vouche

Faculty/Staff Vo  
Faculty/Staff Voucl

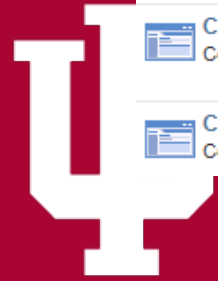

Confirmed Facu  
Confirmed Faculty!

Confirmed Hou  
Confirmed Hourly \

**Payroll Administration**



**HR Administration**



Employee Payroll Data

- Create Additional Pay**
- Update Contract Pay NA
- Contract Payment Details
- View Department Paychecks
- View Dept Payroll YTD Totals
- Review Paycheck
- Review FLSA Pay Data
- Job Data

Voucher Data

- Adjustment Voucher
- Hourly Pending Vouchers
- Non-Hourly Pending Vouchers
- Adjustment Voucher Status
- Faculty/Staff Voucher

### 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





Workforce Administrator **Payroll Administration**

Employee Payroll Data

- Create Additional Pay**
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**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

NavBar

Recent Places

**My Favorites**

Navigator



**Workforce Administrator** **Payroll Administration**

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**NavBar: My Favorites**

- Edit Favorites**
- 1-Job Data
- 2 - Search for People
- Modify a Person
- Request Direct Deposit
- Review Paycheck
- Review/Update Year End Data
- Update Employee Tax Data
- View Department Paychecks
- Voucher Summary



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Clear

Basic Search Save Search Criteria



# Resources

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- 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?

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