Spotlight

Vol. 8 | Issue 7 | September 2020
A Campus Administrative Training Series (CATS) newsletter

Campus Administrative Training Series (CATS) webinar

Mark your calendar and join us on our next CATS Zoom meeting on Friday, September 25 at 1:30 pm. Stay tuned as we will send out a message with the agenda soon.

COVID-19 FAQs and SOPs

The Office of Budgetary Administration and Planning (OBAP) has put together a document with frequently asked questions and standard operating procedures related to COVID-19 and its impact on Indiana University fiscal
The Knowledge Base

A new activity titled 'Visiting Scholars' has been created in the knowledge base. It pertains to J-1 visiting scholars and insurance.

Training - Financial

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

OSFA:
- Register for Departmental ZOOM Training on September 15, 10 - 12 noon
- Register for Refresher Scholarship ZOOM Training on September 17, 10 - 12 noon

Purchasing - BUY.IU (videos)
Payroll
Treasury Operations
Travel - Chrome River
Fee Remission Third Party Contracts (TPC) in SIS
Family Educational Rights and Privacy Act (FERPA)
Human Resources:
- Professional Development Series
- Virtual Workshops (all campuses)

Long Service Retirement Cake

The Provost account will not be covering the purchase of long service or retirement cakes as we have historically. With the new reality of many employees working from home and additional financial strain on the University, it was decided to remove this expense. Certainly, departments can have their own safe and social distanced celebrations as appropriate.

Resources

Edoc and Payroll Adjustment Voucher Deadlines
Purchasing COVID-19 FAQ and Resources
HR Working Through COVID-19
Student Payment Guidelines

Other Resources

The Dashboard: vital information for staff, students and staff related to COVID-19 testing, contact tracing, quarantine. Please share the link with others in your units.
The **Spotlight** newsletter serves to educate, inform, provide resources, and empower Indiana University Bloomington employees. Please share this newsletter with others in your units.

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Budgetary Administration & Planning
Bryan Hall 003, 107 S Indiana Ave.
Bloomington, IN 47405

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