Feature

Campus Administrative Training Series (CATS)
The next CATS webinar will be on Wednesday, January 26 at 1:30pm. Register and add it to your calendar. If you did not receive the announcement sent last week and would you like to receive CATS invitations as well as Spotlight, please join the listserve and share with others in your units. Visit the CATS Website.

Payroll

Current Year Overpayments
In an effort to lessen the burden on employees who have been overpaid, please remember you can collect back the overpaid amount for future current year payrolls as an option. Please review and follow Situation 1 on PSOP 2.0 - Overpayment.

Special Reminder
If you know about absent hours in the current month before the monthly payroll is processed, you should enter the ABE hours directly on the voucher to avoid overpayment.

If any of your exempt staff are terminating in the current month, please ensure the termination eDoc has been initiated. Please reference HR-10-40 policy and PSOP 12.0 - Termination Processing Procedures for Staff Employees.

If you have any questions, please contact your UCO Payroll Processor, or email ucopayrl@iu.edu.

Source: Current Year Overpayment, payroll_bl_request list, 1.11.22 and MO PR04 Vouchers Available, payroll_bl_request list, 1.11.22

Purchasing

You Should Use the P-Card for That
P-cards have many uses and it is even the preferred method of payment under certain conditions. But first and foremost all purchasing activities should comply with IU policies.

Read more

Common Mileage Mistakes
Mileage reimbursement is paid to individuals who use their personal vehicle for IU
business. The reimbursement aims to cover fuel, wear and tear, and the cost of insurance for the duration of the trip. Many mileage expense reports are returned to the submitter for a very common misapplication of this expense.

**Travel - Mileage Rates Update**

Travel Management has new travel allowance rates. They became effective January 1, 2022. View [FIN-TVR-01, Travel](#) for further information including procedures.

**Office of Student Financial Aid (OSFA)**

2021-2022 Academic Year

Spring 2022 Scholarship/Fellowship Entry - **Now!**
Spring 2022 Financial Aid Disbursement Date - **December 31, 2021**
Run Spring 2022 Department Authorization Failure Report - **January 3, 2022**
Run Fall 2021 Department Authorization Failure Report - **Now and after posting new awards or making changes to awards**

**Personalized Training**

OSFA is happy to offer personalized training based on your department's needs. Please contact the office at [deptsch@indiana.edu](mailto:deptsch@indiana.edu) if you are interested or with any inquiry.

For **IU Foundation Accounts** (accounts that start with 25 or 26), please contact Emilie Trueblood [estrue@iu.edu](mailto:estrue@iu.edu) or call 812-855-2940.

**NOTE:** for information on how to pay a student, please check out the [Student Payment Guidelines Decision Tree](#)

**Training**

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

**Register for Training**

VPCFO Training and Communications

The team offers active training in the areas of Accounts Payable, Capital Assets, Financial Processing in KFS, Payroll, Purchasing, Reporting, and Travel. Go to [VPCFO Training and Communications](#) to view training dates and to register.

**Training Recordings and Resources**

Purchasing

Purchasing - **BUY.IU**

HRMS Payroll Access
Spotlight

The purpose of this newsletter is to serve mostly as a repository of communication from various sources having to do with IU financial transactions, providing guidance and awareness on fiscal matters and deadlines that may impact departmental budget.

Contact Us