We are always pleased to see so many of you attending the CATS webinars. We strive to find and disseminate information pivotal to you and your units.

We had a full agenda on our last meeting on Wednesday, March 10 with the following relevant topics: HR eDocs changes, new salary plans, job families and job functions, the introduction of the new Office of Business Partnerships website with upcoming events, and updates from the ESTC team related to the purchasing support form.

Resources

BAP
BAP SOP Related to COVID

Financial Aid
Student Payment Guidelines

Purchasing
Purchasing COVID-19 FAQ and Resources

Tax Services
New Required Requisition Field

Travel
The End of Travel of Lodging Tax and Nightly
The Campus Holiday is available to use on or after March 1st for staff employees. For 2021, March 1st is in the second week of the pay period and the holiday was automatically accrued and loaded to the BW1/BWP payroll vouchers on Thursday, 3/11/2021. Below is general information and instructions for BW1/BWP employees:

- **HAC** (holiday accrued) code will be auto-loaded to the payroll voucher and adds hours to the holiday bank.
- Campus Holiday is not a ‘premium’ holiday.
- Campus Holiday is prorated by FTE.
- The maximum hours that can be accrued = 8.0.
- Partial hours may be used/accrued.

When employees use hours in their holiday bank at a later date, they should indicate **HTK** (holiday taken) on their timesheet. This code will reduce the holiday bank.

**Employees ARE permitted to use the Campus Holiday in the same pay period it is accrued.** There will be a WARNING on the timesheet during approval routing. **This is only a warning and it will pay correctly.**

**Manual entry of the HAC code on the timesheet or directly on the payroll voucher is no longer necessary.** When approving the BW1/BWP payroll vouchers on **Thursday, 3/11/2021**, please ensure the correct amount of HAC is populated for each eligible employee.

If you have questions, please contact your **UCO payroll processor**.
Third Party Contracts (TPC) - Summer 2021 Calendar

This information comes from the Office of the Bursar and is intended to reach any staff member who does fee remission (Third Party Contract – TPC) data entry for their departments.

Important documents to keep handy as they serve as job aid for the process:

- 4215 (Summer 2021) Fee Remission Contracts
- TPC Batch Load Template
- Fee Remissions Standard Operational Procedures and Third Party Contract (TPC)
- Third Party Contracts Job Aid

A complete listing of training guides for fee remissions (Third Party Contracts) is published on the SIS training site. Please review the training information.

Please review the guides listed below for Third Party Contracts (TPC):

- Third Party Contracts Job Aid
- Third Party Contracts Video Part 1
- Third Party Contracts Video Part 2

If you have access to enter a Third Party Contract (TPC) you also have access to SF BILL. This allows you to view the student bill. Please review the SF BILL guide. It is located with the Third Party Contract Training under How to View a Student's Bill using SFBILL.

**DATES AND REMINDERS FOR SUMMER 2021 FEE REMISSIONS**

We will process the 1st bill of the Summer term on April 15, 2021 with a due date of May 10, 2021. In order to have the TPC credit listed on the April 15, 2021 bill TPCs need to be batch loaded on or before April 5, 2021. If you want the TPC credit to show on the first bill of the summer term you should have manual data entry completed by April 12, 2021.

If you’d like your TPCs loaded in batch we must have your batch file no later than noon on April 5, 2021. The minimum number of rows that we can load in batch is **50**. You can combine TPC numbers in one file. Be sure to use our ‘TPC Batch Spreadsheet Template’, remember to filter out duplicates and attach it to the Qualtrics form. For more information on the batch load process please email the Office of the Bursar at bursar@indiana.edu.

Attached is the master listing of IU Bloomington TPCs for Summer 2021. To find your TPCs you can filter the spreadsheet with various options. For example, if you have your Spring TPC listing, you can filter on column B and find the equivalent Summer TPC in column C. You may also filter on column J and find your departmental account as an alternative search option. If you have any questions concerning the spreadsheets, or need assistance finding your TPC numbers, please email the Office of the Bursar at bursar@indiana.edu.

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2021 TPC list distributed</td>
<td>03.10.21</td>
</tr>
<tr>
<td>Deadline for fee remission batch entry for April bill due</td>
<td>04.05.21</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Summer 2021 tuition/fees appear on student accounts (if enrolled for 4215)</td>
<td>04.12.21</td>
</tr>
<tr>
<td>Fee remissions begin to calculate on student accounts</td>
<td>04.12.21</td>
</tr>
<tr>
<td>Deadline for fee remission manual entry for April bill due May 10 (to allow time for OSFA review)</td>
<td>04.12.21</td>
</tr>
<tr>
<td>First Summer 2021 bill available online</td>
<td>04.15.21</td>
</tr>
<tr>
<td>First day for Summer 2021 financial aid disbursement (if enrolled for 4215 and eligibility tests passed)</td>
<td>05.02.21</td>
</tr>
<tr>
<td>Summer 2021 bill due</td>
<td>05.10.21</td>
</tr>
<tr>
<td>Summer 2021 classes begin</td>
<td>05.11.21</td>
</tr>
<tr>
<td>IU Department TPC Request page turned off for 2020-21 Academic Year</td>
<td>06.16.21</td>
</tr>
<tr>
<td>IU Department TPC Request page turned off for Summer 2021</td>
<td>09.16.21</td>
</tr>
</tbody>
</table>

**Note:** Dates are subject to change

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

**Personalized Training**

OSFA is offering training based on your department’s needs. Please contact the office at deptsch@indiana.edu if you are interested or with any inquiry.

**Spring IUIE Departmental Authorization Failure Reports**

Please be sure to run the IUIE Authorization Failure Report for the Spring 2021 term and Fall 2020 if you are posting new awards or making changes to existing awards. Please contact deptsch@indiana.edu for help with running the report.

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

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

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**ORA Announces Office Hours for EConfirm (ECC) Assistance**

**Do you have questions about EConfirm (ECC)?**
Assistance is still available from the Office of Research Administration (ORA). There are many options available. You can chat in a Zoom session during office hours, call, email, or attend one of the training sessions.

**Zoom Office Hours (Begin January 18 continuing through March 31, 2021)**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Link to Zoom Session Chat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8-10</td>
<td><a href="https://iu.zoom.us/j/87525906735">https://iu.zoom.us/j/87525906735</a></td>
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<tr>
<td>Tuesday</td>
<td>10-12</td>
<td><a href="https://iu.zoom.us/j/86524351131">https://iu.zoom.us/j/86524351131</a></td>
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<td>Wednesday</td>
<td>1-3</td>
<td><a href="https://iu.zoom.us/j/85634594489">https://iu.zoom.us/j/85634594489</a></td>
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<tr>
<td>Thursday</td>
<td>3-5</td>
<td><a href="https://iu.zoom.us/j/85896965311">https://iu.zoom.us/j/85896965311</a></td>
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</tbody>
</table>

**Call**
Rayna Amerine, Financial Compliance Analyst
(812) 855-1516

Tim Burris, Financial Compliance Manager
(812) 855-0185

**Email:** iueffort@iu.edu

**Training Sessions**
A list of the scheduled EConfirm (ECC) zoom training sessions is available on the web. See [EConfirm (ECC) Training Sessions](#) for details.

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**Training - Financial**

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

**Purchasing**
Purchasing - BUY.IU ([videos](#))
Meet the Purchasing, P-Card, MDM and AP Support Form

**HRMS Payroll Access**
Payroll

**Travel**
Travel - Chrome River

**Bursar**
Fee Remission Third Party Contracts (TPC) on SIS

**Registrar**
Family Educational Rights and Privacy Act (FERPA)

**Human Resources**
The Spotlight newsletter serves to educate, inform, provide resources, and empower Indiana University Bloomington employees. Please share this newsletter with others in your units.

Campus Administrative Training Series

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

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