Fiscal Checklists and Deadlines

The purpose of this section is to serve as a repository of communication from various sources having to do with IU fiscal transactions. It provides guidance and awareness on fiscal deadlines that may impact your work performance and budget.

- Human Resources E-Doc and Payroll Adjustment Voucher Deadlines
- Campus Holiday - Biweekly and Biweekly Professional
- Office of Student Financial Assistance (OSFA) - Important Dates and Deadline
- Spring 2020 Rate Setting Deadline and Workshop Schedule
- IU Foundation Scholarship Reimbursements for the 2019-2020 AY
Campus Administrative Training Series (CATS)

Every month we choose an activity or two from the CATS website's knowledge base that is pertinent to your institutional fiscal operations. Our intention is that you access the CATS website regularly to keep informed of important information.

Tax Tidbit - US Taxes and Form 8843

University Tax Services suggests that you disseminate this information from the Office of Student Services to your units as a reminder:

- **US Taxes are due April 15** - Many international scholars, workers, and students have to file a *tax report* (called a tax return) with the federal government each year. It is important to understand what you must do to protect your immigration status. Even if you didn't have any income most international students and scholars need to file *Form 8843* to comply with immigration laws.

Coronavirus monitoring

IU has been monitoring the rapidly changing situation with coronavirus (COVID-19) to plan and prepare for a potential outbreak. Human Resources has prepared a very useful FAQ. Some questions contained in the FAQ are "Where to find the latest information about coronavirus and the situation at Indiana University and its campuses? and "When should I seek medical help?"

Policy Station

The IU Policies website keeps us abreast on current and new university-wide policies as well as updates on any particular policies. We offer you a view into these policies with the hope that you will use it as resource in decision making.
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.

- CATS Sessions
- Purchasing - BUY.IU
- KFS Financials
- Payroll
- University Tax Services
- University Finance Fundamentals (UFF)
- Treasury Operations
- Travel - Chrome River Basics Webinar
- Fee Remission Third Party Contracts (TPC) in SIS
- Family Educational Rights and Privacy Act (FERPA)
- IU Foundation Compliance and Disbursement Services eDocs Training
- Research Administrator Team (RAT)
- Bloomington Organizational Development Classes

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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Visit the CATS website.

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