Spotlight
Vol. 9 | Issue 3 | April 2021
A Campus Administrative Training Series (CATS) newsletter

Be in the Know...

Purchasing Fiscal Year 20-21 Deadlines
The end of fiscal year 21 is near and the Office of Procurement Services has announced deadlines on various areas such as p-card transactions, check requests, etc. Take a look. Have questions, need assistance? Go to the online request form.

BAP
BAP SOP Related to COVID

Financial Aid
We want to make sure that we give out complete information, therefore we are delaying the next CATS meeting.

Be watching for a date in the month of May.

Thank you.

Suggest topics for CATS!

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**Student Payment Guidelines**

**Tax Filing Information**
For tax forms and other information please visit the Tax Filing Information page. Have questions, need assistance? Send a message.

**UHR**

HR Working Through COVID-19

**Resources**

- IU Benefits Changes and Deadline Extensions Due to COVID-19
- The Dashboard
- Employee Assistance Program
- Coping with Stress webinars

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**The purpose of the next sections is to serve mostly 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 departmental budget and your work performance during COVID-19.**

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**Payroll Reminder**

**Termination eDoc**
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.

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**Fee Courtesy Reminder**

The new academic year is approaching, which means that it’s time to apply for the IU Tuition Benefit. If you, your spouse, or your dependents plan on taking IU courses and utilizing the IU Tuition Benefit, you need to submit a new application for the 2021–22 academic year. You can apply online by searching for “Tuition Benefit” in One.IU or by clicking the link below.

**Apply for Tuition Benefit**

**Important Reminders**
New students must be accepted by IU and registered for classes before submitting the online Tuition Benefit application.

Eligibility is reviewed on a monthly basis. If you or your dependent no longer meet the eligibility requirements, it may result in the termination or reversal of the benefit.

For IU High School (IUHS) courses, you must complete a separate IU HS Tuition Waiver.
Application before the student registers for classes. For questions contact iuhs@indiana.edu or 812-855-2292.

**Enrollment Deadlines**
A new application must be submitted each year and should indicate all semesters that the student plans to attend. Applications can be submitted up to a full academic year in advance.

If the application is processed after the student has been billed, the student is responsible for paying their full tuition bill. Once the application is processed, they will receive a refund through the bursar. **No Tuition Benefit will be applied** for applications received after the semester/term deadline.

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<tr>
<th>Application Deadlines</th>
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<td>Fall</td>
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**Additional Information**
For questions or additional information visit the links below or contact IU Human Resources at askHR@iu.edu or 812-856-1234.

**Plan Provisions**
**Subsidy Rates**
**Frequently Asked Questions**

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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 Compensation Management Tools - Calendar Year Effort View Report**

ORA has developed a number of tools to assist with the management of compensation on sponsored award accounts.

One of the newest reports is the Calendar Year Effort View Report which displays summarized Institutional Base Salary payroll expenses and effort information for a given
calendar year. The report was designed to mirror the project statement information for awards in EConfirm (ECC).

To directly access the Calendar Year Effort View Report, log into One.IU, and find the ORA Departmental Management Dashboard tile.

The Dashboard houses several interactive reports relating to sponsored research at IU. Click the Calendar Year Effort View tile.

The Calendar Year Effort View Report provides users with several helpful views, and the ability to filter information several ways, including by Project Director, Department, Award, or Account.

A video tutorial is available on the ORA EConfirm Resources webpage or by visiting this link: Calendar Year Effort View Report Tutorial.

If you have questions, comments, or suggestions regarding any of the ORA Departmental Management Dashboard reports, please reach out to us at iueffort@iu.edu, or directly contacting either Rayna Amerine at 812-855-1516, ramerine@iu.edu or Tim Burris at 812-855-0185, thburris@iu.edu.

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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)

**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)
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
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