Campus Administrative Training Series (CATS) webinar

The next CATS webinar will be announced soon. Stay tuned!

In the meantime, check out last CATS webinar recording and slides [here](#).

**Financial Aid**
Student Payment Guidelines - Updated June 2021

**Purchasing**
Buy.IU Comment Procedure

**Travel**
Review the [new travel guidelines](#) and share the information with others in your units.

**UHR**
**Returning to Campus**

*August at IU: Back Together Again* - mask up when indoors, vaccine information, testing, etc.

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**HR Working Through COVID-19**

**Resources**

- IU Benefits Changes and Deadline Extensions Due to COVID-19
- 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 Reminders**

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 an overpayment.

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**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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**Work Study**

Visit the Work Study Information for Departments page as it explains the work-study process with further details. Have questions about work-study and don't know who to contact. Send a message to your UCO payroll processor or UCO Work Study (wrkstudy@iu.edu) for assistance.

If you have any problems or questions, please contact your UCO payroll processor or ucopayrl@iu.edu.

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**Payroll - Work Study Processing 2021/2022 Academic Year**

*Information ONLY for Staff Processing Undergraduate Work Study Students*

2021/2022 Academic Year Work Study Period for All campuses: August 8, 2021 thru May 7, 2022

Undergraduate Work Study
Work study students are granted awards for an academic period (Academic Year and Summer). Each department is responsible for running the Work Study Limit of Earnings IUIE report after each payroll to ensure hours worked do not exceed the award amount. You can also find the limit on the payroll voucher (the limit is for the complete two week pay period) and on the student’s timesheet. If the award is exceeded, the department will be responsible for appointing the student in a Temporary (hourly) job and covering all wages. Below is a description of the eDocs for work study students:

1. **Hire eDoc** – Use this eDoc to hire a student into a job/position in your department. For Fall 2021/2022, use the Hire eDoc unless the student worked during the Summer session or preceding AY session in your department.

   - If the student is new to the University, you will need to process the background check and a “Maintain Person” eDoc entering the information from the Personal Profile Form (ED).
   - The effective date of the job and the effective date of the work study limit **MUST be the same**.
   - Bloomington departments will be using SharePoint to complete the Work Study Authorization Card online. The link is [https://indiana.sharepoint.com/sites/bosfa/fws/default.aspx](https://indiana.sharepoint.com/sites/bosfa/fws/default.aspx). If the authorization is not in SharePoint and the department receives a paper authorization, the completed paper authorization may be attached to the eDoc. For assistance in using SharePoint, please contact iubosfa@iu.edu.
   - We must be able to verify the authorization and limit information in SharePoint or receive the paper copy before we can final approve the Hire eDoc.
   - The student will receive an email directing them to complete the Direct Deposit Bank authorization and Tax forms online in the Employee Center. You should not need to collect paper forms.

2. **Maintain Job Data** – Use this eDoc if the student worked in your department during Summer session or preceding AY session, and has a new award for Fall 2021/2022.

   - You may need to change the employee class in the Job Data section (change it from **SM Ugrad** to **AY Ugrad** if they worked during the Summer session and you are appointing them for the Fall).
   - You may also change their pay rate at the same time by changing the rate on the appropriate screen.
   - Please indicate the new work study limit amount in the notes section.
   - We must be able to verify the authorization and limit information in SharePoint or receive the paper copy before we can final approve the Maintain Job Data eDoc.

3. **Maintain Pay Rate** – Use this eDoc to give the student an increase in pay. No work authorization is required with this eDoc.

4. **Terminate** – Use this eDoc to terminate the job when the student is no longer working for you.
Please remember to do this so that the student will be removed from your voucher and reports that we run each pay period.

Please use an effective date one day after the last day worked, or the end of the previous Academic Year or Summer session.

**Reminders:**

- Please do not let work study students begin working before you have the work study authorization from Student Financial Assistance. **The eDoc must be approved and saved in HRMS before the student can begin work.**
- Be sure student is clocking in/out of Kuali Time on the correct job record number.
- Terminate the job if student is no longer working for your department.
- **Warning:** If the student drops below the half time enrollment requirement, the student and department will be charged for Social Security/Medicare taxes.
- Please run the IUIE report after each payroll and ensure that the student does not exceed the allotted limit. **The limit is also printed on the left hand side of the workstudy payroll voucher and the student’s timesheet.** The Office of Student Financial Assistance determines the limit amount and approves any increases.
- All Hire and Maintain Job Data eDocs require the work authorization information is in SharePoint.

If you have questions, please don’t hesitate to contact Payroll.

**Work Study** related questions or comments should be sent to wrkstudy@iu.edu (UCO WorkStudy).

**UCO Payroll Work Study contacts**
Nikki Pavlopoulos, marsh3@iu.edu 5-8744
Belinda Arthur, belarthu@iu.edu 5-8235
UCO Customer Service hours are Monday-Friday, 10:00am-3:00pm

*Source: “Work-Study Processing - 2021/2022 Academic Year” email sent on 8.5.2021, Payroll Operations
Visit the Payroll Processor Resources page

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**Payroll - Student Enrollment Verification/Exempt from Social Security Taxes**

**Student Enrollment Verification**
Students working at Indiana University in regular hourly (HRR), work study (HRW), and student academic (AS0, AS2) jobs are exempt from Social Security and Medicare tax withholding if they are enrolled at least half time.*

*Exception: If students have other active jobs that are “benefits eligible” (not regular hourly or student academic), they will not be treated as students and will not be exempt.
**Academic Year Student Criteria:**

- **Graduate Students** – must be enrolled in 4 hours for the exemption (there are Thesis and Dissertation Course exceptions)
- **Undergraduate Students** – must be enrolled in 6 hours for the exemption

**Summer Student Criteria:**

- **Graduate Students** – must be enrolled in 2 hours for the exemption (there are Thesis and Dissertation Course exceptions)
- **Undergraduate Students** – must be enrolled in 3 hours for the exemption
- **Enrollment for Summer I and Summer II are combined into a single session and those hours are used for the verification process.**

The system assigns general session dates that are used for the verification process. The dates for this year are:

- **Spring, 2021** January 19 – April 30, 2021
- **Summer, 2021** May 17 – July 30, 2021
- **Fall, 2021** August 23 – December 13, 2021
- **Spring, 2022** January 10 – April 30, 2022
- **Summer, 2022** May 16 – July 29, 2022

The enrollment verification process uses the earnings period dates from the voucher and the enrollment status on the day the payroll is processed. If students enroll late, they may not meet the enrollment criteria on the day the payroll is processed and will be subject to the tax.

If you have questions, please don’t hesitate to contact Payroll here.

**Work Study** related questions or comments should be sent to wrkstudy@iu.edu (UCO WorkStudy).

*Source: “Student Enrollment Verification - Exempt from Social Security Taxes” email sent on 8.5.2021, Payroll Operations
Visit the Payroll Processor Resources page*

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**Purchasing - Buy.IU Interface Update**

On Monday, November 15, BUY.IU’s interface will be updated with a new look and feel. Change can be intimidating, and we know you have plenty on your plate already. The VPCFO Training team and Purchasing have put together a webinar and documentation plan to help you navigate this change and get you up to speed prior to the switch.

Starting in early September, all BUY.IU users will have access to the new user interface. Users will have the option to start switching between the new and old interfaces to get comfortable with the new look and feel. Training coming soon.
**IU Travel - New Chrome River Interface**

In the fall of 2021, the Chrome River dashboard will feature a sleeker, more intuitive design. If you attended a Return to Travel webinar over the summer, you got a preview of the new look in action. The new user interface (UI) brings mostly an aesthetic change with one main functional change. Read more [here](#).

Reach out to [travel@iu.edu](mailto:travel@iu.edu) with any questions about this Chrome River update.

*Source: Chrome River Update 8.9.21, VPCFO training and communication articles*  
*Subscribe to receive updates from the VPCFO training and communications team*  
*Visit the IU Travel website*

**Office of Student Financial Aid (OSFA) - 2021/2022 Academic Year**

- **Fall '21 Scholarship/Fellowship Entry**
  - Now

- **Fall '21 Financial Aid Disbursement Date**
  - Aug 13

- **Run Fall '21 Department Authorization Failure Report**
  - Now

- **Begin processing Fall '21 IU Foundation Scholarship Reimbursement eDocs**
  - Sept '21

**Item Type Requests**

Please submit any new item type requests for 22AY as they can take up to 4 weeks to create. Submit your item type requests on our [SharePoint](#) site under Forms.

**Upcoming Training Sessions**

**New Departmental User Training**

- **Tuesday, Sept 14, 2021 – 10:00 AM to 11:30 AM**
- Via Zoom – to register for Zoom: [https://iu.zoom.us/j/84116929505?pwd=UzMxbjMvd2d6YkQ1TkQwUnNzSkJxdz09](https://iu.zoom.us/j/84116929505?pwd=UzMxbjMvd2d6YkQ1TkQwUnNzSkJxdz09)

**Refresher Scholarship Training**

- **Thursday, Sept 16, 2021 – 10:00 AM to 11:30 AM**
- Via Zoom – to register for Zoom: [https://iu.zoom.us/j/89492163904?pwd=dW9ENG9PYUZvSC90VEtZQSs2OWNzQT09](https://iu.zoom.us/j/89492163904?pwd=dW9ENG9PYUZvSC90VEtZQSs2OWNzQT09)

**Personalized Training**

OSFA is offering 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 a 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.

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**Capital Asset - Yellow IU Capital Asset Tag**

Per [IU policy](#), capital asset equipment acquisitions >$5000 physically require an IU capital asset property tag.

If any Bloomington or non-IUPUI organization needs to be supplied with the yellow IU capital asset barcode labels for tagging new equipment, please send a request to [capasset@iu.edu](mailto:capasset@iu.edu). At IUPUI, IU tags are facilitated by Payroll/Accounting services. You may reach out to Bobbie Sewell [basewell@iupui.edu](mailto:basewell@iupui.edu).

Only “KFS Financial System” users with the Capital Asset (CAMS) role 10203 will have authorization to access and modify capital asset information (including tag numbers) in the KFS CAMS module.

Send a message to [capasset@iu.edu](mailto:capasset@iu.edu) for questions.

*Source:* “Yellow IU Capital Asset Tags” email sent 8.4.2021, cams users email list
*View* [Capital Assets documentation](#) on the VPCFO training and communication page

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**Want to Submit a Story about your Department?**

[IU Today](https://iu.today) is home to news for staff and faculty on all IU campuses. Submit your news [here](#) for potential inclusion on the IU Today portal, or in the IU Bloomington Today, IUPUI Today or IU Today newsletters.

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**Training**

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
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

Submit a Comment  |  Unsubscribe
Visit the CATS website

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

This message is intended for (nvazquez@indiana.edu). Learn why we're including this: go.iu.edu/emailsafety.
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