Join us at our next CATS webinar on Wednesday, June 9 at 1:30pm

**Agenda**

- Year-End Reminders
- BAP
  - BAP SOP Related to COVID
  - Fall 2021 Restart Guidance - A must read!
- Financial Aid
  - Student Payment Guidelines
- Travel
  - Review the new travel guidelines and
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.

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.

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.

Background Check Charges - BC*

Departments are Charged for Background Checks
The base cost of a background check for departments is $20.25. The actual cost may be higher due to additional charges for other services, such as ordering an education report, court fees, state required notifications, etc. Larger units should take this into consideration when formulating their budgets.

Read more about Background Check Charges, an IU budget construction* financial activity found on the CATS knowledge base.
**Purchasing**

**Year-End Deadlines**
Fiscal Year 21 (FY21) is coming to an end on June 30, 2021. The table below will help you plan and complete any end of the year task needed to have a smooth transition into the new FY22. View the Department Updates as well as the Year-End Announcement for additional information.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/16/2021</td>
<td>Catalog Orders</td>
</tr>
<tr>
<td>6/15/2021</td>
<td>P-Card Transactions</td>
</tr>
<tr>
<td>6/29/2021</td>
<td>PCard Reconciliation Expense Reports</td>
</tr>
<tr>
<td>6/30/2021</td>
<td>Check Requests</td>
</tr>
<tr>
<td>7/1/2021</td>
<td>FY22 POs released, Catalog Orders and Check Requests may be submitted</td>
</tr>
<tr>
<td>7/5/2021</td>
<td>Supplier Invoice Submissions</td>
</tr>
<tr>
<td>7/13/2021</td>
<td>Invoice Approvals</td>
</tr>
</tbody>
</table>

Did you know that Purchasing has a page dedicated to all things Buy.IU, including training? Check it out [here](#).

Questions? Comments? Please send a message to the Purchasing team by using the Support Form.

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**IU Travel**

**Year-End Deadlines**
IU Travel Management has set up deadlines for the end of FY21. Please take these dates into account when completing any end of the year task needed to have a smooth transition into the new FY22. View Department Updates for more information.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline for Inclusion in FY21 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/15/2021</td>
<td>Booking Prepaid Travel</td>
</tr>
<tr>
<td>6/25/2021</td>
<td>Prepaid Travel Expense Reports</td>
</tr>
<tr>
<td>6/29/2021</td>
<td>Travel Expense Report Approval</td>
</tr>
</tbody>
</table>

Looking for travel training? Take a look at all the training materials and resources related to Chrome River contained on the [IU Travel Training page](#).

Questions? Comments? Please send a message to [travel@iu.edu](mailto:travel@iu.edu).
Scholarship entry for 21AY is now closed. Please contact deptsch@indiana.edu for assistance.

**Summer 2021**
- **Summer 2021 Scholarship Entry**
  - Now until end of semester term
- **Summer 2021 Disbursement Date**
  - May 2, 2021
- **Run Summer 2021 Authorization Failure Report**
  - Now and any time new awards are entered

**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.

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

**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.

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

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**Indiana University Foundation**

**June 20, 2021 Administration Fiscal Year 21 Processing Deadlines**

**Deposits** - Please do not send gifts/checks to Showalter House or PO Box 500. In order to ensure charitable gifts are deposited and recorded in the current fiscal year, all deposits must be received at the appropriate lockbox, by the following dates:

- **Bloomington Gift Deposits (cash, check or credit card):**
  - **June 28, 2021**
  - IU Bloomington PO Box 6460, Indianapolis, IN 46206-6460

- **Lockbox Gift Deposits (cash, check or credit card):**
  - **June 28, 2021**
  - IU East PO Box 6461, Indianapolis, IN 46206-6461
  - IU Northwest PO Box 6462, Indianapolis, IN 46206-6462
  - IU Southeast PO Box 6459, Indianapolis, IN 46206-6459
  - IU School of Medicine PO Box 7072, Indianapolis, IN 46207-7072
  - IUPUI PO Box 6460, Indianapolis, IN 46206-6460
  - IU South Bend PO Box 6460, Indianapolis, IN 46206-6460
  - IU Kokomo PO Box 6460, Indianapolis, IN 46206-6460
Gifts in Kind Deposits (gifts of personal property or stock):
June 28, 2021
IU Bloomington PO Box 6460, Indianapolis, IN 46206-6460

Disbursements - Please request IU employees to complete the IUF Direct Deposit Form for reimbursements. In order to accommodate adequate compliance review and problem resolution, all disbursement e-docs must be received by IUF Compliance & Disbursement Services by the following dates to ensure that payments, transfers and e-docs are paid in the current fiscal year. Requests received by the dates below will ensure that disbursements are reflected on your June 30, 2021, IUF statement of account as well as your university account for fiscal year end reimbursements.

E-DOC Deadlines:
April 15, 2021 Fall/Spring 2020-2021 Scholarship Reimbursements (prior announcement was sent regarding this earlier deadline).
June 15, 2021 Summer 2021 Scholarship & Fellowship Health Fee e-docs.
June 18, 2021 ETA to IU Transfers, Direct Vendor Payment e-docs & Cash Transfers between IUF accounts for this fiscal year must be submitted by end of business day June 18. For expenses occurring in June, please submit request by noon June 23, 2021.

Please direct questions to Martin Leal, Director Revenue Operations, 855-6300 mleal@iu.edu and Debra Ikerd, Director Compliance & Disbursement Services, 855-3144 dikerd@iu.edu.

Parking Operations

New Parking Permits FY22
Parking Operations has released the new parking permit rates for FY22. Parking permits are available to purchase online at the IU Parking Portal.

Permit Rates for 2021–22
Below are the new parking permit rates. When you log into the purchase portal, only accurate rates for your salary tier will be displayed.

<table>
<thead>
<tr>
<th>Salary Range</th>
<th>Non-tiered Rate</th>
<th>Below $35,000</th>
<th>$35,000–$59,000</th>
<th>$60,000–$99,000</th>
<th>$100,000 and above</th>
<th>Temporary Employee (non student)</th>
<th>AFSCME Represented Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM-P</td>
<td>N/A</td>
<td>$46.44</td>
<td>$47.39</td>
<td>$50.00</td>
<td>$52.56</td>
<td>$45.44</td>
<td>$30.97</td>
</tr>
<tr>
<td>EM-S</td>
<td>N/A</td>
<td>$16.09</td>
<td>$16.42</td>
<td>$20.53</td>
<td>$21.56</td>
<td>$16.09</td>
<td>$0.00</td>
</tr>
<tr>
<td>EM-V</td>
<td>$2.00</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Need to reach Parking Operations? Contact the office here.
IU Surplus

Office Chair Exchange Offer!
IU Surplus carry a lot of nice functional office chairs. They will take your old chair at no charge if you can find one that is better than the one you have. You must bring the old chair and unfortunately they cannot deliver the chair to you as the route truck is backed up for a few weeks. Offer expires June 30th, 2021.

Have your office manager contact Todd Reid (IUB) 812-855-2475, email tareid@indiana.edu.

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

Bursar
Fee Remission Third Party Contracts (TPC) on SIS

Registrar
Family Educational Rights and Privacy Act (FERPA)

Human Resources
Access and Training
Professional Development Series
Virtual Workshops (all campuses)

Office of the Treasurer
Treasury Operations

ORA
ECC Confirm Training Schedules
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](#).

To update communication preferences, visit the [Profile Center](#).