**POLICY STATION**

**Recording of Timekeeping in TIME FIN-PAY-IV-270**

**Purpose:** The purpose of the policy is to set procedures for using the TIME electronic timekeeping system to ensure accurate reporting of time worked by non-exempt staff and use of any time-off benefits.

**NOTE:** Policy FIN-PAY-IV-270 was modified on 2/9/15 to add temporary work study employees.

See the [What’s New](#) tab on the website for policies under review. For questions/comments about the policy process, please contact the Office of Policy Administration at [policies@iu.edu](mailto:policies@iu.edu).

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**OFFICE OF BUDGETARY ADMINISTRATION & OPERATIONS**

**IUB Vacant Positions**

In collaboration with Human Resources Compensation/Classification Area

**All Vacant Positions** need to have the following review and action:

- Any vacant staff positions (2400, 2480, 2500) that have been funded for more than 3-5 years with no intent to hire should be unfunded and deleted.
- Vacant staff positions that have been vacant for more than a year, unfunded, are routinely deleted by HR.
- Repurposing any vacant positions should not be the practice. Doing so distorts the historical purpose of the position (*for example: a custodian position should not be repurposed to a receptionist position*). New job description and new position should be created for the receptionist position.
- For vacant positions that have been funded and vacant for several years, a job description will be required to hire.

*Questions? Please send email to [Rozzie Gerstman](mailto:Rozzie.Gerstman) or call 855-1123.*
# FISCAL CHECKLIST & DEADLINES

## Office of Student Financial Assistance (OSFA) Important Dates & Deadlines AY 2014-15

<table>
<thead>
<tr>
<th>Department Authorization Failure Report</th>
<th>Now</th>
<th>Run Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Priority date for Fall 2016 Scholarship Entry for Incoming Freshmen</strong></td>
<td>March 1, 2015</td>
<td></td>
</tr>
<tr>
<td>This is a recruitment priority deadline for incoming freshmen scholarship entry. During the first week of March, the OSFA begins awarding incoming freshmen and sending financial aid notification letters to potential students. The Office of Scholarships also sends the Consolidated Award Letter to students who have not applied for federal financial aid.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finalize Item Type Requests for 2014-2015AY</td>
<td>March 23, 2015</td>
<td></td>
</tr>
<tr>
<td>Summer 2015 Scholarship/Fellowship Entry Priority Date</td>
<td>April 1, 2015</td>
<td></td>
</tr>
<tr>
<td>Scholarship/Fellowship Entry Deadline for 2014-2015 AY</td>
<td>April 27, 2015</td>
<td></td>
</tr>
</tbody>
</table>

Questions? Please send an email to deptsch@indiana.edu.

## OSFA - Updated Process for Uneven Disbursements

In the interest of better serving students and academic units, the OSFA is implementing a change to the procedure for submitting awards that will require an uneven disbursement (different amounts for fall and spring). The new process will eliminate the possibility of a new award being disbursed incorrectly before OSFA staff have the opportunity process an uneven disbursement.

The steps below are from the updated version of the Departmental Scholarships Manual on the BOSFA Intranet, and should be followed effective immediately. The changes to the process are highlighted.

1. **Uneven disbursements** occur when either the fall award amount is greater than the spring amount or the spring award amount is greater than the fall amount for an academic year award posted using the same item type.

2. **DO NOT enter these awards directly into SIS.** (If the award is entered into SIS through the Scholarship Entry – Dept page, the system will automatically split the award evenly.) **Instead, email deptsch@indiana.edu** with the following award information:
   - a) Student ID number
   - b) Item type
   - c) Fall award amount
   - d) Spring award amount
   - e) Total award amount

3. The Departmental Scholarships Area in the Office of Student Financial Assistance will **manually post the award to the student's aid package and process a custom disbursement**. You will be notified via email when the award has been processed.

Questions? Please send an email to deptsch@indiana.edu.
Campus Holiday - Biweekly and Biweekly Professional Staff

The Campus holiday is available for use on or after March 1 for staff employees.

This year March 1 is Sunday, the first day of the pay period and will need to be accrued for most employees. Below are the basic instructions for BW1/BWP employees using Kuali Time.

The Campus holiday is prorated by FTE. It is not a ‘premium’ holiday and the maximum hours that can be accrued = 8.00. Partial hours may be used/accrued.

- The Campus holiday will not be displayed on the timesheet or payroll voucher (like other holidays with HOL code).

- The Supervisor or Payroll Processor can add the HAC (holiday accrued) hours to the timesheet this week, or next week prior to final approval. If you review the Kuali Time Approver and Payroll Processor Guide on the Help tab in Time, page 10-11 explain how to add a time block.

  1. The HAC code adds hours to the holiday bank and is not available to employees.

  2. Next week the Supervisor and/or Payroll Approver should go to their Approvals tab in Time, click on the Doc ID for each staff employee to open the timesheet, click on March 1 to open the “Add Time Blocks” box, choose Earn Code HAC, and enter hours (prorated by FTE), and click Add.**

  3. If you forget to add the hours to the timesheet, the Payroll Processor can add the code to the payroll vouchers on March 19 after TIME is loaded.

- When the employee wants to 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.

** This is the preferred method so the employee can correctly record HTK, “holiday taken” on their timesheet.

See Kuali Time documentation for information: https://fms.iu.edu/payroll/kuali-time/

If you have questions, please contact your Payroll Processor in FMS.
Office of the Bursar – Summer 2015 Fee Remission (TPC) Information

The spreadsheet including contract information for Summer 2015 will be sent beginning Friday, March 20th. If you do not receive your list by Friday March 27th, please send an e-mail to remit123@indiana.edu.

The first upload to the underlying Third Party Contract (TPC) tables should occur on Thursday April the 9th. This means if the student is enrolled for Summer 2015 at that time it will calculate and show on the bursar account as soon as tuition is assessed. You may continue to make additions or changes, and if they are complete by April 14th, they will show on the initial bill for Summer 2015. Please remember that OSFA needs to review fee remissions before they post for financial aid recipients, so allow at least two workdays before the 14th.

Please see the calendar for more Summer TPC processing dates.

<table>
<thead>
<tr>
<th>Summer 2015</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit requests for batch TPC process</td>
<td>Before 4.9.15</td>
</tr>
<tr>
<td>Summer 2015 tuition and fees appear on student account (if student enrolled in summer term)</td>
<td>4.13.2015</td>
</tr>
<tr>
<td>Fee Remissions begin to calculate on student accounts</td>
<td>4.13.2015</td>
</tr>
<tr>
<td>Deadline for fee remission data entry for the April bill (need to allow time for OSFA review)</td>
<td>4.14.2015</td>
</tr>
<tr>
<td>April Bill (1st bill of term for Summer 2015)</td>
<td>4.16.2015</td>
</tr>
<tr>
<td>1st day for summer financial aid disbursement (if all eligibility tests passed)</td>
<td>5.2.2015</td>
</tr>
<tr>
<td>Summer 2015 classes begin</td>
<td>5.12.2015</td>
</tr>
<tr>
<td>IU Department TPC Request page turned off for the 2014-2015 Academic Year</td>
<td>6.15.2015</td>
</tr>
</tbody>
</table>

If you have questions or concerns send an e-mail to remit123@indiana.edu.

Fall Period FY 2015 A-21 Effort Reports

A21 Effort Reports have been generated for Fall FY2015 for the following employees:

<table>
<thead>
<tr>
<th>Report</th>
<th>Periods Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 M01 Monthly</td>
<td>7/1/2014 - 12/31/2014</td>
</tr>
<tr>
<td>2015 B01 Biweekly</td>
<td>7/1/2014 - 12/31/2014</td>
</tr>
</tbody>
</table>

You will find the documents by logging into OneStart and checking your Action Item listing (based on the routing your department has in place).

Additional information regarding effort certification document routing and approval in the Kuali Financial System is attached for your convenience. Please note that the approval deadline for the Fall FY2015 A21 effort reports will be Tuesday, April 18, 2015.

Additional information regarding A21 effort certification document approval in KFS can be found at: http://www.researchadmin.iu.edu/GrantContract/gc-gfo/gfo_effort.html

Please contact Rayna Amerine if you have any questions.
Tracking Primary Physical Work Location for Employees

There are hundreds of Indiana University employees whose primary physical work location is outside the state of Indiana (currently over 40 other states and many countries). To meet state-based employment requirements for these employees, we began maintaining each employee’s physical work location on HRMS eDocs transactions.

For this reason the new **Primary Physical Work Location tab** was created and deployed on January 22, 2015. This new tab is available on the following HRMS eDocs: Hire, Promote, Demote, Transfer, and Maintain Job Data

There are two fields on the tab and entry is required on the Hire, Promote, Demote, and Transfer documents. See Page Shot below.

1) Country where the employee will be performing services  
2) State where the employee will be performing services

Out of state selection will impact tax location, so please review the Job Data section that includes the Tax Location value as highlighted below.

Updating the employee’s country/state work location WILL impact their payroll tax withholdings, therefore it’s critical to make these changes as soon as the department knows. Departments are required to maintain this information and accurately identify the primary physical work location of all active employees.

If you have technical issues with this new eDoc functionality, please contact the HRMS Support Center: [http://www.indiana.edu/~uhrs/hrms/support/](http://www.indiana.edu/~uhrs/hrms/support/)

If you would like more information or have any feedback please contact FMS customer support at [https://fms.iu.edu/support](https://fms.iu.edu/support) or (812) 855-0375.
FISCAL CHECKLIST & DEADLINES (continued)

KFS Update: Vendor Document, Foreign Vendors

New KFS Vendor Document Requirements for Foreign Vendors
As part of the upgrade to KFS 5.3, the Vendor document (aka Pending Vendor Document (PVEN)) now contains several new fields related to foreign vendors.

When creating or editing a foreign vendor, and you indicate that a W-8 was received (W-8 Received field is answered “Yes”), three additional fields are required:

1. W-8 Signed Date
2. W-8 Type: W-8BEN, W-8BEN-E, W-8ECI, W-8EXP, W-8IMY (as indicated on the Form W-8)
3. Country of Incorporation/Citizenship: See Box 2 on all W-8 Forms

These fields are required as part of IRS 1042 reporting and are now collected on the W-8 Rev. February 2014.

NOTE: If a foreign vendor submits a W-9 (W-9 Received=Yes) none of these new fields are required.

Other Validations: If W-8 Received = Yes, Is this a foreign vendor must also = Yes.

Optional Fields:
GIIN Code / Foreign Tax Id / Date of Birth / Chapter 3 Status Code / Chapter 4 Status Code / W-9 Signed Date

Other Resources

<table>
<thead>
<tr>
<th>DV Vendors</th>
<th>PO Vendors</th>
<th>About Forms W-8</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMS Accounts Payable &gt; Disbursement Vouchers</td>
<td>Office of Procurement Services</td>
<td>University Tax Services</td>
</tr>
<tr>
<td>Vendor Creation Guide: DV Vendor and Refund Vendor – Revised!</td>
<td>Training Guides and Videos on Vendor Entry and Modification</td>
<td>New Form W-8BEN and W-8BEN-E</td>
</tr>
</tbody>
</table>

Please direct any vendor-related questions to the following areas:
Disbursement Voucher (DV) Vendors: fmsdvhlp@indiana.edu
Purchase Order (PO) Vendors: vwg@iu.edu
For proper selection of Forms W-8 please visit https://fms.iu.edu/tax/international/form-w-8ben/
New Training Requirements for New Bloomington Payroll Processors

Effective February 17, 2015, new Bloomington Campus payroll processors are required to complete both Timekeeping and Payroll training prior to gaining access to the HRMS Payroll system functions.

If your department is hiring a new payroll processor, please plan ahead and have the individual register for the following two classes. Each is offered once per month, and must be taken sequentially.

**Kuali Time for Supervisors and Payroll Processors** – *NEW!*
Optional for supervisors; *required for payroll processors.*
New payroll processors must complete this class before attending Payroll Essentials.

**Payroll Essentials**
This class prepares new payroll processors for the basics of payroll – approving payroll vouchers and creating adjustment vouchers. *Note: This payroll class is not a new training requirement for new payroll processors.*

Click [here](#) to view the complete class descriptions and to register. *Please note that because the Kuali Time class is a required training for payroll processors, those individuals will be given priority when classes are full and in waitlisted status.*

**Frequently Asked Questions**

**When are these classes offered?**
Both classes are offered once per month. Generally, Kuali Time for Supervisors and Payroll Processors will be conducted 1-3 business days before Payroll Essentials.

**What if our new payroll processor cannot attend the next class or set of classes?**
Have the new payroll processor register for the soonest set of classes that work with his/her schedule. *One-on-one training is not available.* However, you do have support options in the interim: Contact your Responsibility Center (RC) Fiscal Officer to request assistance with backup payroll processing until your new payroll processor completes training. Contact [Rozzie Gerstman](mailto:rozzi@indiana.edu) from the Office of Budgetary Administration and Operations. Her team can process payroll for any department on the Bloomington campus.

**We have a new employee starting today, and s/he will be our new payroll processor. May we send her/him to the classes you’re conducting this week?**
Sure, but we don’t recommend it. We find that brand new employees often feel lost in training classes, and retain very little, because they haven’t been sufficiently acquainted with their job responsibilities and work environments. Training is most effective after employees complete their departmental and job-specific orientations, and even do a week or more of job shadowing. This is especially true with very complex topics like payroll.

*If you have questions about the Timekeeping and Payroll training classes, please send them to Ben BrckaLorenz and Tracey Mui.*
**AUDIT TIPS**  “THINGS TO DO AND TO KNOW” TO DECREASE RISK AND LOSS

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**Capital Assets – Location of Capital Equipment**

According to university policy, Capital Movable Asset Physical Inventories, Tagging and Location Changes, FIN-ACC-I-170, if capital equipment is moved to a different room, the asset location must be updated in KFS within 30 days of the change. Adherence to this policy makes it easier to find the assets not only for inventory purposes, but also in the event of an audit. It is also important for the asset’s location to be correct for cost purposes and to ensure compliance with contract and grant regulations. Every organization with capital equipment must have a process in place to notify your organization’s asset representative when equipment moves to a new location. If assets move frequently between two to three locations, we suggest adding a note to the Organization Text field of the asset providing the other possible locations. If the asset is found to be located in either of these locations, the asset would still be in compliance with university policy. If your organization has assets that move frequently, it would be in your benefit to utilize the Organization Text field for this purpose. See CSOP 8.0 Capitalization of Moveable Equipment for more information.

Federal auditors will be on campus verifying asset locations this spring. They will expect to find assets in the location that are specified in the Capital Asset Management Module. Items that are not located in their correct location could result in the loss of federal indirect cost dollars.

*Please contact Capital Assets at capasset@iu.edu for questions and/or concerns.*

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**ETA Web User Notification - Crimson Implementation**

**ETA Web and edocs are now available for use.**

The implementation of Crimson required the change of all existing IU Foundation gift account numbers. What this means for IUF accounts is that the account numbers are now completely different now that Crimson is live. Account numbers will still be 10 digits and include the fund type (e.g. 32, 37, 38), but specific unit codes (e.g. B011, E009, RT04, etc.) will no longer be imbedded in the account number. This new account structure resides in all applicable IUF systems: Crimson, KEM, and ETA Web.

To support the transition to Crimson, old account numbers were stored with their corresponding new numbers in a database accessible through ETA Web. You will be able to use the old number to obtain the new number using a lookup function in ETA Web. See the Instructions for Using the ETA Web Account Lookup function.

ETA Web is the comprehensive financial reporting system for IUF accounts. ETA Web allows users to access account balances, expense transactions and overall financial reporting of their IUF accounts. Once Crimson conversion is complete, we will open up additional ETA Web training sessions for those who have not previously attended a session or others wanting to refresh their skills. If you are interested in receiving further communication regarding ETA Web training session dates and times (after Crimson conversion), please email iufacct@indiana.edu to be added to the communication list. An email will be sent to those interested once the new ETA Web training session schedule is confirmed.

*If you have questions regarding the new Crimson system, you may want to visit the Crimson Knowledge Base – https://crimsonkb.iuf.iu.edu. The Crimson Knowledge Base contains FAQs and the Crimson Connect page (which has further details regarding the public launch of Crimson). Email iufacct@indiana.edu.*
University Tax Services Year in Review

The last tax form is in the mail and we thought we would share with you the number of forms we produced and highlight some of our accomplishments.

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Form Name</th>
<th>Number issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>W-2</td>
<td>Wage and Tax Statement</td>
<td>51,367</td>
</tr>
<tr>
<td>1042-S</td>
<td>Foreign Person's U.S. Source Income Subject to Withholding</td>
<td>2,066</td>
</tr>
<tr>
<td>1098-T</td>
<td>Tuition Statement</td>
<td>107,581</td>
</tr>
<tr>
<td>1099-K</td>
<td>Merchant Card and Third-Party Network Payments</td>
<td>134</td>
</tr>
<tr>
<td>1099-MISC</td>
<td>Miscellaneous Income</td>
<td>5,417</td>
</tr>
<tr>
<td>1099-R</td>
<td>Distribution From Pensions, Annuities, Retirement ...</td>
<td>394</td>
</tr>
</tbody>
</table>

Withholding Income Tax in other States
- Registered to withhold in 27 states and 7 local jurisdictions outside Indiana
- Implemented ADP Tax Services for payroll tax payments and reporting
- New eDoc change to capture primary work location. See CATS presentation Out of State Employees

Updated our website with expanded and new information
- Check out our FAQs
- New UBIT (Unrelated Business Income Tax) section
- New online Independent Contractor Questionnaire

System Improvements
- Added 1098-T e-consent and SSN update to the class registration process. Increased the e-consent rate by 33%, saving the university over $25,000 in printing and postage
- Updated the KFS Vendor record to include additional tax form information needed to implement FATCA

For assistance, contact University Tax Services’ NRA Specialists – JoAnn Clune or Rashul Sartoris at taxpayer@indiana.edu.

DID YOU KNOW...

Did you know that the IU Campus Commute offers daily bus trips for people traveling between IUPUI and IU Bloomington?

Questions? Please send a message.
**TRAINING TABLE**

*Please note* that training dates and information might change over time. Contact the responsible unit or contact person to be informed of the current status or a specific item.

### Campus Administrative Training Series (CATS)

- For additional dates and topics please visit the [CATS web site](#).
- **Wednesday, April 1 at 1:30pm** - Frangipani Rm, IMU

### FMS Payroll – Disbursement Voucher Certificate

- [Disbursement Vouchers I: Introductory](#)
  - **Thursday, April 9 at 9:00am** - Poplars W183
- [Disbursement Voucher II: Advanced](#)
  - **Wednesday, March 15 at 9:00am** - Poplars W183
  - **Wednesday, April 15 at 9:00am** - Poplars W183

Please see the [FMS Disbursement Voucher Certification](#) for information on the current requirements for DV Certification and how to register. *Questions? Please contact FMS Customer Service.*

### KFS Purchasing

- For additional information please contact Donna Burkhardt.
  - [KFS Purchasing Training Basics](#) (Click to register/see other dates)
  - **Wednesday, April 1 at 9:00am** - Poplars W183

### Travel

- For additional information please contact Donna Burkhardt.
  - [Travel@IU Training](#) (Click to register/see other dates)
  - **Tuesday, March 17 at 9:00am** - Poplars W183
  - **Tuesday, May 19 at 9:00am** - Poplars W183
  - Also, see [Travel Video Tutorials](#)

### Research Administration Team (RAT)

- **Monday, April 6th, 10-11:30 AM** - IMU Oak Room

### Office of the Treasurer

- Go to [Office of the Treasurer’s Website](#), find “General Information” on right hand side and click on “Training” for more detail.

### Organizational Development Classes for Spring 2015

- are online and available for registration.
New Non-Student Accounts Receivable Website!

As some may already be aware, **Non-Student Accounts Receivable is now part of Financial Management Services (FMS) as of July 1, 2014.** As part of this change, our website has moved to a new location: [https://fms.iu.edu/non-student-ar](https://fms.iu.edu/non-student-ar). If you have any bookmarks for our website, you will need to update them.

A highlight of a few key areas of our new website:

- **AR Contacts**
  Contains a list of all Non-Student Accounts Receivable contacts by campus.

- **Payment Information**
  Detailed information by payment type.

- **FAQs and Training**
  A list of answers to commonly asked questions, and training materials for billing organizations.

- **AR Policies and Auxiliary Standard Operating Procedures (ASOPs)**
  All current AR Policies and ASOP documentation.

*Questions? Comments? Please send us an email at nonstdar@iu.edu. Your feedback is always appreciated!*

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**New CAMS website**

**Capital Asset Management website has moved!**

We now moved under the Financial Management Services website at: [https://fms.iu.edu/capital-assets](https://fms.iu.edu/capital-assets). If you have us bookmarked under the Treasury home page, you will need to update your favorites to the new site.

*Questions? Comments? Please send us an email at capasset@iu.edu. Your feedback is always appreciated!*

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**Release Notes 5.3 for Capital Asset Management – CAMS USERS**

To update the last inventory date, users must now use the **Asset Edit document** to update the last inventory date for an asset when no other location changes are needed. *A new button has been added to the Asset Edit document, under the Asset Location tab titled Update Last Inventory Date: Update.*

The only time you need to use the "Update" button is when you need to update the last inventory date for an asset where the location has NOT changed. Clicking on the **Update** button will change the last inventory date to today's date, once the date has changed the document is ready to be submitted.

Please watch the video tutorial "**Update Asset for Current Inventory Period**" available on the FMS webpage. Changes to the Last Inventory Date can no longer be made on the **Location Global** document, unless you are changing the building, room number, or re-tagging the asset.

On the **Location Global** document if an asset is submitted without changing the building, room, or tag number the document will present the following warning message: "**For asset 123 no updates were submitted for campus code, building code, building room number, building sub room number or tag number. The last inventory date will not be updated. Please use the Asset Edit document to update the last inventory date.**" It is important to note that your document will submit successfully, so please pay close attention to the warning messages. *This change went into production on January 25, with the 5.3 release of KFS.*

*If you have any questions or problems please contact us at capasset@iu.edu.*
Bloomington has been home for Chris Swafford since birth. Her parents, Phil & Eva Rambo were teachers in Monroe County – Chris’ mother Eva Rambo was my Science teacher when I was in 7th grade!

Chris is an IU Alum and graduated from the Kelley School of Business in 1990. In February 1991, she became a member of IU Internal Audit staff. She took some time away from IU in late 2001 to be at home with her son, then came back to IU and worked in Optometry’s financial aid office in 2003. In 2007 she rejoined the IU Internal Audit staff and currently serves as Interim Chief Audit Executive. After 24 years at IU, Chris will venture into a new business, that new world is camping and fishing in Canada.

Chris is a wonderful friend to me. She has always been willing to be a consultant/mentor, she understands the academic mission at Indiana University, and uses her expertise as an auditor to embrace higher education. Under Chris’ tutelage, along with the late Terry Radke, Internal Controls has become a household name. They realized several years ago how important it is to equip the IU units with the appropriate information/training and the necessary tools to help us identify our own risks and then create solid internal controls.

Chris, I so wish you many, many blessings on your new business venture. Thank you for being a colleague that I can turn to at any time.

Will miss you Chris,
Rozzie Gerstman
Our next Spotlight issue is coming in April 2015 and will include:

- All current sections
- And much more...

Do you know anybody who should be receiving this publication? Send an email to cats@indiana.edu.

Disclaimer: Please note that any information and commensurate dates that appear in this publication are only current as of the date of publication and may change over time. Hence, please contact the responsible unit or contact person to be informed of the current status for a specific item.