“THE SPOTLIGHT PUBLICATION SERVES TO EDUCATE, TO INFORM, TO PROVIDE RESOURCES, AND EMPOWER INDIANA UNIVERSITY BLOOMINGTON EMPLOYEES.”

POLICY STATION

University Policy: Moving Expenses, FIN-ACC-I-310
Last Updated: 7.20.15

The policy was updated on July 20, 2015 to reflect various technical changes:
a) information added to the Scope section and
b) a link to the Moving Request Form in the Procedures section.

Please refer to the policy for more information.

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.

OFFICE OF BUDGETARY ADMINISTRATION & OPERATIONS

Upcoming Hospitality and Alcohol Policy Training

You are welcome to attend the Hospitality and Alcohol Policy Training on
Wednesday, September 2 from 1:30pm – 4:00 pm
Frangipani Room, IMU

Please mark your calendar!

Questions? Please send email to Rozzie Gerstman or call 855-1123.
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.). If the award is exceeded, the department will be responsible for appointing the student in a Temporary (hourly) job and covering all wages. Please click [here](#) for a complete information and description of the eDocs for work-study students.

Change to 1000-hr Business Process

As a result of an IRS audit that identified non-compliance in the area of the 1000-hour policy for Temporary employees, we will be changing our current process as detailed below.

The past business practice has been to notify departments when employees in Temporary positions are approaching the 1000-hour limit and ask departments to adjust work hours or move the employees to Temporary w/Retirement positions. **This business process will be changing as follows:**

1. UHR will notify departments when employees in Temporary (non-retirement) positions have reached 750 hours worked in the calendar year (excluding all hours worked with student status) and request that the department either adjust work hours to keep under the 1000-hour limit, or transfer employees to a Temporary w/Retirement position.
2. Once an employee has worked 900 hours or more in Temporary positions, UHR will blanket approve a transfer E-Doc to move the employee to the appropriate Temporary w/Retirement position. The transfer will be effective dated at the beginning of the current pay period to ensure that the employee does not exceed 1000 hours. Please note that if the employee has multiple, active Temporary positions, ALL jobs will be transferred to Temporary w/Retirement.

There are already a few employees who have exceeded 900 hours on the Bloomington campus, so we will begin this new process immediately.

For reference, there are 2 related policies that may be helpful for you to review with regard to this topic:

Filling Temporary Positions: [http://hr.iu.edu/policies/temporary/filling.html](http://hr.iu.edu/policies/temporary/filling.html)


If you have any questions or concerns please contact recben@iu.edu.
FISCAL CHECKLIST & DEADLINES (continued)

FMS Payroll: 10-Month Staff Positions

The 10-Month Staff Positions document is now available on the University Human Resources website for your viewing. The document provides information on creating positions for Salaried, Monthly Paid Staff Positions (PAE Professional) and Non-Exempt, Biweekly Paid Staff Positions (Support, Service, and PAO/PAU Professional).

If you have questions, please contact your Payroll Processor.

A21 Effort Reports - Spring 2015

Please note that the approval deadline for the Spring FY2015 A21 effort reports will be Wednesday, October 14th, 2015.

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

<table>
<thead>
<tr>
<th>Report</th>
<th>Periods Covered</th>
<th>A21 Effort Reports Generated:</th>
<th>Approval Deadline:</th>
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<tr>
<td>2015 A02 Academic</td>
<td>1/1/2015 -</td>
<td>August 14, 2015</td>
<td>October 14, 2015</td>
</tr>
<tr>
<td>Spring</td>
<td>5/31/2015</td>
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<tr>
<td></td>
<td>6/30/2015</td>
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<td>2015 B02 Biweekly</td>
<td>1/1/2015 -</td>
<td>August 14, 2015</td>
<td>October 14, 2015</td>
</tr>
<tr>
<td></td>
<td>6/30/2015</td>
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</tr>
</tbody>
</table>

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.

Document and Data Storage and Destruction Services - New Contracts

Purchasing recently completed the RFP process and contract awards for University document storage and destruction services. The vendors that have been awarded a contract for these services meet all requirements set forth by UISO, UITS, HIPAA, FERPA, and PCI DSS. It is important that these vendors be used for these services to insure compliance and protect the University. IUB Warehouse currently does shredding as well and may be used.

A complete price list is available in Purchasing and the contract overview and contact information for the vendors will be put on the Purchasing web site under the commodity.

If you have questions, please send an email to Tresa Fredericks or call 855-9952.
Travel Management Services – Carey/Embarque Limo Announcement

Carey/Embarque is discontinuing the shared-ride limo service for transportation between the Indianapolis airport and downtown Indianapolis/IUPUI campus locations effective July 15, 2015. After July 15th, travelers will pay out of pocket and be reimbursed for limo services provided by Carey/Embarque. IU will no longer have a direct bill relationship with this vendor.

Please note that the maximum allowances for reimbursement for airport limo transportation are as follows:

- Approved rates (gratuity included):
  - IUPUI campus to Indianapolis airport: $30 one-way
  - IUB campus to Indianapolis airport: $67 one-way or $122 round trip

For information regarding additional limousine vendors that offer shared ride services for airport transportation, please visit the Travel Management Services website.

Questions can be directed to travelbl@indiana.edu.

Travel Management Services – Travel Allowances (object codes 6000-6280)

All Fund Groups
Effective January 1, 2015, all fund groups except 47 accounts are reimbursed at $.575 for the first 500 miles and then $.288 from mile 501 through 3,000.

This information can be found at: http://www.indiana.edu/~travel/traveling/travelingbycar.shtml

Effective May 1, 2011, all 47 accounts are reimbursed at $0.44 for the first 500 miles and then $0.22 from mile 501 through 3,000.

See the Travel Management Services website for more information.

Questions can be directed to travelbl@indiana.edu.

TAX TIDBIT

Speedy Approval of Out-Of-Pocket DVs

When you are paying, by KFS, an Out-Of-Pocket Reimbursement to an employee, please remember to always use the IU ID number and NOT a vendor number on the DV. Using the IU ID number will accelerate the approval process by eliminating Tax’s routing review. Accounts Payable will still review for appropriateness, but the Tax review is skipped.

For assistance, contact University Tax Services’ NRA Specialists – JoAnn Clune or Rashul Sartoris at taxpayer@indiana.edu.
University Tax - Foreign National Information System (FNIS)

Over the past several months University Tax has been working with our international software provider, Thomson Reuters, to initiate a new system for collecting and entering tax information for our international visitors.

Foreign National Information System (FNIS) is a web-based, data entry program that will permit IU’s international students, faculty and staff to enter their individual and immigration status information. This system should reduce time needed to process international tax records, improve data entry and improve communication with this section of IU’s community.

IU is launching FNIS on the Bloomington campus this fall. Any NRA student or student/employee enrolled at Bloomington, must use FNIS to complete an International Tax Questionnaire (ITQ). When an NRA student/employee logs into OneStart and attempts to complete the W-4, they will be provided a link to request a password to access FNIS: https://fms.iu.edu/tax/international/itq-password-request.

All other campuses may continue to use the paper questionnaire by using the following link https://fms.iu.edu/index.php/download_file/view/751/284/

On the FMS University Tax Services website one of the “Quick Links” is “International Tax Questionnaire Password Request”. Also, under the International subheading, there is a link to FNIS Help https://fms.iu.edu/tax/international/fnis-help/. At the top of the FNIS Help there is a link to the request for password.

Please contact FMS Taxpayer at taxpayer@indiana.edu if you have further questions.
## TRAINING TABLE

**Please note:** 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.

### Hospitality and Alcohol Policy Training
**Wednesday, September 2, 1:30m – 4:00 pm** - Frangipani Rm, IMU  
Please contact Rozzie Gerstman, 855-1123 for inquiries.

### Campus Administrative Training Series (CATS)
**Wednesday, September 23 at 1:30pm** - Frangipani Rm, IMU  
*For additional dates and topics please visit the [CATS web site](#).*  
--Please note that there will be **no** CATS meeting on August 19.--

### Disbursement Voucher Certificate
- [Disbursement Vouchers I: Introductory](#)  
  **Tuesday, September 8 at 1:00pm** - Poplars W183  
- [Disbursement Voucher II: Advanced](#)  
  **Thursday, September 10 at 9:00am** - Poplars W183  
Please see the [FMS Disbursement Voucher Certification](#) link for information on the current requirements. Questions? Please contact [FMS Customer Service](#).

### KFS Purchasing
- [KFS Purchasing Training Basics](#) *(Click to register/see other dates)*  
  **Wednesday, September 2 at 9:00am** - Poplars W183  
*For additional information please contact Donna Burkhardt.*

### Travel
- [Travel@IU Training](#)  
  **Tuesday, September 15 at 9:00am** - Poplars W183  
*For additional information please contact Donna Burkhardt.*  
Also, see [Travel Video Tutorials](#)

### 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 Fall 2015
are online and available for registration.
Upcoming issue ...

Our next Spotlight issue is coming in September 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.

Image courtesy of Indiana University. Digital Asset Library

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.