# Spotlight

A Budgetary Administration & Planning (BAP) newsletter.

“This publication serves to educate, to inform, to provide resources, and empower Indiana University Bloomington employees.” - BAP

## Table of Contents

**Budgetary Administration & Planning**

- Campus Administrative Training Series (CATS) Knowledge base activity of the month......2

**Policy Station**

- Human Resources......................................................................................................................2
- Financial......................................................................................................................................2

**Fiscal Checklists & Deadlines**

- Payroll - Adjustment Vouchers..................................................................................................3
- HRMS E-Doc and Payroll Adjustment Voucher Deadlines .........................................................5
- Disbursement Voucher (DV) Route Log FAQ.............................................................................6
- Disbursement Voucher (DV) and Purchase Order Workflow.......................................................7
- Updated Process for Background Checks - Effective March 1, 2018..........................................8
- Office of Student Financial Assistance (OSFA) Important Dates & Deadlines..........................9
- Effort Reports - Salary Transfer Deadline for Summer FY2018 ..................................................10

**Tax Tidbit**

- New – Vehicle Personal Use TSOP..............................................................................................11

**Interconnected**

- New Online Payroll Essentials Training..................................................................................11
- IU Foundation – Welcome to Workforce...................................................................................12

**Training**......................................................................................................................................13
Knowledge Base activity of the month:
University Provided Vehicles

IU Policies that support this activity:
University Automobiles and Automobile Allowances, FIN-ACC-340
Inappropriate Use of University Funds, FIN-ACC-330
Who Can Use University Vehicles, FIN-INS-07
Personal Use of an IU Vehicle, TSOP 3.07

Questions, comments, concerns? Send us a message through the CATS website's Sounding Board and make sure to add your name and email address if you would like to be reached.

POLICY STATION

Human Resources
Reduction in Force, HR-10-20
Updated: September 17, 2018
Description: “A reduction in force (RIF) is a curtailment of the workforce resulting in the elimination of one or more Staff positions due to, but not limited to, the following: budget, lack of work, reorganization, or reduction of staff positions.
Reason for policy change: “Updates made that allow bumping for union covered Staff employees only.”

Financial
Travel Policy, FIN-TRV-1.0
Updated: August 2, 2018
Description: “Provides guidance on making and approving out-of-state travel requests.”
Reason for policy change: “Policy was updated to add a much needed scope.”

Visit the “New and Recently Revised” as well as the “Under Review” sections of the University Policies website for updates. If you have any inquiries, please provide feedback here.
FISCAL CHECKLIST & DEADLINES

Payroll - Adjustment Vouchers

Please be sure you are clicking the FLSA Pay Data link when you enter adjustment voucher transactions for biweekly and hourly (temporary) employees. It is important to review it each week to determine what earn codes and hours were previously processed before making an adjustment.

Some examples:
1. If you need to enter an attendance adjustment to remove hours from a specific earn code, be sure the earn code was on the original transaction.
2. If you need to add additional hours from a second job, review this data to determine if hours should be OVT, NEP, etc.
3. If the employee was not paid due to absent hours or you need to add absent hours to subtract pay, use this data to confirm transaction is correct based on original transaction.
4. If you need to add retro temp pay amount, use this screen to determine total hours originally paid for the week (RGN, OVT, NEP, etc.) so you can calculate the TPR amount.
5. If you need to process a retro rate increase, use this screen to determine original pay rate and hours. Use this data to calculate the rate difference to be used with the retro earn code(s).

See circled FLSA Pay Data link:

CONTINUES...
Payroll - Adjustment Vouchers (continued)

A new pop-up window (Review FLSA Pay Data) will open so you can review earn codes and hours on the original payment. In the example below, the employee was paid 37.90 RGN hours and 2.10 SICK hours. You may have to click thru multiple pages to view all FLSA data.

If you have any questions, please contact your FMS Payroll Processor for assistance.
FISCAL CHECKLIST & DEADLINES

HRMS E-Doc and Payroll Adjustment Voucher Deadlines

September 2018

After reviewing the FMS cut-off dates for the September 2018 FMS Payroll Calendar, I want to communicate the following deadlines for temporary and staff related eDocs and staff separation paper adjustment vouchers.

For the biweekly pay period ending September 22nd

- Mon, 09/24 - All biweekly-paid temporary and staff eDocs should be received by Campus HR
- Mon, 09/24 - Staff separation PAV's are also due for biweekly staff terms effective dated 09/22 or earlier

For the monthly pay period ending September 30th

- Mon, 09/17 - All monthly-paid staff eDocs should be received by Campus HR
- Mon, 09/17 - Staff separation PAV's are also due for PAE terms effective dated 10/1 or earlier

The More You Know!

- 092 Error upon initiating a staff or temp hire eDoc? Email hredocs@iu.edu before routing the eDoc to make sure this person is eligible to be rehired!
- When completing a maintain person eDoc please do not put periods anywhere in the eDoc. Please also limit the home address to 26 characters. Use the 2nd address line as carry over if necessary. Both situations can causes issues for benefit mailings and issuing W2s. (i.e. 123 Damon Bailey Dr. Apt 301 > 123 Damon Bailey Dr #301)

Printable September deadline calendar (PDF)

Questions or do you need assistance related to staff or temporary related eDocs? Please email hredocs@iu.edu to reach an IU HR Transaction Services team member.
Disbursement Voucher (DV) Route Log FAQ

The Route Log tab, available on all KFS documents, allows you to track the status of your document. Below, the University Tax Services team answers some frequently asked questions related to Disbursement Vouchers.

My DV is stuck waiting on KFS-SYS System User. What does this mean?
If your document is pending KFS-SYS System User approval the document is waiting on supporting documentation. This is also referred to as the image attachment node.

Use the FMS AP Upload Record IUIE report to verify that your supporting documentation has been uploaded. If it has been more than 4 business days since your supporting documentation was submitted and the dv is still at the image attachment node, contact the dv team by emailing fmsdvhlp@indiana.edu. Be sure to include your DV number in the subject line of your email.

My DV is pending approval from KFS-SYS Tax Manager. Who should I contact?
A pending approval action request with the annotation KFS-SYS tax manager indicates that the payment is under review by university Tax Services.

University Tax Services staff reviews DVs daily in the order in which they were received. If additional information is required to approve the payment, Tax will contact you via the Notes and Attachments tab. Once the Route Log shows an approval For Delegator Tax Manager, University Tax Services has approved your document.

I need my DV to be expedited. Is this possible?
If your document requires expedited processing, please send an email to taxpayer@iu.edu. Include the document number, reason for expedited request, and your contact information in case University Tax Services needs to reach you for additional questions.

As always, if you have any other questions related to Tax please contact University Tax Services by emailing taxpayer@iu.edu.
FISCAL CHECKLIST & DEADLINES

Disbursement Voucher (DV) and Purchase Order Workflow

Some Purchase Orders and Disbursement Vouchers, such as payments to foreign vendors, route through University Tax Services for additional review. These documents are reviewed daily in the order in which they are received. Every Purchase Order or Disbursement Voucher receives an initial review within 72 hours of receipt.

During this initial review a Tax staff member may require additional information in order to approve a document. Tax will contact the requester via the Notes and Attachments tab.

Once the requested information is supplied via the Notes and Attachments tab, send an FYI notification to the University Tax Team via the Ad Hoc Recipients tab. The FYI should be sent to group name “TAXPAYER”. Alternatively, you may email the tax team at taxpayer@iu.edu. Tax reviews documents daily for responses. After 14 days of inactivity, the document will be disapproved.

Using the Notes and Attachments tab ensures that all information related to the processing of the payment is contained in the eDoc. This process also creates a clean audit trail for the payment in case questions arise in the future.

How can I help speed up the approval process?

- Provide a description, in lay person’s language, of the service or item purchased in the notes or description section. Avoid acronyms whenever possible.
- Travel payments made in KFS for non-employees must be reviewed by the department for accountable plan, and this must be noted on the document, prior to submission. It is at the department’s discretion if the payment meets the accountable plan. To learn more about the accountable plan, review Tax Standard Operating Procedure 9.02.
- Travel payments made in Chrome River meeting the accountable plan will no longer route to Tax for approval.
- Payments to foreign vendors require additional documentation.
- Review University Tax Service’s Quick Guide for more information about this additional documentation. Submit documents to University Tax via the Tax Immigration Upload Tool. Faxed documents will not be accepted.
- For service payments, provide a clear explanation of where the services were performed; in the US or outside the US.

Please contact University Tax Services with any questions by emailing taxpayer@iu.edu.
In the previous pay periods, over 100 timesheets did not route due to eDocs that were held up for background checks. Departments must initiate the background check, however the employee must complete their part as well before the background check is considered to be complete. This means departments are letting employees work before the background check is complete. As a result, of allowing employees to work before the background check is complete, departments will have to enter adjustment vouchers to pay the hours after the eDoc is final approved.

Please take the time to review the information below that UHR sent by email on February 2018. The updated process for background checks became effective March 1, 2018.

The information was also disseminated through our March 2018 Spotlight and updated on the CATS Knowledge Base.

“One of the top priorities of Talent Acquisition Rapid Redesign, supported by executive sponsorship, was to change the process for background checks. Beginning March 1, 2018, background checks for new and rehired candidates, in accordance with IU background check policy, must be successfully completed before the candidate can begin working in a staff/temporary position at the University.

Why Change?
• Enhanced security: Indiana University has a duty to provide a safe place for students, employees, and visitors at all times.
• Enhanced processes: You will no longer have to go through the burdensome process of hiring an individual and terminating them later due to background check results. This will reduce administration barriers for you and all other parties involved in the hiring and terminating processes.
• Consistency on all campuses: This process has already been in place on many of IU’s campuses, but not all. This change will help ensure that there are consistent background check and hiring practices on all campuses.

What Else is Changing?
• IU Human Resources will only be approving Hire eDocs once the background check has been successfully completed.

How Can I Make this Change as Seamless as Possible?
• Educate supervisors and others involved in the hiring process on why following this process is so important.
• Recruit, interview, and select candidates as early as possible to avoid hiring delays.
• Initiate the background check process as soon as possible once an offer has been accepted by the candidate.
• Encourage candidates to complete the background check as soon as possible to avoid any possible delays in their start date.”

For questions, please contact Human Resources at hredocs@iu.edu.
Continuation Accounts

As a reminder, please check your continuation account to see if your department has any item types associated with it. Every department should have a continuation account which would be similar to 23-xxx-89. This account allows any system to accept expenditures if an account within the unit has expired, such as a C&G account. The continuation account should be reconciled as soon as a possible and those expenses moved to a more appropriate account. No expenditures or income should ever reside in the continuation account. Therefore, item types for financial aid should never be associated with a continuation account. If a financial aid award hits the continuation account please work with the Financial Aid Office at IUB to reassign the award to a more appropriate funding source with the appropriate item type to be used.

Item Types

Item types are associated with specific accounts. The item type should mirror the purpose, the funding source, and if the funding will be for a graduate student or undergraduate student. Gifted funds for undergraduate students should be a 25-account and the object code 5880 should be used which the item type, the object code and the students to be in sync. This is how financial reporting has fiscal integrity. Item types for graduate students should also follow the same practice. Their account will be a 26-account and the object code will be 5820 for a fellowship or 5400 for fee remissions. See grid:

<table>
<thead>
<tr>
<th>GIFTED FUNDS</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Scholarship</td>
<td>Fellowship</td>
</tr>
<tr>
<td>Account</td>
<td>25-xxx-xx</td>
<td>26-xxx-xx</td>
</tr>
<tr>
<td>Object Code</td>
<td>5880 - Scholarship</td>
<td>5820 - Fellowship</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5400 – Fee Remission</td>
</tr>
</tbody>
</table>

Please contact deptsch@indiana.edu with any updates that are needed.

OSFA will be hosting a Financial Aid 101 session on September 26, 2018 from 9:30-11:30am in the Dogwood Room at the IMU. Please RSVP to deptsch@indiana.edu.

Please contact University Tax Services with any questions by emailing taxpayer@iu.edu.
FISCAL CHECKLIST & DEADLINES

Effort Reports - Salary Transfer Deadline for Summer FY2018
- Close of Business September 30, 2018

REMINDER for those who have Effort (salary) charged to Federal Awards for the Summer:

All Summer FY2018 Salary Transfers, regardless of account type, ST's need to be fully approved by September 30, 2018 to prevent cancellation of documents. Once you generate a Salary Transfer for the Summer Effort Period, be sure to notify those in future routing to ensure the document finalizes by the deadline.

Summer Periods

<table>
<thead>
<tr>
<th>Report</th>
<th>Issue Date</th>
<th>Approval Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Summer (A03 – 5/1 to 8/31)</td>
<td>October 15th</td>
<td>December 14th</td>
</tr>
</tbody>
</table>

For those who have Federal and/or Federal Pass Through Sponsored Award accounts, Effort Certification documents will be generated on October 15, 2018 and the deadline for approval of these document will be December 14, 2018.

- Double check all Summer Effort (May 1st – August 31, 2018)
- 100% Salary for the Summer
- NIH Salary Cap Limits
- Be aware of any fiscal officer(s) or principle investigator(s) that are no longer with I.U., but are in award account routing.

Additional information regarding Effort Certification document approval in the Kuali Financial System can be found at: ORA Effort Certification.

NOTE: IU Policy and Federal Regulations governing the administration of federal funds require that salary charges to grants and contracts be verified (which is accomplished through the effort certification document). For salary charges on federal awards that are not certified within the 60-day time period, the salaries may be deemed to be unallowable and the expenditures moved to a departmental account. The Office of Research Administration (ORA) has made several attempts to communicate this deadline to you. If an extension of time is required, please submit your request in the manner outlined in IU policy Effort Certification Under Uniform Guidance SPA-11-004.

Please contact Rayna Amerine if you have any questions.
**TAX TIDBIT**

**New – Personal Use of an IU Vehicle TSOP 3.07 – Reporting in Chrome River**

- The Internal Revenue Service (IRS) requires Indiana University to determine if owned or leased vehicles are being used solely for business, or if there is personal usage. The value of personal use of these vehicles must be reported as additional income on a Form W-2 for employees. Accurate records should be kept for personal usage and details for reporting at Indiana University/Chrome River.
- Personal use of an employer-provided vehicle is defined as any use of the vehicle that is for commuting to/from work, or that was not for a substantiated business purpose.
- If you are not sure if you had personal use, information can be found on the Employee Personal Use of an IU Vehicle webpage.
- Steps to help report personal use of an IU vehicle in Chrome River can be found in the new Tax Standard Operating Procedure (TSOP), *Personal Use of an IU Vehicle, TSOP 3.07*.
- No need to submit paper forms. Now you can submit information on a monthly basis through Chrome River.

*Please contact University Tax Services with any questions by emailing taxpayer@iu.edu.*

---

**INTERCONNECTED**

**New Online Payroll Essentials Training!**

The University Payroll and FMS Training teams are excited to announce the release of a new online payroll training, *Payroll Essentials*. New departmental payroll processors on the Bloomington and IUPUI campuses may access the course by enrolling in IU Expand. Here are some frequently asked questions (FAQs) about the course:

**Who is required to complete this training?**

- New departmental payroll processors on the Bloomington and IUPUI campuses must complete the online Payroll Essentials course before HRMS voucher access will be granted.

**I have “view only” access in HRMS, do I need to complete the training?**

- No, no training is required to gain, or keep, “view only” access in HRMS, but we encourage you to check out the training videos for more information about vouchers in HRMS.

**I'm already a payroll processor – do I need to take this training?**

- Nope! You do not need to complete the course. However, you're more than welcome to refresh your training by checking out the videos on [FMS Training Kaltura channel](#).

**I work in a central payroll office on a regional campus – am I required to complete this training?**

- No, current central payroll office staff on any campus are not required to complete the *Payroll Essentials* training, but we encourage you to check out the training videos on [FMS Training’s Kaltura channel](#).

The [HRMS Voucher Access page](#) on University Payroll's website has also been revamped. The site now contains steps for gaining Payroll Voucher, Fiscal Approver/View Only, Administration, and HRMS eDoc access, as well as links to the required trainings and tutorials. It’s our hope that these additions help simplify the HRMS access process.

*If you have any questions about this new training, or trouble accessing the course, please contact the FMS Training team by emailing fmstrain@indiana.edu.*
INTERCONNECTED

IU Foundation – Welcome to Workfront

A little over three years ago, the Indiana University Foundation launched Crimson. Crimson is Indiana University’s relationship management system that houses donor and alumni information. When working with Crimson, there are three departments at IUF that you can/will interface with:

- Crimson Support & Training maintains the Crimson Connect Knowledge Base, grants access to Crimson users and fields all questions directly related to the Crimson Application.
- Advancement Data Operations (ADO) is the team in charge of all Crimson core data. They input data into Crimson and maintain our constituent records.
- Crimson Services Center (CSC) provides IU, IUAA, and IUF development and alumni relations staff with Invitation Lists, Correspondence Lists, Reference lists/Ad Hoc Reports, Solicitation Lists, Solicitation Codes and Solicitation Approvals.

We also produce IUAA/IUF event registration forms and send advancement emails.

How do I get access to Crimson? To learn more about gaining access to Crimson visit the Crimson Connect Knowledge Base. If you do not need full access to Crimson, but still need to make requests to the CSC for Crimson data, you can complete the data requestor form here.

How do I request Crimson data? The Crimson Services Center utilizes Workfront to manage all Crimson data requests. Our partners in the Advancement Data Operations team also use Workfront to manage their requests for changes to Crimson constituent records. It is important when making your data request that you select the correct request queue from the dropdown menu. Remember ADO is for “data in” and the CSC is for “data out” of Crimson. Once you’ve obtained access to Crimson, or completed the Data Requester form, you can enter a request into Workfront here. Full instructions for entering a CSC request are available on the Crimson Connect Knowledge Base.

Additional Resources We understand that the Crimson world can be overwhelming, therefore, I would like to direct you to some resources. Included is a visual guide that you may use for future reference. Also, as you begin the journey into data requests, we highly recommended that you take some time to explore the training articles and webinars available to you on the Crimson Connect Knowledge Base.

Some recommended articles include:

- Navigating the Crimson Services Center Request Form
- Crimson Services & Workfront Webinar
- Custom Report Training
- Crimson is in a Relationship Webinar

That is just the beginning! The Crimson knowledge base holds many resources to help you learn about all of the self-service reporting options available as well.

If you have additional questions regarding Workfront or CSC requests, please contact Jessica K. Dodds at jkdodds@indiana.edu or 812-855-2910.

If you have questions regarding submission of Constituent Data Updates via the Workfront ADO Request queue, please contact Advancement Data Operations at advdata@indiana.edu or 812-855-9895.

Questions regarding Crimson or any of the self-service reporting tools should be directed to Crimson Support & Training at crimson@iu.edu or 812-856-2746.
Dates and information might change over time. Contact the responsible unit or contact person to be informed of the status for a specific item.

## Campus Administrative Training Series (CATS)

**Thursday, September 27 ~ 1:30–3:30pm ~ Whittenberger Auditorium, IMU.**

For additional dates and topics please visit the [CATS Website](#).

### FMS – Online Sessions

- **Critical Data in KFS**
  Available 24/7. See [eTraining link](#).
  Questions? Please contact [FMS Training](#).

### KFS Financials

Attendees must have both IUIE and KFS and access to participate in this training. See links for prerequisite(s) and for Zoom meeting instructions when apply.

- **KFS Balance Inquires**
  - **Thursday, October 4** (Zoom)
    9:00 – 11:00am
  - **Tuesday, November 13**
    9:00 – 11:00am ~ Poplars W183

- **IUIE Financial Reports**
  - **Monday, October 8** (Zoom)
    9:00 – 11:00am
  - **Wednesday, November 14**
    9:00 – 11:00am ~ Poplars W183

- **Intro to Financial Reports**
  - **Wednesday, October 3**
    9:00 – 10:30am (Zoom)
  - **Wednesday, November 7**
    9:00 – 10:30am ~ Poplars W183

- **Standard Monthly Reports**
  - **Thursday, October 9** (Zoom)
    9:00 – 10:15am
  - **Thursday, November 15**
    9:00 – 10:15am ~ Poplars W183

Questions? Please contact [FMS Training](#).

### Disbursement Voucher Certification

Both sessions require DUO authentication.

- **Disbursement Voucher Part 1**
  - **Tuesday, October 16**
    9:00am – 12:00pm (Zoom)
  - **Wednesday, November 28**
    9:00am – 12:00pm ~ Poplars W183

- **Disbursement Voucher Part 2**
  - **Thursday, October 18**
    9:00am – 12:00pm (Zoom)
  - **Thursday, November 29**
    9:00am – 12:00pm ~ Poplars W183

See [FMS Disbursement Voucher Certification](#) for info on the current requirements. Questions? Please contact [FMS Training](#).

### Office of the Treasurer

- **Face to Face Revenue Training**
  Intended for full-time employees involved in revenue processing & access to University banking and payment card systems. Please sign up [here](#).
  For questions, please contact Melissa Hartley, or call 812-855-2930. See [Treasury Operations Training page](#) for other useful information.

### Fee Remission Third Party Contract (TPC)

Training for new users is offered on the 2nd Tuesday of each month at 12 noon. To schedule a training session, please send an email to bursar@indiana.edu.

The [Bloomington Organizational Development Classes](#) are online and available for registration. Contact Wendy Cornwall or call 855-9674 with any questions.

### Chrome River

- **Chrome River Travel and Expense**
  All sessions are WAITLISTED!
  Contact Donna Burkhardt for details.

### 2018 IUB Research Administrator Team (RAT)

- **Wednesday, October 10**
  1:30–3:00pm ~ Oak Room, IMU

View [current classes](#) in Expand. Questions? Please contact Susan Whitt or call 812-856-2464.

### New Online Payroll Essentials Training

New departmental payroll processors on the Bloomington and IUPUI campuses may access the course by [enrolling in IU Expand](#).
Upcoming Spotlight issue...

Our next Spotlight issue is coming in October 2018 and will include current sections... and much more.

Do you know anybody who should be receiving this publication? Please send an email to cats@indiana.edu to be added to the email list.

Spotlight
Vol. 6, Issue 8
September 2018
Budgetary Administration & Planning
Indiana University
Bloomington, IN

The Spotlight is a publication designed to Educate, Inform, and Provide Resources to Empower Indiana University Bloomington employees.

Contact Information:
Aimee Heeter
Patti Quimby

Editor
Nancy Vázquez-Soto

Contributors
Rayna Amerine
Sarah Chavez
Jessica Dodds
Sandy McElhinney
Tonya Pottorff
Jennifer Reeves
Susan Whitt

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.

Photo source: @officialimu