OFFICE OF BUDGETARY ADMINISTRATION & OPERATIONS

FOR ALL FISCAL OFFICERS

As the fiscal year draws to a close, and many employees (faculty and staff) terminate or retire from IU, please remember to update your accounts within KFS to this action.

If you have former employees in the role of Fiscal Officer, Account Supervisor or Account Manager, please delete them and add who the current employee should be in that respective role.

If you have any questions or issues, please contact Rozzie (gerstma@iu.edu) or call 812.855.1123 to get this important task accomplished.

POLICY STATION

See the What’s New tab on the University Policies website for policies under review. For questions/comments about the policy process, please contact the Office of Policy Administration at policies@iu.edu.
### Important Dates & Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Authorization Failure Report</td>
<td>Now</td>
</tr>
<tr>
<td><strong>Summer 2015 Disbursement</strong></td>
<td>May 3, 2015</td>
</tr>
<tr>
<td>Deadline for Fall 2014 &amp; Spring 2015 Scholarship/Fellowship Entry</td>
<td>May 4, 2015</td>
</tr>
<tr>
<td>Scholarship/Fellowship Priority Entry Upperclass and Graduate Students</td>
<td>May 20, 2015</td>
</tr>
<tr>
<td><strong>Deadline for Summer 2015 Scholarship/ Fellowship Entry</strong></td>
<td>July 28, 2015</td>
</tr>
</tbody>
</table>

### Item Type Creation “On-Time Date”

Now is the time to begin requesting new SIS item types for any scholarships/fellowships that you wish to begin awarding in Summer 2014. The new item type creation process can take a maximum of six weeks to complete, depending upon volume and staffing. In order to ensure that new item types are ready for use before the entry deadline, you must submit item type creation requests no later than **June 15, 2015** for summer awards. New item type requests submitted after this date may not be completed before SIS entry access is closed for 2013-14. To request a new item type, complete and submit the Item Type Request Form located on the [OSFA Scholarship Processing Intranet](#).

### Summer Disbursements

As a reminder, during the academic year, the University does not permit funds to be disbursed to students who are not enrolled. However, we are aware that there are several academic activities during the summer that do not require official enrollment in university courses (e.g. internships, no enrollment summer programs, thesis/dissertation research), and we do allow departments to award summer funds to these students.

If you have posted, or plan to post, summer awards for students enrolled in such an activity, please be aware that these awards **will not disburse automatically** due to a global disbursement rule in SIS. These awards must be manually disbursed by OSFA staff. So that we can get all funds disbursed as promptly as possible, we are asking all departments to notify us **in advance** of non-enrolled summer students for whom awards will need to be manually disbursed. For 5 or fewer awards, submit a manual disbursement form for each award via the [OSFA Scholarship Processing Intranet](#). For more than 5 awards, please send an Excel file listing the awards to `deptsch@indiana.edu` via `slashtmp.iu.edu`. For each award in the list, please include the following information: Student University ID, Student Name, Item Type Number, Award Amount and GL Account.

To help us plan for the amount of time and staff we will need to dedicate to this project, we ask that you submit your forms/lists as soon as possible.

**Questions? Please send an email to deptsch@indiana.edu.**
Corrections, Credit Memos, and Write-Off edocs

It is that time of year again when all open invoices need to be reviewed for write-offs. When reviewing your open invoices, please remember there is a significant difference between corrections, credit memo, and write-off edocs. The following are examples of when to use each document type. Please review these examples prior to writing off any invoices.

**Correction edoc:**
The correction process is used to reverse an invoice that should not have been created. An invoice cannot be corrected if there have been payments or credits applied to it. To correct an invoice, go to Customer Invoice document search on the main KFS menu. You can also use the general “Search for Documents” at the top of the main KFS screen.

**Credit Memo edoc:**
Credit Memos are used to credit the original invoice due to returns, price adjustments, etc. For example, if an invoice was short paid by $20 due to bank fees, a credit memo would be used to remove the balance since the $20 was a cost of doing business with the customer. They are **NOT** used for write-offs or reversals.

**Write-off edoc:**
The Customer Invoice Write-off document is used to write-off the balance of an outstanding invoice due to non-payment. Goods or services were provided to the customer but they will not or cannot pay the invoice (bankrupt, customer is disputing what is owed, etc). Do not use a write-off document to clear small balances from the invoices, i.e. twenty cents, one dollar, etc.

Note: Any notes or comments pertaining to an invoice need to be entered on the invoice **not** in the customer setup. When write-off edocs are created, the document pulls any notes from the customer setup into the write-off document. Therefore, notes entered into the customer setup cannot be invoice specific because all campuses use the same customer database.

All of the above information along with additional training material can be found on the FMS Accounts Receivable webpage at [https://fms.iu.edu/non-student-ar/](https://fms.iu.edu/non-student-ar/).

Please email Dominique T. Bahr or call 812.855.8033 for questions.
Student Enrollment Verification - Exempt from Social Security Taxes

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.

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.

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

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

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring, 2015</td>
<td>January 12 – April 30, 2015</td>
</tr>
<tr>
<td>Summer, 2015</td>
<td>May 18 – July 31, 2015</td>
</tr>
<tr>
<td>Fall, 2015</td>
<td>August 24 – December 12, 2015</td>
</tr>
<tr>
<td>Spring, 2016</td>
<td>January 11 – April 27, 2016</td>
</tr>
</tbody>
</table>

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 the earnings start falls within **Spring** session AND the earnings stop falls within the “in between” dates of the sessions, the **Spring** session will be used to verify student enrollment. **Example:** Earnings period 4/26/15–5/9/15. Start date falls within Spring dates and stop date falls “in between” sessions. Spring enrollment will be used to verify student status.

If the earnings start falls within the “in between” dates of the sessions AND the earnings stop falls within **Summer** session dates, the **Summer** session will be used to verify student enrollment. **Example:** Earnings period 5/10/15 – 5/23/15. Start date falls within “in between” session and stop date falls within Summer session. Summer session enrollment will be used to verify student status.

If the earnings start falls within the “in between” dates of the sessions AND the earnings stop falls within **Fall** session dates, the **Fall** session will be used to verify student enrollment. **Example:** Earnings period 8/16/15 – 8/29/15. Start date falls within “in between” session and stop date falls within Fall session. Fall session enrollment will be used to verify student status.

If the earnings start/stop both fall within the “in between” dates of the sessions listed above, the process will use **Fall and/or Spring** enrollment to verify if a student meets the criteria. **Example:** Earnings period 12/20/15 – 1/2/16. Start and stop dates fall within “in between” session dates. Both sessions will be used to verify enrollment. If student is enrolled in sufficient hours in either session, they will receive the exemption.

If you have questions, please contact your FMS Payroll Processor.
Accounts Payable Technical Development Projects

Accounts Payable is looking to add more vendors to our KFS e-Invoice functionality. The inclusion of McKesson Medical - which began e-invoicing with Accounts Payable on Friday, May 8 – is one of the most recent.

We see this move as a benefit to all parties involved, not just Accounts Payable. Here are some of the potential benefits:

- Reduction in time spent issuing, receiving, preparing, processing, and indexing vendor invoices. Reduction in time to produce and route vendor payments.
- Increase time to review and approve routed payment. This is due to the e-Invoice process creating and routing PREQs one day versus approximately 10 days through current methods.
- Decrease usage in paper invoices is a move towards IU’s focus on better sustainability practices. Reduction in late fees due to lost or delayed invoices.
- Reduction in physical storage due to reduction in retaining paper invoices.
- Reduction in cost related to cost such as postage, delivery, and other materials to physically process invoices and payment.
- Increased worker productivity. More time for other job tasks that once had to be dedicated to manually invoicing and payment.

Fiscal Checklist & Deadlines (continued)

Revenue Producing Activities (RPA)

As of 9/18/14, Revenue Producing Activities requests for approval should be entered in the new site VPGA - Online RPA System.

For procedures, please see policy Establishing and Modifying Revenue Producing Activities (RPA) FIN-TRE-VI-121.

For policy interpretation and questions please contact Ruth Harpool, 812.855.3910 or Matt Schaefer, 812.856.5516.
Background Checks

- Since July 1, 2004 a mandatory background check has been required for all new hires. Please see the University Human Resources (UHR) Background Check policy as it covers background checks to verify prior employment, relevant education and licenses, and criminal, sex, and violent offender history.
- The Program Involving Children policy was established in April 2012 and since then a mandatory background check has been required for any faculty and academic staff, staff, temporary employees, students, volunteers or other personnel who will work with children. Background Checks must have been done within the last five years, and must be repeated at least every five years thereafter.
- Employment Eligibility Verification (EEV) - Form I-9, E-Verify, and Criminal Background Check required for all new hires.
- Departments are charged for Background Checks. Form I-9, E-Verify, and Criminal Background Check for IU employees must be completed utilizing the web-based enterprise system.
- The vendor of the enterprise system for Background Checks, Form I-9s, and E-verify is General Information Services, Inc. (GIS). The GIS system went live on Monday, February 17th, 2014
- Don’t know where to start? Read these procedures. There’s also online self-training available.

Please send your questions to the following individuals:
- GIS system: Scott Shimoda
- Background Check billing: Christie LeMaster
- Background Check policy: Rob Springston
- Programs Involving Children policy: Nick DauSchmidt

Did you know that in 1968...

- Herman B Wells served as interim president?
- Joseph Lee Sutton (1968–71) was named thirteenth president of Indiana University?
- University’s 150th Birthday Fund Drive was publicly announced?
- Optometry Building and Speech and Hearing Building were completed?
- East Hall was destroyed by fire?
- Men’s swimming team wins NCAA championship?
- Hoosier football team played in Rose Bowl?
**INTERCONNECTED**

### Out-of-State Employees - Standard Operating Procedures

Fiscal Officers,

UHR and FMS, in collaboration with the Office of the VP and General Counsel and the Office of the EVP for University Academic Affairs, have developed a Standard Operating Procedure (SOP) for managing employees working outside of Indiana. The SOP should be used by schools and units when establishing an out-of-state work arrangement. A link to the SOP (pdf doc) is available on the [UHR website](http://www.iu.edu/~uhrs/employment/managing_Out-of-State_EE-SOP.pdf), see Resources on right side menu. Here’s the link to the document for your convenience. [http://www.iu.edu/~uhrs/employment/managing_Out-of-State_EE-SOP.pdf](http://www.iu.edu/~uhrs/employment/managing_Out-of-State_EE-SOP.pdf)

*For questions, please contact Mary Byrde or call 812.855.3274.*

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### IUB Commencement

**Congratulations to all of the 2015 graduates, best wishes to you!**

Thank you to IU Events/IU Ceremonies staff and volunteers for all of your many, many hours in preparation for the commencements on each campus which creates so many memories for the graduates and their families. Pre-commencement exercises/set ups are performed so smoothly each year it is almost like magic - Thank you.

You can watch the ceremonies through [https://broadcast.iu.edu/](https://broadcast.iu.edu/).

Saturday, May 9 2015 marked IU’s 186th Commencement celebration.

*Click on the image below for more facts about the 2015 Commencement.*

The [Office of University Events and Commencement Services](https://events.iu.edu/) has a website with useful information about IU Bloomington commencements.

*For questions about commencement you may send an email to iudegree@indiana.edu or call 812.855.3762.*
Sending of Critical Information

The University Tax requires Indiana University (IU) departments to submit a wide range of information to our office for review. Items such as Purchase Order and Disbursement Voucher approvals often require additional documentation. Additionally, other tax related issues associated with non-employee visitors and employees require sensitive information documents to be sent to University Tax. Indiana University has policies (Policy DM-01) to ensure that all sensitive data is transmitted securely to comply with HIPAA and FERPA laws.

How should critical information be submitted?

- **Secure Fax** - Tax has a secure fax line (812.856.4861) where critical data can be transmitted safely. **Please note:** Not all fax lines are secure; always verify with recipient before you send sensitive data.
- **Slashtmp.iu.edu** - Indiana University offers an online service to transmit critical data which can be password protected, as well as require a CAS authentication, if desired. A guest link can also be provided when asking those outside of Indiana University to transmit back critical data. Slashtmp can be found at [https://www.slashtmp.iu.edu/](https://www.slashtmp.iu.edu/). Please be sure to select CRITICAL version for your transmission.

***Please Remember***

- NEVER attach any critical information, including immigration documents, to any KFS document. KFS documents are not a secure source of transmission.
- NEVER send any critical information in the text of an email or as an email attachment.

What Information is critical?

**Personal and Financial Information**

- Social Security Number (SSN)
- Credit card number or banking information
- Passport number
- Foreign Visa Number
- Tax information
- Credit Reports
- Anything that can be used to facilitate identity theft (e.g., mother’s maiden name)

**Federally Protected Data**

- FERPA-protected information (e.g., student information and grades)
- HIPAA-protected information (e.g., health, medical or psychological information)

Your role within the university is crucial in making sure that personal information is protected. If you are unsure whether or not the information is critical, restricted, or public, please read the following articles below or contact your Data Steward in charge of the data involved. The list of Data Stewards can be found at [http://datamgmt.iu.edu/](http://datamgmt.iu.edu/). Additional information on Indiana University Policies, Electronic Mail usage and Critical Data can be found on these links:

<table>
<thead>
<tr>
<th>Classification of Institutional Data</th>
<th>Use of Electronic Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management of Institutional Data Policy</td>
<td>Red Hot Data Guide</td>
</tr>
</tbody>
</table>

For assistance, contact University Tax Services’ NRA Specialists – JoAnn Clune or Rashul Sartoris at taxpayer@indiana.edu.
Please note that training dates and information might change over time. Contact the responsible unit or contact person to be informed on the current status of a training class.

### Campus Administrative Training Series (CATS)
- For additional dates and topics please visit the [CATS web site](#).
- **Monday, June 1 at 1:30pm** - Frangipani Rm, IMU

### FMS Payroll – Disbursement Voucher Certificate
- [Disbursement Vouchers I: Introductory](#)
- **Friday, June 5 at 9:00am** - Poplars W183
- [Disbursement Voucher II: Advanced](#)
- **Thursday, May 14 at 9:00am** - Poplars W183
- **Tuesday, June 9 at 9am** - Poplars W183

Please visit the [FMS Disbursement Voucher Certification](#) page for information on the current requirements for DV Certification and how to register. Questions? Please contact Ben BrckaLorenz.

### KFS Purchasing
- For additional information please contact Donna Burkhardt.
- [KFS Purchasing Training Basics](#) (Click to register/see other dates)
- **Wednesday, June 6 at 9:00am** - Poplars W183

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

### Research Administration Team (RAT)
- For additional information please contact Susan Whitt.
- **Monday, July 13th from 3:00 to 4:30pm** - Oak Room, IMU

### 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 Summer 2015
- are online and available for registration.
Meet Hoosier Chocolate Kisses Gerstman!
Upcoming issue ...

Our next Spotlight issue is coming in June 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.