University Financial Policy: **Recharge and Service Center Activity, FIN-ACC-I-400**

**Last Updated:** 3/7/2016

**Reason for Policy (as stated in the policy):**
Compliance with Federal OMB Uniform Guidance and related federal cost accounting standards.

**As stated in the History section of the policy:**
Policy FIN-ACC-I-400 has been re-titled “Recharge and Service Center Activity” and updated to reflect a combining into one policy, from three former (and now archived) policies which were:

1. FIN-ACC-370, “Fund Balance in Recharge Centers”
2. FIN-ACC-I-400, “Formula for Setting Recharge Center Rates”
3. FIN-ACC-I-410, “Recharge Center Transfers”

For users of Internal Billing (IB), Service Billing (SB) or ID Billing documents a few of the primary changes include:

- Current recharge activity with estimated annual revenues of less than $100,000 will no longer be permitted to use IBs, SBs, or ID Billings. These activities will now be required to use alternate financial documents to share costs (e.g., Salary Transfers, Distribution of Income and Expense (expense-to-expense transactions), General Error Corrections (expense-to-expense transactions) or Transfer of Funds).
- Recharge activity equal to or greater than $100,000 annually must be separated into a dedicated recharge/service center (66) account.
- Recharge/Service Center (66) accounts must submit a proposed rate to FMS on at least a biennial basis, according to the standards set forth in RSOP 2: Reporting Requirements for Recharge/Service Centers.

For more details on recharge activity, please visit the [FMS Cost Website](#).

*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](#).*
FISCAL CHECKLIST & DEADLINES

FMS Payroll: 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 in the first week 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.

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

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. **

If you forget to add the hours to the timesheet, the Payroll Processor can add the code to the payroll vouchers on March 17 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.

Please see Kuali Time Documentation.

For further questions, please contact your Payroll Processor.

Fall FY2016 A-21 Effort Certification

Fall FY2016 A-21 Effort Certification (July – Dec 2015) reports for those with federal and/or federal pass through award accounts have been issued for review and approval prior to the April 18th deadline.

Please contact Rayna Amerine if you have any questions.

Refer to the KFS Effort Certification Guidance for Document Routing and Approval and check out the Effort Certification website for more information.
FISCAL CHECKLIST & DEADLINES (continued)

TPC Fee Remissions – Important Dates for Summer 2016

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2016 contracts sent to departments.</td>
<td>On or before 3.18.16</td>
</tr>
<tr>
<td>Departments complete review of contracts and provide any updates to bursar.</td>
<td>3.31.16</td>
</tr>
<tr>
<td>Submit requests for upload your fee remissions through the TPC batch process. Send to <a href="mailto:bursar@indiana.edu">bursar@indiana.edu</a></td>
<td>On or before 4.8.16</td>
</tr>
<tr>
<td>Summer 2016 tuition and fees appear on student account (if student is enrolled in summer term).</td>
<td>4.11.16</td>
</tr>
<tr>
<td>Fee remissions begin to calculate on student accounts.</td>
<td>4.13.16</td>
</tr>
<tr>
<td>Deadline for fee remission entry for the April bill (allow time for OSFA review).</td>
<td>4.15.2016</td>
</tr>
<tr>
<td>April bill (1st bill of term for Summer 2016)</td>
<td>4.21.16, due 5.10.16</td>
</tr>
<tr>
<td>1st day for summer financial aid disbursement (if all eligibility tests passed). Summer 2016 classes begin.</td>
<td>4.30.16 5.10.16</td>
</tr>
<tr>
<td>IU Department TPC Request page turned off for the 2015-16 Academic Year.</td>
<td>6.17.16</td>
</tr>
</tbody>
</table>

Contact the Office of the Bursar with questions by phone to 812-855-2636 or email to bursar@indiana.edu.

New NIH Executive Level II Salary Limitation Effective January 10, 2016

Effective January 10, 2016, the Executive Level II Pay Scale was increased, therefore increasing the NIH Salary Limitation from $183,300.00 to $185,100.00. Please see the following links provided:

NIH Notice Number: NOT-OD-16-045
Salary Cap history (FY 1990 to Present)

The increased salary limitation is effective on all new and existing DHHS awards subject to the Executive Level II Pay Scale beginning January 10, 2016. See more information about the DHHS Salary Limitation at Indiana University.

Please contact Tim Burris or call 812-855-0185 if you have questions or if you would like more information.

Office of Student Financial Assistance (OSFA) Important Dates & Deadlines

<table>
<thead>
<tr>
<th>Department Authorization Failure Report</th>
<th>Now</th>
<th>Run Spring 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority date for Fall 2016 Scholarship Entry for Incoming Freshmen. This is a recruitment priority deadline for incoming freshmen scholarship entry. In late March, the OSFA will begin 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>March 1, 2016</td>
<td></td>
</tr>
<tr>
<td>Finalize Item Type Requests for 2015-2016 AY</td>
<td>March 21, 2016</td>
<td></td>
</tr>
<tr>
<td>Summer 2016 Scholarship/Fellowship Entry Priority Date</td>
<td>April 1, 2016</td>
<td></td>
</tr>
<tr>
<td>Scholarship/Fellowship Entry Deadline for 2015-2016 AY</td>
<td>April 25, 2016</td>
<td></td>
</tr>
</tbody>
</table>

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

*Spring is almost here = TAXES!*

*It's never too late to sign up for Electronic Consent to get your forms:*

- E-Consent forms are available for W-2, 1098-T, and 1042-S
- Even if you had not previously consented to receive the electronic form you can do so now – **HURRY**
- For **W-2**
- For **1098-T**
- For 1042-S – Found on your FNIS Welcome Screen
  - If you are new to FNIS, 1st [Request a FNIS password](#)
  - Then E-Consent on your FNIS Welcome Screen

*For assistance, contact University Tax Services’ NRA Specialists JoAnn Clune or Tonya Pottorff.*

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**REARVIEW**

**Accounts Payable Steps for Timely Payments**

FMS Accounts Payable (AP) focuses on one mission: To process timely and accurate payments for products and services for Indiana University. AP has identified the following top four (4) action steps between AP, IU’s departments, and vendors to facilitate that mission.

**Four Action Steps to Ensure Timely Payment:**

**Purchase Orders (POs)**
- Always place the PO number in a conspicuous place on the invoice. Remember, a department person’s name cannot substitute for a PO number. A name will not facilitate payment to the vendor.
- Ensure that every invoice has a unique invoice number that is easily identified. Invoice numbers should not be repeated on future invoices.
- Submit only one invoice. Resubmitting invoices does not expedite payment.

**Disbursement Voucher**
- When submitting W-8BENs for DV Vendor approval, be sure to write the Vendor Document number on the W-8BEN in a conspicuous place.

Thank you for taking these steps to help AP issue timely and accurate payments which is essential to maintaining operations at Indiana University.

*Please contact AP with feedback on this process:* Initial invoice submissions only: invoice@indiana.edu / PO and Invoice questions: FMSAPHLP@indiana.edu / DV and DV Vendor questions: FMSDVHLP@indiana.edu

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**Subscriptions and Memberships**

**Subscriptions** should be processed on a DV (unless they require a contract signature or are software subscriptions). The billing notice is typically generated through a renewal reminder rather than through an invoice, therefore, a DV is the appropriate method for payment. **Memberships** should be processed on a DV if the membership does not require an agreement or ongoing services/data sets (such as Cloud) which would require a security review. The $1,000 limit on DV transactions applies to "Compensation for Services" and "Payments for Contractual Agreements" payment reasons and does NOT apply to subscription or membership payments.

[Click here for the Membership/Sponsorship form.](#)

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*FMS Newsletter*
Hello IU! I’m Brittany Hubbard, the University Bursar.

I’ve just completed my second year in this role. Although the learning curve was steep, I’m finding my groove with help of an amazing and dedicated team. We’ve been going through a transformation to make sure we are aligned to help further the mission of IU. We do that, by bringing in the money! We exist to help further the mission of IU by creating a means by which our programs and departments can receive revenue.

The University Bursar Office performs bursar operations for the Bloomington campus and shared services for all IU campuses. Our primary responsibility is assessment and collection of tuition and fees. Our goal is to develop policies and practices that find the balance between being good stewards of University resources and promoting student success and persistence. We are organized into three areas; Bloomington Bursar Operations, Bursar Financial Services, and Bursar Shared Services and System. Below are some highlights of our functions:

### Bloomington Bursar Operations (Kim, Sally, Connie, Linda, Brenda, Marcia, Pam, and Deb)
- Tuition and fee setup and assessment
- Student billing
- Processing of departmental and external fee remissions
- Depositing External Scholarship Checks
- Auditing of student accounts for accuracy
  - Bloomington department support for bursar questions and issues ([bursar@indiana.edu](mailto:bursar@indiana.edu)) - As of October 2014, Student front-facing services is provided by Student Central, IU’s one-stop for student service.

### Bursar Financial Services (Rhonda)
- Bursar Banking (Donna, Denise, Barb, Valerie, Brad, and Lorann)
  - Process student and sponsor payments
  - Check, cash, credit card, wire transfer, etc.
  - Receive departmental deposits
- Student Organization Accounts (Tara, Denise, Linda, and Amanda)
  - Provide accounting and payroll services for over 700 student organization accounts.

### Bursar Shared Services and Systems (Jason)
- Shared Services (Dina, Deb, and Amber)
  - Tuition and fee setup and assessment for all campuses
  - Billing
  - Auditing of student accounts for accuracy
- Systems (Darian, Becky, and Amanda)
  - Maintain bursar systems such as BEX and the Student Organization Accounts Systems
  - Setup, development, and testing of the Student Financials module in PeopleSoft
  - Maintain bursar servers and security
  - Write reports and pull data

We are very interested in learning about ways we can improve our service to ensure we are meeting the needs of IU.

Please feel free to contact me at [bchubbar@iu.edu](mailto:bchubbar@iu.edu) or 812-855-7744.

Website: [https://bursar.indiana.edu/](https://bursar.indiana.edu/)
## 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.

<table>
<thead>
<tr>
<th><strong>Campus Administrative Training Series (CATS)</strong></th>
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<tbody>
<tr>
<td><strong>Wednesday, April 20</strong> ~ 1:30pm – 3:30pm ~ Frangipani Rm, IMU</td>
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<tr>
<td>For additional dates and topics please visit the <a href="#">CATS web site</a>.</td>
<td></td>
</tr>
</tbody>
</table>

### Disbursement Voucher Certificate

**Disbursement Vouchers I: Introductory**

**Friday, April 8** ~ 9:00am – 12:00pm ~ Poplars W183

**Disbursement Voucher II: Advanced**

**Wednesday, April 13** ~ 1:00pm – 4:00pm ~ Poplars W183

Please see the [FMS Disbursement Voucher Certification](#) link for information on the current requirements and training dates. **Questions? Please contact FMS Customer Service.**

<table>
<thead>
<tr>
<th><strong>KFS Purchasing</strong></th>
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<tbody>
<tr>
<td><strong>KFS Purchasing Training Basics</strong></td>
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<tr>
<td><strong>Wednesday, April 6</strong> ~ 1:30pm – 3:30pm ~ Poplars W183</td>
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<tr>
<td>For additional information, please contact Donna Burkhardt.</td>
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<thead>
<tr>
<th><strong>FMS Payroll</strong></th>
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<tbody>
<tr>
<td><strong>Payroll Essentials</strong></td>
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<tr>
<td><strong>Friday, March 11</strong> ~ 9:00am – 12:00pm ~ Poplars W183</td>
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<tr>
<td>For additional information, please contact: Ben BrckaLorenz</td>
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<tr>
<th><strong>Travel</strong></th>
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<tbody>
<tr>
<td><strong>Travel@IU Training</strong></td>
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<tr>
<td><strong>Tuesday, March 15</strong> ~ 9:00am – 11:00am ~ Poplars W183</td>
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<tr>
<td>For additional information please contact Donna Burkhardt.</td>
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<tr>
<td>Also, see Travel Video Tutorials.</td>
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<thead>
<tr>
<th><strong>OSFA</strong></th>
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<tbody>
<tr>
<td><strong>New Departmental User Training</strong></td>
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<tr>
<td>Thursday, April 21 ~ 9:30am – 11:30am ~ Persimmon Room, IMU</td>
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<tr>
<td>Thursday, May 5 ~ 1:30pm – 3:30pm ~ Maple Room, IMU</td>
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<tr>
<td><strong>Departmental User Refresher Training</strong></td>
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<tr>
<td>Tuesday, April 19 ~ 9:30am – 11:30am ~ Sassafras Room, IMU</td>
<td></td>
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<tr>
<td>Tuesday, May 3 ~ 1:30pm – 3:30pm ~ Maple Room, IMU</td>
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### Fee Remission Third Party Contract (TPC) Training

Fee remission 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.

### Office of the Treasurer

**Go to Office of the Treasurer’s Website, find “Training” on right side menu**

**Organizational Development Classes** are online and available for registration.
Our next *Spotlight* issue is coming in **May 2016** and will include:

- All current sections
- And much more...

**Do you know anybody who should be receiving this publication? Please send an email to [cats@indiana.edu](mailto:cats@indiana.edu) to be added.**

Image courtesy of Indiana University, [Digital Asset Library](https://digital.library.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.