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

BUDGETARY ADMINISTRATION & OPERATIONS (BAO)

WORKSHOP ANNOUNCEMENTS

HOSPITALITY: NEW PRESENTATION, NEW TOPICS

ALL are welcome and please invite Event Planners, Development personnel and Fiscal personnel.

MONDAY, JUNE 27 ~ 1:00PM – 4:00PM
WHITTENBERGER AUDITORIUM, IMU
Presenter: Rozzie Gerstman, BAO

DONOR INTENT, PREFERENCES, IU AND IUF POLICIES

ALL are welcome and please invite Financial Aid personnel, Development personnel and Fiscal personnel.

FRIDAY, JULY 22 ~ 9:00AM - 11:00AM
WHITTENBERGER AUDITORIUM, IMU
Presenters: Sheila Decker, IU Foundation and Rozzie Gerstman, BAO

CHART OF ACCOUNTS/ROUTING/INTERNAL CONTROLS WORKSHOPS

Learn the beauty and ease of creating accounts, sub-accounts, what account number to choose and why, how the chart allows you set up your financial structure for reporting needs and routing of your financial and HR documents.

Presenter: Rozzie Gerstman, BAO

MONDAY, AUGUST 22 ~ 9:00 AM - 11:00 AM
TUESDAY, AUGUST 30 ~ 2:00 PM - 4:00 PM
OAK ROOM, IMU

- We have two different dates and times for you to choose from. Both have the same information so only attend one date. Both dates will be held in the Oak Room, IMU.
- If you wish to attend please RSVP to Rozzie Gerstman.
- If this becomes a popular session we may open up another date.

Send an email to cats@indiana.edu if you have questions and if you’d like to receive emails from us about Spotlight and CATS sessions.
Please disseminate and notify your staff and campus community that there is a new financial policy titled “FIN-ACC-I-620, Reimbursement Under the Accountable Plan”.

**Effective Date:** 05-12-2016

**Scope (as stated in the policy):** "All staff, faculty, students and non-employees seeking reimbursement of approved business expenses in the conduct of official Indiana University activities."

**Reason for Policy (as stated in the policy):** "The overall purpose of this policy is to provide guidelines to staff, faculty, students and non-employees seeking reimbursement in the conduct of official Indiana University activities. It is used to ensure that the University is in compliance with Federal and State tax laws and regulations that define the types of expenses to be reimbursed without being included in taxable income to the individual."

Contact the Additional Contacts that are listed at the bottom of the policy page if you have any questions.

The “FIN-ACC-I-310, Moving Expenses” policy has had a major rewrite and had been updated.

**Effective date:** 09-01-1996

**Last Updated:** 04-04-2016

**Scope (as stated in the policy):** "All Indiana University units and employees."

**Reason for Policy (as stated in the policy):** "Provide a means of paying for, or reimbursing, moving expenses incurred by new employees or existing employees who are changing primary job location."

Please contact Anna Jensen and T. Michael Ford if you have any comments or questions.
FISCAL CHECKLIST & DEADLINES

FMS - Year End Closing Newsletter

Every fiscal year Financial Management Services provides a Year-End Closing Overview to inform staff about deadlines and year-end closing procedures.

Please visit the FMS 2016 Year-End Closing Newsletter for further details. You may want to bookmark it for future reference.

PAYROLL- Student Enrollment Verification - Exempt from Social Security taxes

Student Enrollment Verification:

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:

- Spring, 2016: January 11 – April 30, 2016
- Fall, 2016: August 22 – December 10, 2016
- Spring, 2017: January 9 – April 30, 2017

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.

For questions, please contact your Payroll Processor.
PAYROLL - New Fees for Off-Cycle Payments & Online Checks in FY 2017

Bloomington Fiscal Officers,

With the start of the new fiscal year, FMS Payroll will implement some changes regarding off-cycle payments and online checks to address systemic deficits that we have experienced processing these transactions.

Beginning July 1, 2016, for the first time since they were implemented in 2004, the fee for off-cycle payments will increase from $50 to $55 per payment, and the fee for online checks will increase from $75 to $85 per check.

If you have questions regarding these changes, please contact Stephen Miller, Director of Payroll, Customer Service and Training or call 812-855-3274.

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

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 2016. 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 13, 2016 for summer awards. New item type requests submitted after this date may not be completed before SIS entry access is closed for 2015-16.

- To request a new Item Type, please contact Glenda Maddox.
- To request a new scholarship/fellowship account, please click on this link. Contact Glenda Maddox (812-855-6900) for questions about this process.

Sign up for training on our Scholarship SharePoint Site. Questions? Have problems accessing the training webpage? Please send an email to deptsch@indiana.edu for help.

REMINDER - Spring FY2016 Effort Report period will close June 30, 2016

Please use the 30-day window between July 1st - 31st to complete any Salary Transfers to correctly allocate effort.

Any Salary transfer that is not finalized by July 31st, will auto-disapprove and KFS will not allow any Salary transfers for dates prior to June 30, 2016 to process. Please contact Rayna Amerine at if you have any questions or concerns.

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)

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract listing sent to departments.</td>
<td>On or before 6.6.16</td>
</tr>
<tr>
<td>Submit requests for batch TPC loads. Send to <a href="mailto:bursar@indiana.edu">bursar@indiana.edu</a>.</td>
<td>On or before 8.1.16</td>
</tr>
<tr>
<td>Deadline for fee remission entry for the August bill (allow time for OSFA review).</td>
<td>8.3.16</td>
</tr>
<tr>
<td>Fall 2016 tuition and fees appear on student account (if student is enrolled in fall term).</td>
<td>8.8.16</td>
</tr>
<tr>
<td>Fee remissions begin to calculate on student accounts.</td>
<td>8.10.16</td>
</tr>
<tr>
<td>1st day for fall financial aid disbursement (if all eligibility tests passed).</td>
<td>8.12.16</td>
</tr>
<tr>
<td><strong>August bill (1st bill of term for Fall 2016)</strong></td>
<td><strong>8.18.16, due 9.10.16</strong></td>
</tr>
<tr>
<td><em>Note the date changes for first bill of term.</em></td>
<td></td>
</tr>
<tr>
<td>Fall 2016 classes begin.</td>
<td>8.22.16</td>
</tr>
<tr>
<td>IU Department TPC Request page turned off for the 2016-17 Academic Year.</td>
<td>6.16.17</td>
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</tbody>
</table>

Third Party Contract (TPC) **training** for new users and those who want a refresher is held the second Tuesday of each month.

*Contact the Bursar to schedule a training session or if you have any questions by phone at 812-855-2636 or email to bursar@indiana.edu.*

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### TAX TIDBIT

**Coming Soon - COMPLIMENTARY STATE WITHHOLDING**

Beginning on July 1, 2016, Indiana University will be able to withhold state taxes for employees with reciprocal agreements on file. This means that employees who reside in Kentucky, Pennsylvania, Michigan, Ohio and Wisconsin but physically work in Indiana will now have their resident state tax withheld from their IU paychecks, if they so choose.

FMS Tax and Payroll will be coordinating this change and will be sending communication to all payroll processors, and all impacted employees beginning in June to describe the change. The employees will need to complete their respective state tax forms in order to have the taxes withheld and will need to submit the forms to FMS to update.

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

REMINDER: Parking Operations - Get Your Parking Permit

A reminder to get your Parking Permit before June 30th when the old parking permit expires. See Parking Operations website for information on how to get your Parking PERMIT.

Please contact Parking Operations if you have any questions.

Parking Operations - Campus Parking Update

As typical in the summer, there are a number of projects happening and all colliding in effort to be completed in the short 4 month window of summer.

Here is what we know to date:

Walnut Grove Lot - There are 2 projects happening simultaneously:

1. A steam replacement project is happening in the northern and western portions of the lot. They started at the far northeast end, and will be working west to south. As they move, they will open up parking on what has been completed. This project will be completed in August.
2. There is a 2 row bay that has been taken over for staging for the construction of Luddy Hall. This area will remain closed off from parking until the completion of the project.

Atwater Garage - We are doing maintenance repairs in Atwater. Portions of the garage will be blocked off for repair work as they move about the levels. These will be completed by August.

Ballantine Garage - We are also doing maintenance repairs in Ballantine. The upper deck and lower covered parking area are closed off while this work is completed. This work will also be completed by August.

Paving Projects - Several lots are having paving repairs done to them, some are already completed. All will be completed by August:

- Tulip Tree
- Willkie South (done)
- 10th and Sunrise
- 509 E Third Street
- Geology
- Optometry East
- 7th Street from Rose to Jordan


Please contact Parking Operations if you have any 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.

<table>
<thead>
<tr>
<th><strong>Campus Administrative Training Series (CATS)</strong></th>
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<tbody>
<tr>
<td><strong>Wednesday, July 27</strong> ~ 1:30pm – 3:30pm ~ Frangipani Rm, IMU</td>
<td>For additional dates and topics please visit the <a href="#">CATS web site</a>.</td>
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<thead>
<tr>
<th><strong>Disbursement Voucher Certificate</strong></th>
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<tbody>
<tr>
<td><a href="#">Disbursement Vouchers I: Introductory</a></td>
<td></td>
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<tr>
<td><strong>Friday, July 8</strong> ~ 9:00am – 12:00pm ~ Poplars W183</td>
<td></td>
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<tr>
<td><a href="#">Disbursement Voucher II: Advanced</a></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday, July 13</strong> ~ 9:00am – 12:00pm ~ Poplars W183</td>
<td>Please see the <a href="#">FMS Disbursement Voucher Certification</a> link for information on the current requirements.</td>
</tr>
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**Questions? Please contact [FMS Customer Service](#).**

<table>
<thead>
<tr>
<th><strong>KFS Purchasing</strong></th>
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<tbody>
<tr>
<td><a href="#">KFS Purchasing Training Basics</a></td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday, July 6</strong> ~ 9:00pm – 11:00am ~ Poplars W183</td>
<td>For additional information, please contact <a href="#">Donna Burkhardt</a>.</td>
</tr>
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<tr>
<th><strong>FMS Payroll</strong></th>
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<tbody>
<tr>
<td><a href="#">Payroll Essentials</a></td>
<td></td>
</tr>
<tr>
<td><strong>Friday, July 15</strong> ~ 9:00am – 12:00pm ~ Poplars W183</td>
<td>For additional information, please contact: <a href="#">Tracey Mui</a>.</td>
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<tr>
<th><strong>Travel</strong></th>
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<tbody>
<tr>
<td><a href="#">Travel@IU Training</a></td>
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<tr>
<td><strong>Tuesday, July 19</strong> ~ 9:00am – 11:00am ~ Poplars W183</td>
<td>For additional information please contact <a href="#">Donna Burkhardt</a>. Also, see <a href="#">Travel Video Tutorials</a>.</td>
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<tr>
<th><strong>OSFA</strong></th>
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<tr>
<td>Please send an email to <a href="mailto:deptsch@indiana.edu">deptsch@indiana.edu</a> for upcoming OSFA training dates.</td>
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<tr>
<th><strong>Fee Remission Third Party Contract (TPC) Training</strong></th>
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<tbody>
<tr>
<td>Fee remission training for new users is offered on the 2nd <strong>Tuesday of each month at 12 noon</strong>.</td>
<td>To schedule a training session, please send an email to <a href="mailto:bursar@indiana.edu">bursar@indiana.edu</a>.</td>
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<tr>
<th><strong>Office of the Treasurer</strong></th>
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<tr>
<td>Go to <a href="#">Office of the Treasurer’s Website</a>, click on “Treasury Operations Sharepoint” and look up “Training Opportunities”.</td>
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</tbody>
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**Organizational Development Classes** are online and available for registration.
Upcoming issue ...

Our next Spotlight issue is coming in July 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 to be added.

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.