WORKSHOP ANNOUNCEMENT

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 to set up your financial structure for reporting needs and routing of your financial and HR documents.

Monday, August 22 ~ 9:00 AM - 11:00 AM
Tuesday, August 30 ~ 2:00 PM - 4:00 PM
Oak Room, IMU
Presenter: Rozzie Gerstman, BAO

- 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.
University Financial Policy: **Mobile Plan and Device Allowance, FIN-ACC-I-480**

**Last Updated:** 7/6/2016

**Reason for Policy** (as stated in the policy):

“Mobile devices and Internet access have become commonplace, are readily available, and are convenient to use for University business. The use of mobile devices and Internet access for business purposes can be expensive and the decision to incur such business expenses must be evaluated from a cost/benefit perspective. Organizations must consider other viable options such as a landline phone, University Internet access, pagers or other less expensive communication devices.”

Due to interpretive changes in Federal IRS regulations, a revised mobile phone has been approved and put into effect. Below are significant policy changes:

- **The mobile allowance will now be NON-TAXABLE to the employee.** Selection of the code “DVA” on the eDoc places the amount in a non-taxable earn code and the allowance will no longer be reported on the employee’s W-2 as compensation. Gross-up of taxes for the employee’s mobile allowance is no longer necessary.

- **The employee allowance should now include the cost of the mobile device(s).** Mobile devices are no longer permitted to be reimbursed via a DV with substantiation. The cost of the mobile device should now be built into the employee’s monthly allowance amount.

- **Only three levels of mobile phone allowance will be permitted under the new policy.** Employees may be reimbursed $50, $100, or $150 at the department’s discretion. The reimbursement should be commensurate with the employee’s business use of his or her personal cell phone plan and the cost of the device(s) purchased. (For FY17, we will not require changes to eDocs that have already been processed).

- **A attestation form will be required to be signed by the new employee annually, but no substantiation (receipt of cell phone bill) is required.** This form will be kept on file by the unit Fiscal Officer.

- **Allowances for internet (INT) will be discontinued.** The internet allowance will be phased out over FY17. Beginning in FY18 use of the reason code INT will be terminated.

**As stated in the History section of the policy:**

“This policy replaces the original Mobile Devices and Internet Access policy established on July 1, 2005.”

*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.]*
How to Find Current Additional Pay Records for your Department

Many of you have asked about running a list of active additional pay Allowances for your department. The IUIE job can be found here: [Additional Pay Detail - Dept](Additional Pay Detail - Dept)

Please follow these steps: Go to Departmental Reporting > Additional Pay Detail - Dept
Enter your Department ID in the Addl Pay Department Id field
Enter today's date in the Addl Pay Effective Date and Addl Pay End Date fields
Enter ALW in the Addl Pay Earn Code field
Enter DCA,INT in the Addl Pay Reason Code field

Choose “Send to Completed Reports” and then Run. You will receive an email when the output is ready.

For questions, please contact your Payroll Processor.
New Document types with the KFS Travel Expense Module (TEM)

This message is sent on behalf of the Office of Travel Management Services.

ATTN: Fiscal Officers

In the coming days, Fiscal Officers may notice some new document types have been assigned to their existing account delegates, as well as their account delegate models. The new document types are being added to support the ongoing implementation of the KFS Travel Expense Module (TEM). These document types are listed below, along with the logic used to convert the delegate assignments from the Travel@IU document types. These conversions were only applied if the account delegate did not have either the KFS or KFST document types assigned.

Travel@IU Document Types:
- TRAV – Travel Authorization
- TRPD – Travel Prepayment
- TRRE – Travel Reimbursement
- TRSP – Travel Supplemental

TEM Document Types:
- TA – Travel Authorization
- TR – Travel Reimbursement
- TRV – The “parent” document type of the TA and TR. Delegates with this assignment will have both routing to them.

Conversion Logic:
- If delegate is assigned one or both of TRAV or TRPD, and one or both of TRRE and TRSP – Delegate will be assigned TRV document type.
- If delegate is assigned one or both of TRAV or TRPD, and neither of TRRE nor TRSP – Delegate will be assigned TA document type.
- If delegate is assigned one or both of TRRE or TRSP, and neither of TRAV nor TRPD – Delegate will be assigned TR document type.

If you have any questions about these new document types or the conversion from Travel@IU, please contact travelbl@indiana.edu.
Travel System at IU went LIVE on August 1, 2016

TEM, the new IU Travel System that replaces Travel@IU went live on Monday, August 1st, for all Travel except where the travel includes the following:

- Travel Advances
- Prepayments (conference registration and one-night hotel deposit).
- Group Travel

These trips will continue to be initiated in Travel@IU until the anticipated release date in TEM in October. We will keep you updated.

These exceptions do not include those payment for trips that are booked through Egencia (formerly Orbitz), Enterprise, Hotels.com or other automated booking agents using an IU account. Those trips will be processed in TEM.

We have currently trained over 800 people across all IU campuses and will be training at IUS next week. If you haven’t had an opportunity to attend one of the sessions, we have included a table below containing links to recorded training sessions as well as a link to the Travel On Demand Documentation (TODD).

<table>
<thead>
<tr>
<th>PowerPoint Overview of TEM Implementation plans</th>
<th>TEM Overview</th>
</tr>
</thead>
<tbody>
<tr>
<td>The TEM Profile</td>
<td>TEM Profile</td>
</tr>
<tr>
<td>The TEM Travel Authorization</td>
<td>Travel Authorization</td>
</tr>
<tr>
<td>The TEM Travel Reimbursement</td>
<td>Travel Reimbursement</td>
</tr>
<tr>
<td>Travel On Demand Documentation (TODD)</td>
<td><a href="https://go.iu.edu/asktodd">https://go.iu.edu/asktodd</a></td>
</tr>
</tbody>
</table>

Please be thinking about the 2 new roles in TEM – the Org Arranger and the Profile Administrator. Profile Administrator – can create and edit profiles for organization (role required to setup profiles for non-employee traveler types); Org Arranger – can create trips and edit profiles for travelers within organization hierarchy.

Talk with your Fiscal Officer about these roles and Email travelbl@indiana.edu with the name, department, username, and the role being requested. The same person can be in both roles.

Please do not hesitate to reach out to us if you experience any problems, have concerns or questions. We are here to support you and want to make this transition as smooth as possible.

For support, please email travelbl@indiana.edu.
### Important Dates for Fall 2016

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<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>
<td>Ongoing availability</td>
</tr>
<tr>
<td>Fall 2016 tuition and fees appear on student account (if student is enrolled in fall term).</td>
<td>8.1.16</td>
<td>Ongoing process</td>
</tr>
<tr>
<td>Fee remissions nightly crediting begins.</td>
<td>8.3.16</td>
<td>Nightly process</td>
</tr>
<tr>
<td>Fee remissions begin to calculate on student accounts.</td>
<td>8.3.16</td>
<td></td>
</tr>
<tr>
<td>Deadline for fee remission entry for the August bill (allow time for OSFA review prior to fall aid crediting).</td>
<td>8.9-10.16</td>
<td></td>
</tr>
<tr>
<td>1st day for fall financial aid disbursement (if all eligibility tests passed).</td>
<td>8.12.16</td>
<td></td>
</tr>
<tr>
<td><strong>August bill (1st bill of term for Fall 2016)</strong></td>
<td>8.18.16, due 9.10.16</td>
<td>Note cycle change for first bill of term effective Fall 2016</td>
</tr>
<tr>
<td>Fall 2016 classes begin.</td>
<td>8.22.16</td>
<td></td>
</tr>
<tr>
<td>IU Department TPC Request page turned off for the <strong>2016-17 Academic Year</strong>.</td>
<td>6.16.17</td>
<td></td>
</tr>
</tbody>
</table>

**Bursar Notes:**

- The cutoff for sending files of charges/credits to student accounts through BEX or any means is noon on Tuesday, August 16th.
- This will ensure sufficient for bursar review and application to accounts prior to the Fall 2016 first bill of term.
- Files sent to BEX for processing of fall charges are accepted beginning August 1st.

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

**Continuation Accounts**
As a reminder, please check your continuation account to see if your department has any item types associated with it. If there are, you can update the GL account number by submitting an Update Item Type Request on the OSFA Scholarship Processing Intranet.

**Departmental Contact Information**
Now is the time to review your contact information on the OSFA Scholarship Processing Intranet to ensure that it is up to date. Please contact deptsch@indiana.edu with any updates that are needed.

**Item Type Creation**
As a reminder, the new item type creation process can take a maximum of six weeks to complete, depending on volume and staffing. Please submit any new SIS item type requests for scholarships/fellowships that you wish to begin awarding in Fall 2016. For Bloomington Campus Item Type Creation, please contact Glenda Maddox, gcmaddox@iu.edu.

**Upcoming Trainings**
Departmental User Refresher Training:
- September 6 | 1:30pm-3:30pm | Walnut Room, IMU
- September 22 | 9:30am-11:30am | Oak Room, IMU

New User Departmental Training:
- September 7 | 9:30am-11:30am | Persimmon Room, IMU
- September 20 | 1:30pm-3:30pm | Oak Room, IMU

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

### A-21 Effort Reports - Spring FY2016

Spring Effort Reports: for those who have Federal and Federal Pass Through Sponsored Awards, A-21 Effort Certification documents will be generated on August 15, 2016 and the deadline for approval of these documents will be October 14, 2016.

<table>
<thead>
<tr>
<th>Spring Effort Report Periods</th>
<th>Issue Date</th>
<th>Approval Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly 12-Pay (M02 – 1/1 to 6/30)</td>
<td>August 15th</td>
<td>October 14th</td>
</tr>
<tr>
<td>Academic 10-Pay (A02 – 1/1 to 5/31)</td>
<td>August 15th</td>
<td>October 14th</td>
</tr>
<tr>
<td>*Biweekly (B02 – 1/1 to 6/30)</td>
<td>August 15th</td>
<td>October 14th</td>
</tr>
</tbody>
</table>

Additional information regarding A21 Effort Certification document approval in the Kuali Financial System can be found at: [http://www.researchadmin.iu.edu/GrantContract/gc-gfo/gfo_effort.html](http://www.researchadmin.iu.edu/GrantContract/gc-gfo/gfo_effort.html).

*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.*
ALL INTERNATIONAL STUDENTS & EMPLOYEE MUST UPDATE FNIS

A year ago University Tax introduced the use of the Foreign National Information System (FNIS), as a means of collecting tax information for IU’s international students and employees. FNIS is a web-based, data entry program which permits the individual to update their immigration status information and facilitates proper tax status determination by University Tax. This program has been highly successful.

As the Academic Year Begins:

New International Students, Faculty and Staff must be directed to request access to FNIS by logging on to this website: https://fms.iu.edu/tax/international/itq-password-request/.

Returning International Students, Faculty and Staff may also update their information by logging into FNIS. They should already have a user name and password to access FNIS, but if they have forgotten this information they may email intltax@iu.edu for assistance.

We want ALL international student and employees to be included in our tax data base. If you have questions about FNIS please email intltax@iu.edu.

For assistance, please contact University Tax Services’ NRA Specialists JoAnn Clune or Tonya Pottorff.
University Tax Services is a full-service department under Financial Management Services (FMS). Tax is responsible for all compliance and operational activity related to Tax reporting. As a University Auxiliary unit, reporting to the VP/CFO, Tax serves all campuses with a Staff of 10.

Our mission is to contribute to the University's overall success by advancing compliance with Federal and State tax laws throughout the University community by acting as the unified resource for interpretation, education, and enforcement respecting tax issues. To accomplish this mission, we promise to uphold the following values:

- **Hard work** and continuous self-improvement by developing knowledgeable and engaged employees
- **Strive for excellence** in recognition of being a part of the University's special academic mission of teaching and research
- **Respect and encourage** individual ability to promote and improve the institution as a whole
- **Responsibly manage** resources allocated to us through fanatical attention to consistency and detail

### Areas of tax include:

- Sales and innkeepers tax collection and tax return reporting
- Payroll tax reporting and compliance (fringe benefits, creation of 52,000 Form W-2s)
- International tax reporting and compliance (treaty benefits, creation of 2,100 Form 1042-Ss)
- Student tax reporting and compliance (scholarships, creation of 107,000 Form 1098-Ts)
- Other tax reporting (independent contractors, creation of 5,700 Form 1099-MISCs)
- Tax research documentation for specific issues that arise
- Tax Standard Operating Procedures for detailed assistance on tax compliance

As oversight for these areas, Tax maintains a website to assist in training and offers in-person training sessions.

For any questions, please contact taxpayer@iu.edu and see the University Tax Services website.
<table>
<thead>
<tr>
<th><strong>Campus Administrative Training Series (CATS)</strong></th>
<th><strong>Disbursement Voucher Certificate</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, August 24 ~ 1:30pm – 3:30pm ~ Frangipani Rm, IMU</strong></td>
<td><strong>Disbursement Voucher Certificate</strong></td>
</tr>
<tr>
<td>For additional dates and topics please visit the <strong>CATS website</strong>.</td>
<td><strong>Disbursement Vouchers I: Introductory</strong></td>
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<tr>
<td></td>
<td><strong>Tuesday, September 6 ~ 9:00am – 12:00pm ~ Poplars W183</strong></td>
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<td></td>
<td><strong>Disbursement Voucher II: Advanced</strong></td>
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<td></td>
<td><strong>Wednesday, September 7 ~ 9:00am – 12:00pm ~ Poplars W183</strong></td>
</tr>
<tr>
<td>Please see the <strong>FMS Disbursement Voucher Certification</strong> link for information on the current requirements. Questions? Please contact <strong>FMS Training</strong>.</td>
<td><strong>KFS Purchasing</strong></td>
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<tr>
<td></td>
<td><strong>KFS Purchasing Training Basics</strong></td>
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<td></td>
<td><strong>Wednesday, September 7 ~ 1:30pm – 3:30pm ~ Poplars W183</strong></td>
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<td></td>
<td>For additional information, please contact <strong>Donna Burkhardt</strong>.</td>
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<tr>
<td></td>
<td><strong>FMS Payroll</strong></td>
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<tr>
<td></td>
<td><strong>Kuali Time for Supervisors and Payroll Processors</strong></td>
</tr>
<tr>
<td><strong>Wednesday, August 17 ~ 10:00am – 12:00pm ~ Poplars W183</strong></td>
<td><strong>Wednesday, August 17 ~ 10:00am – 12:00pm ~ Poplars W183</strong></td>
</tr>
<tr>
<td>This class is required for new payroll processors, and must be completed before attending the required Payroll Essentials class.</td>
<td>For additional information, please contact <strong>FMS Training</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Payroll Essentials</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Thursday, August 18 ~ 9:00am – 12:00pm ~ Poplars W183</strong></td>
</tr>
<tr>
<td></td>
<td>For additional information, please contact <strong>FMS Training</strong>.</td>
</tr>
<tr>
<td></td>
<td><strong>Travel</strong></td>
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<tr>
<td></td>
<td><strong>Basic Travel Expense Module (TEM)</strong></td>
</tr>
<tr>
<td><strong>Wednesday, August 31 ~ 9:00am – 11:00am ~ Poplars W183</strong></td>
<td><strong>Travel</strong></td>
</tr>
<tr>
<td>For additional information please contact <strong>Donna Burkhardt</strong>.</td>
<td><strong>Travel</strong></td>
</tr>
<tr>
<td>Also, see <strong>Travel Video Tutorials</strong>.</td>
<td><strong>FMS - Tax</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Form 8300 Cash Reporting process</strong></td>
</tr>
<tr>
<td><strong>Thursday, August 11 ~ 2:30pm – 3:30pm ~ Poplars W183</strong></td>
<td><strong>Thursday, August 11 ~ 2:30pm – 3:30pm ~ Poplars W183</strong></td>
</tr>
<tr>
<td>Training about new process, a new implemented Standard Operating Procedure and the new form. For additional information please contact <strong>Cassie Franks</strong>.</td>
<td>Training about new process, a new implemented Standard Operating Procedure and the new form. For additional information please contact <strong>Cassie Franks</strong>.</td>
</tr>
<tr>
<td>OSFA: Please send an email to <a href="mailto:deptsch@indiana.edu">deptsch@indiana.edu</a> for upcoming OSFA training dates.</td>
<td></td>
</tr>
<tr>
<td><strong>Fee Remission Third Party Contract (TPC) Training:</strong> Training for new users is offered on the 2nd <strong>Tuesday of each month at 12 noon</strong>. To schedule a training session, please send an email to <a href="mailto:bursar@indiana.edu">bursar@indiana.edu</a>.</td>
<td></td>
</tr>
<tr>
<td><strong>Office of the Treasurer:</strong> Go to <strong>Office of the Treasurer’s Website</strong>, click on “Treasury Operations Sharepoint” and look up “Training Opportunities”.</td>
<td></td>
</tr>
<tr>
<td><strong>Organizational Development Classes</strong> are online and available for registration.</td>
<td></td>
</tr>
</tbody>
</table>
Upcoming Spotlight issue...

Our next Spotlight issue is coming in September 2016 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.

IU Auditorium
Photo by Indiana University
Inside IU Bloomington

Spotlight
Vol. 4, Issue 5
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Indiana University
Bloomington, IN

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

Contact Information:

Rozzie Gerstman
Budgetary Administration & Operations (BAO)

Contributors:

T. Michael Ford
Patti Quimby
Nancy Vázquez-Soto

Special Thanks to:

Rayna Amerine
Cassandra Franks
Kimberley Kercheval
Sandy McElhinney
Tonya Pottorff
Samaria Warsaw

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.