BUDGETARY ADMINISTRATION & OPERATIONS (BAO)

How to Process a Student Scholarship Overaward

- Any award which credits the student's bursar account and subsequently needs to be rescinded, must be handled through the bursar account. This means that the award would be reversed through the financial aid process, removing the funds from the student's account. The funds will be returned to the appropriate account via the accounting feed process.
- If this creates a balance in the student's account, the student is then responsible for paying the amount on the bursar account using existing payment options.
- The department adjusting or cancelling the award must notify the student of the change in the award.
- The department should never tell the student to repay the award directly to the department or the IUF.
- Any student questions should be directed to Student Central.

If you have any questions, contact the Bursar bursar@indiana.edu or call 812-855-2636.

Campus Administrative Training Series (CATS) Knowledge Base Activity of the Month

Knowledge Base financial activity of the month: Moving Expenses Reimbursement
Policy that supports this activity: Moving Expenses, FIN-ACC-I-310

Questions, comments, concerns? Send us a message through the CATS website's Sounding Board.

Puns of the Month

“A boiled egg every morning is hard to beat.”
“To the guy who invented Zero: Thanks for nothing!”

Source: punoftheday.com
FISCAL CHECKLIST & DEADLINES

Payroll: Work Study Students - End of 2016/2017 Academic Year

Work Study Reminder:
The 2016-17 academic year Work Study period for Undergraduate students ended May 6, 2017:

- Work study students must receive a new award and be appointed each Work Study session (academic year and summer).
- **Please do not let students clock in or record hours on their academic year WS job after May 6, 2017.**
- If your student(s) has received a work study award for summer session, please process a **Maintain Job** eDoc with the new summer session job class and limit information. They will appear on the WS voucher with the summer work study information listed on the left.
- If your student(s) did NOT receive summer session awards, **timesheets will continue to be generated** and their academic year job information will continue to appear on the WS voucher until you process a termination eDoc.
- If the work study student will not be returning to work for your department in the fall, please process the **Termination** eDoc as soon as possible with an **effective date of May 8, 2016.**

*If you have questions, please contact your FMS Payroll Processor or Kathy Sexton-Stephen (855-8744).*

Paid Parental Leave Policy for Staff

Everyone should have received a message on May 3rd from John Whelan, Associate Vice President for Human Resources about Paid Parental Leave. The new earn code (PPL) is available on BW1/BWP timesheets for supervisors and payroll processors to update. It is not available at the employee level.

This code may cause a problem when we run the Time extract on Wednesday, May 10 to update payroll vouchers. **If so, you will receive an email and it will be necessary for you to add the hours manually to the payroll voucher.**

*If you have any questions, please contact HR at recben@iu.edu or call (812) 856-1234.*
Auxiliary Voucher Routing Changes

Auxiliary Accounting will be implementing changes to the Auxiliary Voucher (AV) routing as of July 25, 2017 (after FY17 final close).

Rationale
The routing changes are being made to mitigate risk to University financial statements. The changes will allow Auxiliary Accounting staff to concentrate their efforts on the transactions that are most material to University financial statements as well as toward utilizing data analytics tools to verify the accuracy of accrual vouchers.

Changes
As of July 25, 2017, two individuals outside of Auxiliary Accounting will be required to approve each auxiliary voucher. The first approver will be the initiator of the document. The second approver will be one of two individuals, depending on who initiated the document.

- If the initiator of the document is NOT the Fiscal Officer or their delegate (for the AV), the document will route to the Fiscal Officer or their delegate for approval. The department needs to take no further action.
- If the initiator of the document IS the Fiscal Officer or their delegate, a second approver must be established by adding org review routing for AV documents. View the Creation of Org Review for instructions on how to establish org review routing.

Note: in the event that your department’s Fiscal Officer or their delegate occasionally initiates AVs but is not the regular initiator of AVs, please email auxacct@iu.edu for guidance BEFORE establishing org review routing.

Review ASOP 26: Auxiliary Voucher Approval & Review Process for additional information about the second approver and continued University Administration oversight.

Please contact auxacct@iu.edu with any questions.
The OneStart Employee Center was retired on Thursday 5/18/17 and the new PeopleSoft “Fluid” Employee Center has taken its place. The Employee Center will continue to be accessed by going to One.IU and searching “Employee Center”. If you normally use a favorite to navigate to the Employee Center, you may need to update your link.

The new “Fluid” Employee Center is built to accommodate all devices – desktops, iPads, and mobile devices. The Fluid interface detects the screen size and renders the page to fit it, so it works much better on mobile devices. However, not all pages in the Employee Center have a Fluid version yet, but we anticipate PeopleSoft will release Fluid versions of those pages in the future.

Here is what the new Employee Center landing page looks like:

The individual pages inside the Employee Center (e.g. Direct Deposit, View Paychecks, Federal Tax Form W-4) will still have stand-alone tiles in One.IU. This way, Employees can navigate to those pages thru the Employee Center or directly to them thru One.IU.

The New Hire Portal is also being replaced with a New Hire Activity Guide. The New Hire Activity Guide will walk new employees through their required payroll forms – Direct Deposit, Federal W-4, Indiana State WH-4, W-2 consent, and 1095-C consent.

Questions? Please contact John Brumley, Payroll & Time System Manager.
A-21 Effort Reports

Information regarding effort certification document routing and approval in the Kuali Financial System (KFS) can be found at the following link: Effort Certification - Guidance for Document Routing and Approval.

**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 SPA-11-004.

Please contact Rayna Amerine if you have any questions.
Always refer to the KFS Guidance for Document Routing and Approval.
Check out the Effort Certification website for more information.

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

Authorization Failure Reports
- Remember to run your Authorization Failure Report for Summer awards. Please contact deptsch@indiana.edu with any questions.

New Departmental Scholarship SharePoint Website
- Our office has a new SharePoint website that is replacing our current website. The new URL is https://indiana.sharepoint.com/sites/bosfa/scholarships/default.aspx. Plan to use the new website immediately as the old one will no longer be updated and will be offline in the coming days. Please bookmark the new URL anywhere you may have stored the old URL. Also note, all URLs within our site have changed.

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 2017. 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 9, 2017 for summer awards. New item type requests submitted after this date may not be completed before SIS entry access is closed for 2016-17. To request a new item type, complete and submit the Item Type Request Form located on the OSFA Scholarship Processing Intranet.

See Training section for dates. Sign up for training on our Scholarship SharePoint Site. Questions? Please send an email to deptsch@indiana.edu.
Update to Non-Employee Travel Disbursement Voucher Procedures

Travel Management Services and Financial Management Services are implementing a new procedure for non-employee travel in order to reduce the administrative burden for the traveler to submit tax paperwork and the department to coordinate the collection of tax paperwork.

Effective immediately, you will no longer be required to collect tax documentation from non-employee travelers in most situations. Rather than processing non-employee travel pre-payments and/or reimbursements with a disbursement voucher (DV) vendor record, you will process these with a refund vendor record.

In addition to reduced administrative burden, the reduction in collecting tax paperwork when not needed will benefit Indiana University for reduced risk of critical data exposure.

Follow these steps when arranging prepaid travel for non-employee “Joe Smith”:

1. Search for a vendor record in KFS for Joe Smith.
2. If Joe has a purchase order (PO), DV, or refund vendor record, use that record to create the DV document.
3. If Joe does not have a vendor record in the system, create a refund vendor record in KFS. The refund vendor record does NOT require a tax ID; therefore, no tax paperwork needs to be collected.
4. Create a DV document for Joe with the payment reason code of “N-Travel Payment for Non-Employee” using the established vendor record. Use the DV document number to make travel reservations via direct bill using an IU account.
5. If there are no reimbursable expenses for Joe, complete the Payee Information fields on the DV and save the document. The DV can be cancelled once Joe has completed his business with IU.

Considerations for non-employee travel reimbursement:

- Travel reimbursements to non-employees that satisfy the IRS Accountable Plan rules, and are therefore not tax reportable, will be processed as payments to refund vendors unless a PO or DV vendor record already exists for the individual.
- Travel reimbursements to non-employees that do not satisfy the IRS Accountable Plan rules, and therefore are tax reportable, will be processed as payments to either PO vendors or DV vendors. PO and DV vendor record creation requires the submission of tax paperwork.
- Reference the Reimbursement Under the Accountable Plan FIN-ACC-I-620 policy and its related Tax Standard Operating Procedure 9.02, Accountable Plan Reimbursements, for details about when tax reporting is required.

Follow these steps when the travel reimbursement for Joe is not tax reportable:

1. Search for a vendor record in KFS for Joe Smith.
2. If Joe has a PO, DV, or refund vendor record, use that record to create the DV document.
3. If Joe does not have a vendor record in the system, create a refund vendor record in KFS. The refund vendor record does NOT require a tax ID; therefore, no tax paperwork needs to be collected.

Continue…
FISCAL CHECKLIST & DEADLINES (continued)

**Update to Non-Employee Travel DV Procedures**

*Continued from previous page…*

**Follow these steps when the travel reimbursement for Joe will be tax reportable:**

1. Search for a vendor record in KFS for Joe Smith.
2. If Joe has a PO or DV vendor record, use that record to create the DV document.
3. If Joe does not have a PO or DV vendor record in the system, create a DV vendor record for Joe. **The submission of signed and dated tax documentation is required to establish a DV vendor record in KFS.**
4. Create and submit a DV document for Joe with the payment reason code of “N-Travel Payment for Nonemployee” using the established PO or DV vendor record.

**NOTE:** If a DV was previously created to prepay Joe’s travel, use that DV document to process his reimbursement.

Refer to the “Vendor Creation Guide: DV Vendor and Refund Vendor” for step-by-step instructions for how to set up refund and disbursement voucher vendors.

- Ellie Mason, on behalf of Tammy Bean (Director of Travel Management Services) and Charlie Sinex (Director of Accounts Payable)

  *Contact the FMS DV Team at fmsdvhlp@indiana.edu with additional questions about establishing refund and disbursement voucher vendors.*

  *Contact Travel Management Services at travelbl@indiana.edu with questions regarding non-employee travel.*

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**Bursar – Third Party Contract (TPC)**

**Bursar Information Session – Fall 2017 Information**

Please plan to attend the Bloomington Bursar Info Share Session on **Tuesday, August 1st from 9:30am – 11:00am.** The session will be held in the **Dogwood Room in the IMU Bloomington.** No RSVP necessary.

- We will cover Bursar charges and information for Fall 2017 processing.
- We will discuss fee remissions, billing information, fall fees and more.

*If you have questions concerning the session, please e-mail Dina Adkins, Director Bursar Processing and Client Relations, University Bursar Office.*
Out of State Employees & Process and Pay REUs

Tax Issues for Out of State Employees

For Departments...

IU is now registered to withhold taxes in 43 states. This is a great benefit to our employees! However, because of the added complexity this benefit entails, it is more crucial than ever to ensure that you are handling your department’s out-of-state employees correctly. A department must process an e-doc **every time** an employee changes the state from which they work. If this e-doc is not processed timely, incorrect state tax withholdings will occur.

For more information on when and how to process these e-docs, please consult the SOP concerning out-of-state employees: [http://hr.iu.edu/employment/managing_Out-of-State_EE-SOP.pdf](http://hr.iu.edu/employment/managing_Out-of-State_EE-SOP.pdf)

For Employees...

It is also crucial that employees timely submit updated state tax withholding forms whenever a move to a new state is made. There is a link to the current state tax withholding forms at the following link: [https://fms.iu.edu/tax/employees/working-outside/](https://fms.iu.edu/tax/employees/working-outside/)

These forms can be submitted to:

University Tax Services – Poplars 503
400 E. Seventh Street
Bloomington, IN 47405-3085

Or, the forms can be faxed to:
812-856-4861

Timely submission of the forms ensures that proper tax withholding occurs on all employee’s paychecks.

How to Process and Pay REUs:

Currently there is a new **DRAFT** TSOP to provide guidance to units and departments at Indiana University on how to appropriately process payments related to sponsored research programs during the summer (REUs and the like) for undergraduate students. This includes information on how to process stipend payments in the most efficient and compliant manner and where to direct questions related to the program.

- IU students will have payments processed through the SIS.
- NON-IU students will have payments processed through KFS on a DV.

When finalized this TSOP will be found on Tax’s website under **Standard Operating Procedures**.

For assistance, please contact University Tax Services’ NRA Specialists **JoAnn Clune** or **Tonya Pottorff**.
Please note: Training dates and information might change over time. Contact the responsible unit or contact person to be informed of the current status for a specific item.

Campus Administrative Training Series (CATS)

Wednesday, June 28
1:30pm – 3:30pm ~ Frangipani Rm, IMU
For additional dates and topics please visit the CATS web site.

Disbursement Voucher Certificate

➤ Disbursement Voucher Basics
Tuesday, June 13
9:00am – 12:00pm ~ Poplars W183
➤ Disbursement Voucher Special Considerations
Wednesday, June 14
9:00am – 12:00pm ~ Poplars W183
See the FMS Disbursement Voucher Certification link for information on the current requirements.
Questions? Please contact FMS Training.

Travel

➤ Basic Travel Expense Module (TEM)
This class requires DUO authentication!
Wednesday, June 28
9:00am – 11:30am ~ Poplars W183
For additional information please contact Donna Burkhardt. Also, see Travel On Demand (TODD).

Office of the Treasurer

➤ Face to Face Revenue Training
All full-time employees involved in revenue processing or with access to University banking/payment card systems must attend a face to face revenue training every 2 years.
Please email Melissa Hartley for more information or call 812-855-2930.

FERPA Training

➤ FERPA for Staff
Questions? Contact the Office of the Registrar at registrar@indiana.edu or call (812) 855-9349.

FMS Payroll

➤ Kuali Time for Supervisors and Payroll Processors
Wednesday, June 21
2:00pm – 4:00pm ~ Poplars W183
Required class for new payroll processors. Must complete before attending required Payroll Essentials class.
➤ Payroll Essentials
Thursday, June 22
9:00am – 12:00pm ~ Poplars W183
For additional information, contact FMS Training.

KFS Purchasing

➤ KFS Purchasing Training - Basics
Wednesday, June 21
9:00am – 11:00am ~ Poplars W183
9:00am – 11:00am
Wednesday, July 19
9:00am – 11:00am ~ Poplars W183
For additional information, contact Donna Burkhardt.

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.

Bursar – Fee Remission

➤ Fall 2017 Bursar Information Session
Tuesday, August 1
9:30am – 11:00am ~ Dogwood Rm, IMU
For additional information contact Dina Adkins.

OSFA

➤ Departmental User Refresher Training
Send an email to deptsch@indiana.edu to find out training dates/times.

Organizational Development Classes are online and available for registration.
Contact Wendy Cornwell or call 855-9674 with any questions.
Upcoming Spotlight issue...

Our next Spotlight issue is coming in June 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.

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

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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.