IUB Financial Mentee Program

Approximately 8 semesters ago there began a discussion that turned into an initiative to “mentor and educate” from the Fiscal Officers of the IUB schools and support units on the IUB campus.

That initiative begins with the mentee being nominated from their RC Fiscal Officers who become the mentor for each nominee. The program consists of 14 weeks of presentations and following each presentation the mentee is in charge of meeting with their respective mentor to discuss the presentation to share if what presented would work or not in their home schools. The presentations expose mentees to the various differences between academic, support and auxiliary procedures, cultural, and professional demands. Each week provides a range of topics such as payroll, contracts and grants, financial policies, chart of accounts, IUIE reports, how to do pivot tables, and communication tools, to name a few.

Some additional facts about the program are:

- The total number of mentees who have completed the program is “150”.
- The review and evaluations of the program continue to be positive from participants and their supervisors.
- The committee members that oversee the Financial Mentee Program (FMP) are Rozzie Gerstman, Melissa Ritter, Mike Fowler, T. Michael Ford, Jeff Buszkiewicz and John Tweedie.

Please send Rozzie (gerstma@iu.edu) your nominations of your mentees for this Fall 2017 semester before July 1.
A Reminder regarding Sensitive Data

Always double-check all financial documents for sensitive data such as social security numbers, bank accounts, etc. These are highly sensitive documents and should never be added to any financial document. The CATS knowledge base activity, Critical Data is a good resource to keep handy for reference.

“Regardless of where the data resides, Indiana University has legal and ethical obligations to ensure that this data is managed in a manner that maximizes its utility while minimizing risk of unauthorized or inappropriate use or disclosure.” – Excerpt from Protect IU, Guidelines for handling electronic institutional and personal information.

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

**Knowledge Base** financial activity of the month: Background Check Charges

**Policy** that supports this activity: Background Checks, HR-02-10

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

POLICY STATION

Financial policy: Capital Financing, FIN-TRE-VI-140

**Last Updated:** 6/15/2017
Reason for Policy (as stated in the policy): “This policy governs the issuance and use of debt for the purpose of financing capital projects of the University. Prudent management of debt can help IU achieve its institutional mission and strategic objectives through efficient and low cost access to the capital markets.” See policy for more details.

HR Policy: Routing of Sponsored Programs Documents at Indiana University, SPA-11-018

**Last Updated:** 6/7/2017
Reason for Policy (as stated in the policy): “This policy is to provide direction to prevent unauthorized commitments of institutional resources and for the proper routing of documents related to externally funded sponsored programs.” See policy for more details.

To further your knowledge on IU policies we encourage you to view the University Policies web site. 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

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.

See Training section for dates. Sign up for training on our Scholarship SharePoint Site.
Questions? Please send an email to deptsch@indiana.edu.

A-21 Effort Reports

July 1st – 31st is the 30-day window for cleaning up Spring FY2017 Effort. The Spring Effort close is August 1st and those Effort Certs will generate August 15th.

Spring Periods:

<table>
<thead>
<tr>
<th>Report</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>

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: See supporting IU policy, Effort Certification Under Uniform Guidance, 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.

Bursar – Third Party Contract (TPC)

Bursar Information Session – Fall 2017
Please plan to attend the Bloomington Bursar InfoShare Session on Tuesday, August 1st from 9:30am – 11:00am. The session will be held in the Dogwood Room, IMU Bloomington. No RSVP necessary.

What’s covered:

- 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 email Dina Atkins, Director Bursar Processing and Client Relations, University Bursar Office.
## FISCAL CHECKLIST & DEADLINES (continued)

### Improved Edoc for Mobile Plan and Device Allowances

Last year a new mobile phone policy ([Mobile Plan and Device Allowance, FIN-ACC-I-480](#)) was implemented which allows for a non-taxable distribution to employees for business related usage of personal mobile phone service. Under this policy, no substantiation (receipt of cell phone bill) is required, but only three levels of reimbursement are allowed ($50, $100, $150/month) based on estimates of individual business usage. In lieu of collecting substantiation, please remember that employees must now sign the Mobile Use Attestation Form, documented in the policy.

To ease the processing requirements related to these reimbursements, the additional pay edoc now has built-in logic that only permits three levels of monthly reimbursement. The improved edoc also handles the calculation for bi-weekly individuals, so that there is no need to adjust the monthly total for these employees. The “Other” category presented on the edoc is reserved for exceptions greater than $150; however, prior approval of the VPCFO is required before using “Other.”

Please note these changes as you are communicating with employees and processing new edocs for the upcoming fiscal year.

Contact Steve Miller, University Payroll Director or call (812) 855-3274 with any questions regarding Policy I-480.

<table>
<thead>
<tr>
<th>Fiscal Year-End and KFS Document Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Fiscal Year 2016-17 ends on <strong>Friday, June 30</strong>.</td>
</tr>
<tr>
<td>Many financial documents that are initiated but not approved prior to June 30 will be automatically disapproved.</td>
</tr>
</tbody>
</table>
| To ensure that financial documents intended for the current fiscal year (2016-17) have final approval before June 30, it is important for you to identify these unapproved financial documents and to contact persons in the routing chain. [Note: Certain types of financial documents (Auxiliary Vouchers, Cash Receipt, Non-check Disbursement, PCDO, and Disbursement Vouchers) are not disapproved at year-end, but upon final approval will post to whichever fiscal year is current.]
| Purchasing/Accounts Payable documents (POs, Payment Requests, etc.) and Salary Transfers are not considered financial documents and are not automatically disapproved at year-end. |
| Disbursement Vouchers post expense and liability entries (object code 9042) upon final approval, deduct cash and remove the liability when the payment is disbursed via check or ACH. Disbursement Vouchers approved by 5:00pm on Thursday, June 29 will be disbursed on Friday, June 30 and have their cash deducted in fiscal year 2017. Disbursement Vouchers approved after Thursday will have their cash deducted in fiscal year 2018. Wire transfer DVs are an exception to this and will have their cash deducted in whatever fiscal year they are approved. |
| Additional information about the disapproval of financial documents and instructions for searching for documents that still require approval can be found on the “KFS Financial Processing (FP) Documents” page of the **FMS Year-End Newsletter**. |
| For additional information about the year-end close process, please visit the **FMS Year-End Newsletter**. |

*If you have questions, please send a message through **FMS Costumer Support**.*
**TAX TIDBIT**

**TSOP#3.06 Employer Provided Education - Tax Implications**

The purpose for the Tax Standard Operating Procedure: [TSOP#3.06 Employer Provided Education - Tax Implications](#) is to provide units with guidance on when certain payments, [cash or non-cash](#) made by IU, for an employee’s educational purposes could be considered taxable income to the employee. This only pertains to education benefits outside the [IU Tuition Benefit](#).

There are 3 steps outlined to consider and a flowchart to assist; additionally, there are various examples to help clarify the decision process.

Please review for all employee educational benefits that exist outside the IU Tuition Benefit program.

*For assistance, please contact [University Tax Services’ NRA Specialists](#) JoAnn Clune or Tonya Pottorff.*

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**INTERCONNECTED**

**IU Employee Parking Permits Available for Purchase**

IU Employee parking permits are now available for purchase online at the IU Parking Portal. What you need to know:

- Your IU network user name and password will authenticate you to purchase a permit, or to pay or appeal a citation.
- All outstanding parking citations must be paid in order to purchase a new permit.
- Payment options will be either Payroll Deduction or Credit Card.
- Your vehicle license plate will be a required piece of information in order to purchase a permit. You may add additional vehicles or remove vehicles from your account at any time. Updating your vehicle information for short-term use such as renting or borrowing a vehicle is not necessary.
- All permits ordered online will be mailed. To ensure prompt delivery, only non-campus mailing addresses should be used for your shipping address.
- All permit options* available to you, along with pricing, will be displayed once you log in.
- Once your purchase is completed a [confirmation email will provide a printable temporary permit](#) that will be valid for 10 days, by which time you should have received your new permit.
- Your current employee permit is valid through June 30, 2017. If you cannot print your temporary permit, you may continue to use your current permit prior to that date.

*Some permits may not be available for purchase online. If a permit that you need does not appear online as available for purchase, please contact the Parking Operations office for assistance. See the Contact Us link at [parking.indiana.edu](http://parking.indiana.edu).

Additionally on the [parking.iu.edu](http://parking.iu.edu) website, you will find a chart detailing how your permit may be used on the other IU campuses. Please check out the Intercampus Parking tab at the top for this information.

Please remember, employee parking privileges are not transferable. The permit issued to you is for your use only. You may use the permit on any vehicle you drive to work.
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 ~ Georgian Rm, IMU
For additional dates and topics please visit the CATS web site.

Disbursement Voucher Certificate

- **Disbursement Voucher Basics**
  **Wednesday, July 12**
  9:00am – 12:00pm ~ Poplars W183
- **Disbursement Voucher Special Considerations**
  **Thursday, July 13**
  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**
  **Tuesday, July 18**
  2:00pm – 4:00pm ~ Poplars W183
  Required class for new payroll processors. Must complete before attending required Payroll Essentials class.
- **Payroll Essentials**
  Contact FMS Training for dates and times.

KFS Purchasing

- **KFS Purchasing Training - Basics**
  **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.

The Training and Organizational Development sessions 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 July 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 Eskenazi Museum of Art
Photo by Indiana University
Inside IU Bloomington

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Spotlight
Vol. 5, Issue 5
June 2017
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:
Dina Atkins
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