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### BUDGETARY ADMINISTRATION & OPERATIONS (BAO)

**Campus Administrative Training Series (CATS) Knowledge Base**

**Knowledge Base** financial activity of the month: **Drawings, Games, and Prizes**

**Policy** that supports this activity: **Drawings, Games, and Prizes, FIN-ACC-640**

*Questions, comments, concerns? Send us a message through the CATS website’s Sounding Board and make sure to add your name and email address if you’d like to be reached.*

### POLICY STATION

**University Policy: Fire Safety, FIN-INS-16 Revised!**

- **Effective Date:** 06-09-2016
- **Last Updated:** 08-16-2017
- **Revision Purpose:** To add procedures for open flames.

**History (as stated in the policy):** “This policy was established May 2016 and is a compilation of several individual policies as noted in the Procedures section.”

**Reason for Policy (as stated in the policy):** “The safety of persons in the University community – employees, students and visitors – is a paramount concern of the University. Fire safety is an integral part of our overall safety program.”

**Contact** [Larry Stephens](mailto:lsstephens@iu.edu) if you have any questions.

*See the “New and Recently Revised” as well as the “Under Review” tabs on the website to keep you abreast with university policies. For questions/comments about the policy process, please contact the Office of Policy Administration.*
Dear Colleagues,

University Payroll recently announced that, beginning in 2018, monthly-paid academic and professional staff would receive their December pay on the last business day of December instead of the first business day of January. This was intended to eliminate confusion for faculty and staff, especially new employees, who had to manage their personal finances differently to account for a delayed December payment.

We heard from IU employees and while some greeted this announcement with excitement, others expressed concern regarding the potential negative impact on their government benefits, student loan repayments, and taxes. We listened to the feedback, conducted additional research, considered the implications of the proposed change on some of our employees, and explored ways to move forward.

Based on our review, we have concluded that the best course of action is to leave the pay calendar unchanged. Therefore, the December monthly pay date will continue to fall on the first business day of January. *Please note that the December 2018 monthly pay date will be January 2, 2019.*

We have updated the list of frequently asked questions that was originally provided related to this change. The FAQs can be found by visiting go.iu.edu/1GVD. If you have additional questions, please email them to dec18pay@iu.edu.

We understand this decision may disappoint some of our employees who were looking forward to the change, and we ask for your understanding. We regret any inconvenience this decision may cause, and we will continue to explore potential future solutions to benefit our employees.

Sincerely,
John A. Sejdinaj
VP & Chief Financial Officer

If you have further questions, please contact your FMS Payroll Processor.

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

**Fall IUIE Departmental Authorization Failure Report**

Please be sure to run the IUIE Authorization Failure Report for the *Fall 2017 semester* if you are posting new awards or making changes to existing awards.

For instructions on running this report, please contact our office at deptsch@indiana.edu.

**Personalized Trainings**

We are happy to offer personalized trainings based on your department’s needs. Please contact our office at deptsch@indiana.edu if you’re interested.

See *Training section* for dates and sign up [Scholarship SharePoint Site](mailto:deptsch@indiana.edu). Questions? Please send an email to deptsch@indiana.edu.
A Reminder from the IUB Office of the Bursar

Fee Remission users Spring 2018 dates:

Spring 2018 processing dates will be sent to the TPC user list serve. The estimated date that you will receive your spring fee remission TPC numbers is November 10, 2017. The spring 2018 bill will be produced on December 21, 2017 and due January 10, 2018. If you want to be added to the IU Bloomington TPC user list serve, send your name, e-mail address and user ID with a request to be added to the IU Bloomington TPC list serve, e-mail the request to: blbursar@indiana.edu

Bursar Questions:

We’ve had a few questions about how a department can contact our office. See below for contact information.

- All student inquires need to be directed to SCU: scu@indiana.edu. Students and parents need to use the SCU e-mail address.
- IU Bloomington departments can e-mail blbursar@indiana.edu with questions. Please do not provide students and or parents with the blbursar@indiana.edu e-mail address it is for IU departments only.

If you have questions, please email Dina Adkins, Director Bursar Processing and Client Relations, University Bursar Office.

A-21 Effort Reports

Effort Certifications have been generated for Summer FY2017 for employees with Academic Summer appointments paid on Federal or Fed-Pass-Through Sponsored Awards.

<table>
<thead>
<tr>
<th>Report</th>
<th>Periods Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 A03 Academic Summer</td>
<td>5/1/2017 - 8/31/2017</td>
</tr>
</tbody>
</table>

Locate the Effort Certification documents by logging into One.IU with DUO Token and then view reports Action Item Listing application.

Additional information regarding effort certification document routing and approval in the Kuali Financial System (KFS) is attached or can be found at the following link:

Effort Certification - Guidance for Document Routing and Approval

Please note that the approval deadline for the Spring Effort Reports will be Monday, December 14, 2017.

**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 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.
New KFS Training Begins December 4, 2017

The new required KFS training, Critical Data in KFS, will go live Monday, December 4, 2017.

Timeline

The training will not be available until December 4. Expect to receive an email the morning of December 4 with instructions for how to access and enroll in the training.

Beginning December 4, all new KFS users will need to have completed the Critical Data in KFS training before their departmental representative can request KFS access on their behalf. Current KFS users will have from December 4 until Monday, March 5, 2018 to complete the training. Any KFS user who has not completed the Critical Data in KFS training by March 5 will have their KFS access revoked.

Are You a KFS User?

We’ve received questions from some IU staff and faculty members asking if they are KFS users who will need to complete the training before Monday, March 5, 2018. To check if you are a KFS user who will need to complete the Critical Data in KFS training, open the Kuali Enterprise Dashboard: https://apps.iu.edu/ked-prd and click on the Financial Processing module in the left navigation. If you see a list of Activities, beginning with Advance Deposit and ending with Transfer of Funds, you have KFS access and will need to complete the training to retain your current level of permissions.

Note that all IU staff and faculty members have access to certain parts of KFS, including Shop Catalogs and the Travel Expense Module. If you have this limited set of permissions, you will not need to complete the Critical Data in KFS training to maintain your current level of access.

Detailed information about the new KFS training requirements, including a list of Frequently Asked Questions, is available on the FMS Training website at the following URL: http://go.iu.edu/1GFl. Additionally, we will continue sending reminder emails to this listserv over the coming months.

If you have any questions, please contact Elisabeth Mason at elimason@iu.edu or call 812-855-9901.
NEW: Substitute, Non-FATCA W-8BEN-E Form – SHORT FORM

University Tax Services is allowing the use of a new, short version of the Form W-8BEN-E. This 1-page substitute Form replaces the 8-page IRS W-8BEN-E Form (Rev. July 2017), and is intended for NON-FATCA payments only (generally IU will not have Chapter #4 payments only Chapter #3*). This substitute form is to be completed by foreign entities/corporations and not allowed for individuals. Completion of the W-8BEN-E is mainly used to document the vendor’s status as a Non- US entity. This form can also be used for the purpose of claiming tax treaty benefits. Check out our website for the new Non-FATCA W-8BEN-E Form, examples and instructions.

*If you are making a U.S source FATCA income payment (chapter #4) to a non-US vendor, the official 8-page IRS version of the W-8BEN-E must be submitted. Please consult with IU Tax Services at: taxpayer@iu.edu

For assistance, please contact University Tax Services at taxpayer@iu.edu

INTERCONNECTED

Updates to KFS documents: DI and GEC

Changes to the KFS Distribution of Income and Expense (DI) & Renaming of the General Error Correction (GEC)

On January 1, 2018, technical edits will be placed on the KFS DI document to restrict certain transactions. These new document restrictions will require that all lines on the DI be in the same basic accounting category (asset to asset, liability to liability, income to income, expense to expense). For example, revenue that is recorded in object code 1804 (Income Clearing) can be distributed to 1800 (Other Income) and 1500 (Sales & Services). However, under the new edits, the system will NOT allow a user to move funds from 9400 (Deferred Revenue) to 1800 (Other Income).

This change is being implemented in order to minimize any unintended impact on the external financial statements, the university’s F&A proposal and federally restricted recharge activity. We realize that some transactions legitimately need to cross accounting categories. These transactions will now move to either the Auxiliary Voucher Recode or the General Error Correction (GEC) document. To more accurately reflect the functionality of the GEC document, on January 1, 2018, it will be renamed the General Accounting Adjustment document.

If you have any questions, please contact Kathy Cochard at (812) 855-9901 or kjcochar@iu.edu

Purchasing – New Promotional Supplier Contract

IU Purchasing is proud to award University contracts to 16 promotional product suppliers. The new contracts became effective on October 1, 2017 with full implementation by December 31, 2017. By contracting their services, we achieve lower pricing, better terms, and stronger regional representation for all IU campuses. See New Promotional Supplier Contract 2017 for more information and exciting product giveaways given at two introductory vendor shows (IUB and IUPUI), hosted by our purchasing team and open to all IU faculty and staff.
A Reminder

**WHAT IS PROJECT RECHARGE?**

Update, replace, & consolidate ([Click for more information](#))

**Kuali Financial System**
- Updating to the latest version ([Click for more information](#))

**Travel and Expense System**
- Replacing TEM with a new system based on Chrome River

**Procure to Pay (P2P) System**
- Consolidating various purchasing functions into a single marketplace

**WHY?**
- Improve user experience
- Streamline policy and procedure
- Increase audit and analytics capability
- Add new tools and automation

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**IU Health Center - FLU SHOTS available!**

*Don’t get sick as a dog! Get your flu shot!*

Details: [blogs.iu.edu/iuhealthcenter](http://blogs.iu.edu/iuhealthcenter)

There’s still time to get your Flu Shot!
TRAINING  
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, November 29 – 1:30–3:30pm ~ Frangipani Rm, IMU
For additional dates and topics please visit the CATS web site.

Financial Processing
Requires DUO authentication
★★ Financial Processing Basics 1
Tuesday, October 31
9:00 – 12:00am ~ Online
Tuesday, December 5
9:00 – 11:30am ~ Poplars W183
★★ Financial Processing Basics 2
Wednesday, November 1
9:00 – 12:00am ~ Online
Wednesday, December 6
9:00 – 11:30am ~ Poplars W183
Questions? Please contact FMS Training.

FMS Payroll
★★ Payroll Essentials
Thursday, October 26
2:00 – 4:00pm ~ Poplars W183
Questions? Please contact FMS Training.

KFS Purchasing
★★ KFS Purchasing Training - Basics
Wed, November 15 & Wed, December 20
9:00 – 11:00am ~ Poplars W183
Contact Donna Burkhardt for information.

Office of the Treasurer
★★ Face to Face Revenue Training
Intended for full-time employees involved in revenue processing/access to University banking/payment card systems. Every 2 years.
Wednesday, November 1
10:00 – 12:00 pm ~ Dogwood Room
Contact Melissa Hartley / 812-855-2930

Travel
Contact Travel Training for training dates.

Financial Aid
For personalized trainings, please contact the Financial Aid Office at deptsch@indiana.edu.

FERPA Training
★★ FERPA for Staff
For training contact the Office of the Registrar at registrar@indiana.edu / 812-855-9349.

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.

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

Upcoming Spotlight issue...

Our next Spotlight issue is coming in November 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.

Swing Landscape
by Stuart Davis
Eskenazi Museum of Art, IU