

Joan Hagen appointed to IRS Information Reporting Program Advisory Committee

Joan Hagen, managing director of Financial Management Services and University Chief Accountant at Indiana University, has been appointed by the Internal Revenue Service to serve on the Information Reporting Program Advisory Committee. Hagen and six other new members will join 27 returning members who are in the second year or third year of a three-year term.

The IRPAC was established in 1991 and focuses on information reporting issues. The committee's purpose is to provide an organized public forum for discussion of relevant tax administration issues between IRS officials and representatives of the public. IRPAC's members represent various segments of the professional tax community.

Hagen was nominated to serve on the committee by the National Association of College and University Business Officers. All nominees submit a resume and complete a written application to the IRS, and undergo a Federal Tax Check and an FBI Background Check. Selection to the committee then is based upon the applicant's qualifications as well as the segment or group he or she represents.



At IU, Hagen is responsible for university financial reporting and serves as liaison for the annual financial audit. Her responsibilities also include overseeing university tax compliance and reporting, federal cost compliance and calculation, submission and negotiation of the university's Facilities and Administrative Rate (F&A) to the U.S. Department of Health and Human Services, and university cash control and reconciliation. She also serves in an executive capacity at the departmental level for FMS.

Spring 2009: What's New at FMS

KUALI Announcement

Kathleen McNeely: "Indiana University successfully went live with the Kualo General Ledger and Labor Ledger on Feb. 5, 2009. This success is the result of many months of work from Sterling George, Damon Dorsey, Jeff Morris, and Shawn Choo. This is a great accomplishment for the University and the Kualo Community."

This successful implementation included replacing accounting cycle components for the General Ledger, Labor Ledger and Sufficient Funds processing. It is a very important first phase in IU's plan to implement the full set of modules delivered by the KFS project in Release 3.0. Two announcements regarding this implementation: IU news release (<http://newsinfo.iu.edu/news/page/normal/9980.html>) and Kualo news release (<http://www.kualo.org/news/2009/02182009.html>).

Expanded FMS Training

FMS Training (http://www.fms.indiana.edu/training/fms_training.asp) has a link on the FMS home page which lists all FMS training and detailed explanations of each training session. Topics cover training in FIS, Payroll, TIME, and special financial topics such as the EPIC session listed below for Accounts Payable.

Payroll

PAO and PAU Transition to Bi-weekly Pay Cycle

FLSA directive issued March 02-09 on PAO and PAU job recordkeeping and overtime regulations that will go into effect August 2009. For PDF document go to http://www.fms.indiana.edu/payroll/paopau_transition.asp.

Departmental Payroll IUIE Reports

Fiscal officers and payroll processors: To access your departmental payroll IUIE reports, the link is http://www.fms.indiana.edu/payroll/iuie_payroll_report_steps.asp. There are a dozen reports you can access with detailed instructions on what each report is and how to access it.

TIME Updates, FAQs, and Tips

The TIME implementation is nearly complete on all campuses. Please contact the payroll office on your campus with questions about TIME for your specific department. Upcoming TIME changes:

1. Changes to Approval Process:

- a) **Description:** We are changing the functionality of our batch processes for notifications and approvals. The biggest change here will be the addition of a Supervisor Approval job. In today's system, if one Work Area approver does not do her approval that timesheet never gets routed to the Payroll Processor level. This is particularly bad in multiple assignment/job situations where another area's lack of approval prevents your area from seeing or approving the document. We are also going to use Workflow Notifications when we need to system-approve a document. The non-approver(s) will get a Workflow FYI routed to their Action List and a note will be added to the timesheet. These non-approval notifications become a permanent part of the document's route log.
- b) **Why we did it:** This change will help to ensure that approvers who are willing and able to approve a document get a chance to make that approval. The Workflow notifications will relieve a manual (and not always accurate) notification process that is in place today.

2. Timesheet Lite:

- a) **Description:** When an employee with any synchronous job follows the default 'open timesheet' link (or comes from a kiosk) he will only see the Clock section of the timesheet. A link below the clock action buttons will allow opening the full timesheet to add a note, other earnings, or just to review. This functionality will start with a pilot group and then rapidly be introduced to the whole population.
- b) **Why we did it:** This will lessen the processing time involved in rendering the complete timesheet for employees who just want to get to, or leave, work.

3. Clock Out Processing:

- a) **Description:** When a clock out is recorded, TIME needs to evaluate many business rules (shift differential, overtime, etc.) to determine what the net timesheet result will be given the timeblock created. From the Timesheet Lite interface, we will now record the clock log and show the employee his Work Status but not process the net timesheet changes immediately.
- b) **Why we did it:** Logic processing is server-intensive, reduces our capacity at peak times, and leaves the employee waiting to see the result of his clock action. By delaying the logic processing, employees can

clock in or out without waiting for the logic to be processed or the timesheet to be redrawn with the changes.

Please be advised that we will be disabling the Time Help email group in the near future.

We request that all future support questions be entered into the TIME Support Form linked in the TIME Portal's Links channel (<https://onestart.iu.edu/my2-prd/portal/145>) and also the FMS Support Form on the FMS website (<http://www.fms.indiana.edu/>).

The volume of requests, coming from all IU Campuses, has outgrown our ability to effectively respond via email. We now have 13,000 timesheets *each* pay period. By using the support form, you will be submitting your issue to our support system and our entire FMS Customer Service team will be able to see, and respond to, your request.

Accounts Payable

This notice applies to EPIC invoicing to the Indiana University Bloomington campus.

FMS AP-BL has two e-mail addresses designed to facilitate communication. This notice documents the purpose of each email address and includes reminders of other methods for vendors or department users to inquire of status.

INVOICE@indiana.edu is designed as an alternative invoice delivery mechanism. AP-BL only expects to see emails from vendors and Purchasing to this address. We expect vendor invoices to be attachments in the form of Word documents, pdf files, or similar. If a vendor desires to send an invoice to AP BL via email rather than via USPS mail, this is the place. Department users should not send invoices or inquiries to this email address. Other than a few approved exceptions, it is expected that vendors will deliver IUB invoices directly either to Indiana University, Accounts Payable, P.O. Box 4095, Bloomington IN 47402 or to INVOICE@indiana.edu.

FMSAPHLP@indiana.edu (NOTE: there is no 'e' in HLP) is designed to receive inquiries from department users, vendors and Purchasing. This inbox is monitored by a team of three and is an efficient way for AP-BL to get questions to the person responsible for answering. We do not expect to receive invoice emails to this address.

Other mechanisms for inquires:

Disbursement queries:

Inquiries regarding the status of payment processing for Purchase Order may be answered at the following link: <https://fdrs.fms.indiana.edu/cgi-bin/AP/AP?INVOICE>. This is a convenient webpage for vendors to review their invoice status.

Department users should begin at the link <https://fdrs.fms.indiana.edu/cgi-bin/AP/AP> for their choice of PO/Invoice search, Disbursement number search or DV disbursement search.

These queries hold data for the most recent 12 months.

ACH Active = Yes, ACH Active = NO

To answer the question: "Which vendors / payees have active ACH?" department users should access the IUIE report titled "ACH Lookup". This report is current as of the end of the prior business day.

(This query is for vendors / payees that are consider AP disbursements; EPIC PREQs and FIS DVs.)

Phone contact:

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Telephone inquiries for IUB invoicing are welcomed at 812-855-4004. We also tell vendors that “certain questions are best answered by your Indiana University department contact”.

Tax Updates

We’ve created a new web page so customers can monitor the status of the tax forms they are expecting to receive on their own without having to email or call an IU office to find why they haven’t received it yet. The next time a customer asks the question, “when...” you can share this URL with them. We will provide this service each year so they can learn to expect the most current information at this location.

Tax Form Forecast: <http://www.fms.indiana.edu/tax/forecast.asp> - Monitor the status of each of the year end forms IU issues

Please add the link to your websites **Important Tax Notice:** (http://www.fms.indiana.edu/tax/notice/2009_001.asp) Economic stimulus credit issued through change to Federal income tax withholding tables: See URL above for detailed information.

Accounts Receivable, Auxiliary Accounting, Capital Assets, and Student Loan Administration Depts.:

All of our departments are now located together on the 4th floor of the Poplars building.

Auxiliary Accounting

Rhonda Inman accepted the position of Manager of Auxiliary Accounting in FMS effective November 2008. Rhonda has 15 plus years of experience in FMS. In her previous roles, Rhonda has served as the External Reporting and Compliance Administrator, a Project Accountant, and a Contract and Grant Administrator. In addition, Rhonda is a licensed CPA and is currently working on her MBA. We are thrilled that Rhonda has joined our Auxiliary Accounting group and know that she will be a valuable addition to our team! Please congratulate her on her new position in FMS.

Q3 dates for Auxiliary Accounting:

Monday, 04/20/2009: All auxiliary vouchers complete, unless an earlier date is specified by your campus.

Friday, 05/01/2009: Send completed analysis and reports to fmsaux@indiana.edu. Organizations at IUB and IUPUI should copy your campus administrators.

Friday, 05/08/2009: Follow-up questions sent to organizations.

Friday, 05/15/2009: Answers to follow-up questions due to fmsaux@indiana.edu.

FMS Staff Changes and Departmental Physical Moves

Melody Amato accepted the position of External Reporting and Compliance Administrator and started in FMS on January 5. Melody’s experience in cash control and more recently in Treasury proved to be a good fit for this position. We welcome Melody back to FMS.

New Faces in Cash Control . Sally Link announced the following staff changes:

Bryan Keleher, Financial Analyst, replaces Susan Dybvig. He is a graduate of Iowa State University with experience in manufacturing accounting systems.

Becky Morefield, Accounting Assistant, replaced Laura Carlston. Becky previously worked in Student Loans Administration.

Kelley Martin, Accounting Assistant, replaced Joanna Wall. Kelley previously worked in FMS Customer Services.

In Customer Service: Jill Phillips, moved from Student Loans to join the FMS Customer Service team and is training to become our team FIS expert.

Physical Moves: Auxiliary, Accts Receivable & CAMS offices have recently moved from the 5th floor to the 4th floor of the Poplars building. Student Loans has joined them having moved from the 2nd floor to the 4th floor of Poplars.

Payroll and Accounts Payable are temporarily relocated on the Poplars' 2nd floor while their quarters get cleaned and repainted. Signage by the elevators will direct foot traffic to appropriate offices. They plan to move back to the 5th floor by late April.

Fiscal Officer Development Series (FODS)

FODS now has its own web presence which is linked from the AVP-FMS home page (<http://www.fms.indiana.edu/avpfms/>), near the bottom of this page. The Fiscal Officer Development Series strives to provide current, new and prospective fiscal officers with a "tool kit" for success through a curriculum that runs throughout an academic year.