



Office of the Executive Vice President for Finance and Administration

## Office of the University Controller

# UCO Fiscal Officer Newsletter

Issue 16 | June 29, 2022

An Office of the University Controller (UCO) publication

Welcome to the Fiscal Officer Newsletter! This newsletter is sent to fiscal officers across IU to keep them apprised of important deadlines, new reporting tools, and accounting updates.

A new issue is published the last Wednesday of each month. If you are a new subscriber, archived newsletters can be accessed on the [UCO website](#) as well as at the link at the bottom of the newsletter.

*Have questions for a UCO unit? Contact a team using the [Contact Form](#).*

## Important Dates

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### Year-End Document Deadlines

This is a reminder of special deadlines\* approaching for fiscal year-end document approvals:

Certain Financial Processing (FP) documents with ENROUTE status will be auto-disapproved the evening of **Thursday, June 30**.

#### **Auto-Disapproved**

Budget Adjustment (BA)  
Distribution of Income and Expense (DI)  
General Accounting Adjustment (GEC)  
Internal Billing (IB)  
Indirect Cost Adjustment (ICA)  
Journal Voucher (JV)  
Pre-Encumbrance (PE)  
Service Billing (SB)  
Transfer of Funds (TF)

#### **NOT Auto-Disapproved**

Auxiliary Voucher (AV)  
Cash Receipt (CR)  
Non-Check Disbursement (ND)  
Salary Transfer (ST)  
Benefit Expense Transfer (BT)

To read more on this topic, along with tips for searching for documents that have not yet been approved, visit the [KFS Financial Processing \(FP\) Documents page](#) on the FY22 Year-End Closing instructions.

*\*Please defer to your departmental/campus deadlines which may be earlier than university-level deadlines.*

Visit the UCO Fiscal Officer Calendar to review all upcoming events.

[UCO Fiscal Officer Calendar](#) >

## **Fiscal Year-End Update**

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As part of fiscal year 2022 external audit procedures, the University's external auditors (Plante Moran) will begin conducting interim testing of transactions towards the end of June. Please be aware that UCO staff may contact you directly during that time to request documentation related to this testing.

The FY22 Year-End-Closing Schedule has been posted on the UCO closing website. **Please note that this year's fiscal year-end-closing has been accelerated by one week, as compared to last year to facilitate audit deadlines (Friday, July 15).**

Please review the closing schedule for any additional updates related to Accounts Payable, Accounts Receivable, Capital Assets, Clearing Accounts, Contract & Grant Accounts, IU Foundation, Budget, and more.

[Access the Closing Schedule >](#)

## Accounting Updates

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### Cash Accounting New Stop Payment

The new Stop Payment Form launches this **Friday, July 1**. The old Stop Payment/Reissue form and the Check Status (Image) form will no longer be available after this date.

Access the new Stop Payment Form by visiting the [One.IU task tile](#) or by searching for it in the [Reference Material Library](#) on UCO's website. If you need to request an image of a cleared check, submit your request via the [UCO Contact Us form](#).

Updated training documentation and a training webinar recording are available to get you and your users up to speed on using the new form. All these resources can be found on the Stop Payment Form itself or by visiting the Financial Training & Communications team website.

[Review Training Materials >](#)

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### Payroll Termination Processing Procedures for Staff Employees

Please review PSOP 12.0. This SOP provides information on how to process staff

leave plan and benefit payouts at the time of termination, retirement, or transfer to a different position (paygroup).

[Access PSOP 12.0](#) >

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## University Tax Services

### Non-Resident Alien Hiring Guidelines

Most international students are eligible for on-campus employment on an hourly basis or as Student Academic Appointees. However, they are not eligible for work-study opportunities, and F-1 and J-1 students can only work a maximum of 20 hours per week.

It is important to follow the Non-Resident Alien (NRA) hiring guidelines to ensure Indiana University does not jeopardize the student's immigration status, their eligibility for future visits to the U.S., ensures proper tax withholding and proper reporting to the IRS, and that our international reputation stays intact.

After a hiring decision has been made, ensure the below steps are taken:

1. **Talk to the student** to see if they are already working on campus, have completed their Foreign National Information System (FNIS) questionnaire, and have authorization to work in the U.S.
2. **Verify work status** via the Job Data query in HRMS. If there is an active record, verify if it should be active or request that the assignment be ended by the respective department.
3. **Complete the Hire eDoc.**
4. **Student completes FNIS.**
5. **Student monitors pay** to ensure proper taxes are withheld.

If you are involved in hiring or onboarding new international employees, we recommend that you visit the FNIS resource page.

Please reach out to the [Office of International Services](#) or [University Tax Services](#) with questions.

[FNIS Resource Page](#) >

# Other Updates

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## Financial Training & Communications Website Relaunch

Friday, June 10, the Financial Training & Communications team launched a revamped version of their website. This new site features better organization, more updated documentation, and an easier to navigate news and events section. Please check your bookmarks, and if you need help relocating a page, contact the Training team by emailing [estc@iu.edu](mailto:estc@iu.edu).

[Visit the new site](#) >

## Web Updates

The UCO website continues to evolve. Web updates, such as new accounting standards, service pages, and more are posted on the web updates page by the 15<sup>th</sup> of each month.

[Review the latest updates](#) >

[UCO Home Page](#) | [FO Reporting Tools](#) | [Publication Archive](#)

*This newsletter is published by the Financial Training & Communications team in conjunction with University Accounting and Reporting Services (UARS).*

*Contact UARS by emailing [uars@iu.edu](mailto:uars@iu.edu).*