

## HOLIDAY HOURS

UCO will operate with minimal staff **Friday, December 23, 2022** through **Monday, January 2, 2023**. We wish you a happy holiday season and will respond to your message as soon as possible during this timeframe.



Office of the Executive Vice President for Finance and Administration

**Office of the University Controller**

## UCO Fiscal Officer Newsletter

Issue 22 | December 14, 2022

An Office of the University Controller (UCO) publication



*We wish you a happy holiday season and continued happiness into the new year.*

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 [Office of the University Controller's 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

—  
All deadlines are 10:00 pm on the date listed.

| Date       | Event                          |
|------------|--------------------------------|
| January 13 | December Close.                |
| January 20 | CRU Closing Documentation due. |

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

[UCO Fiscal Officer Calendar](#) >

## Accounting Updates

—  
**University Accounting & Reporting Services**  
**Reminder: FY2023 Q2 Close**

**January 13, 2023** is the deadline for Q2 close and Auxiliary Voucher (AV) document submission.

As a continuation of the FY2022 Year-End Closing process, the Constituent Reporting Units (CRUs) already participating in the closing process will be required to conduct a

Q2 close and submit documentation to UARS. Please review the new Interim Closing page to access a helpful closing checklist, deadline schedule, and other closing related documents.

All organizations will be required to review their Q1 & Q2 transactions for any transactions over \$5 million. If you have any non-system generated transactions over the threshold, you are required to submit supporting documentation for those transactions to [uars@iu.edu](mailto:uars@iu.edu). Supporting documentation includes but is not limited to: copies of invoices, contracts, awards or agreements, electronic fund transfers (EFTs), and cash receipt documentation. Please review the [Material Threshold standard](#), and email questions to [uars@iu.edu](mailto:uars@iu.edu).

[Visit the Interim Closing page](#) >

---

## **Payroll December Pay Date**

REMINDER! Monthly paid employees receive their December pay on the first business day of January the following year. December pay for 2022 will be issued on **Tuesday, January 3, 2023**.

[Review FAQs regarding December pay](#) >

---

## **University Tax Services Update State of Residence/Employment**

Employees of Indiana University who perform services solely in a state other than Indiana are not subject to Indiana tax withholding. Indiana University is registered as an employer in most states and can withhold taxes on the employee's behalf in those states.

Employees who live and work outside Indiana for at least 90 consecutive days within a 12-month period must update their state withholding by following the steps outlined below.

1. If you currently live and work in Indiana, notify and receive approval from your supervisor to work elsewhere. Your supervisor will consult IUHR regarding out-of-state work arrangements to ensure yours is in line with IU's revised remote work policy.

2. Once approved by IUHR, IUHR will facilitate the processing of a HRMS eDoc to begin the update process.
3. Locate your state's tax form in the [Employee Form Library](#). Complete the form.
4. Submit the completed state withholding tax form to UCO Payroll. Include your name, state of residence, and 10-digit university ID number with your form. The following are secure submission methods:
  - Mail: 1024 E 3rd St, Rm 132, Bloomington, IN 47405
  - Secure fax: (812) 856-0805
  - [SecureShare](#), a secure online file transfer service. Submit the file to [ucopayrl@iu.edu](mailto:ucopayrl@iu.edu).

Please submit questions to University Tax Services via the [UCO Contact Form](#) and check out the State Taxes page for more information.

[Review the State Taxes page](#) >

## 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).*

---

Indiana University  
107 S. Indiana Ave  
Bloomington, IN 47405