Office of the Executive Vice President for Finance and Administration
Office of the University Controller

UCO Fiscal Officer Newsletter

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An Office of the University Controller (UCO) publication

In this month's newsletter you'll find important updates regarding the addition of Campus Controller positions, accounting for rebate revenue when calculating recharge rates, the release of 1099/1098-T/W-2 forms, and more!

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

April 1   FY24 Rate Templates due to rates@iu.edu.

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

UCO Fiscal Officer Calendar ❯

Accounting Updates

University Accounting & Reporting Services
New Campus Controllers

The Office of the University Controller is in the process of adding four new Campus Controller positions. These new controllers will serve as a liaison between the campuses and UCO.

The Campus Controller will be tasked with providing expert guidance to their respective campuses, ensuring accounting and compliance standards implementation, while providing fiscal officer direction, and enforce required accountability. They will function as campus and unit-level liaisons with UCO for all financial, accounting, and controls compliance including financial systems and reporting. Campus Controllers will also facilitate audit requests, provide support for special accounting projects, and conduct quarterly campus financial analysis in support of external financial and executive level reporting.

Two of these positions have been filled. Sue Fleener will serve as the Bloomington Campus Controller and Melissa Hill will serve as the Regional Campus Controller. UCO hopes to fill the IUPUI and School of Medicine Campus Controller positions soon. The transition and implementation for these new roles is ongoing. Additional information will be shared in future newsletters.

Cash Accounting
Stop Payment Process Change

Are you requesting funds be reissued via direct deposit/ACH? Be sure to check the payee's record using the ACH Lookup in IUIE to confirm reimbursement ACH information is on file *before* submitting your stop payment form.

Moving forward, stop payment forms which request the reissue of funds via direct deposit will be returned to the form submitter if the payee does not have active reimbursement ACH information on file. This change was made to help reduce the likelihood of additional paper checks being mailed to the payee.

When reissuing a payment to an IU employee, verify that they have an active ACH reimbursement account by using the [ACH Lookup in IUIE](#). Enter their 10-digit university ID number in the Payee or Employee ID field and verify there is an active **CHRM** account. This same IUIE lookup can be used to verify BUY.IU supplier ACH information. Review the [Locating a Supplier's Payment Method page](#) to learn more about those steps.

If the appropriate ACH information is on file, submit the stop payment form. If not, contact the employee and instruct them to [add a reimbursement account via their Employee Center](#) or prompt the supplier to [add ACH information via their supplier portal](#).

Questions about this process? Contact Cash Accounting by emailing bankrecs@iu.edu.

University Tax Services
Release of 1099/1098-T/W-2 Tax Forms

The Office of the University Controller has released all 2022 Forms W-2, 1098-T, and 1099. Please notify your staff and suppliers as necessary. If students or staff approved electronic consent, they can access their forms via [One.IU](#) by searching for the related form number: "1098-T Tax Form" or "W-2 Tax Form." All Form 1099s were sent via postal mail.

Please request all staff and suppliers submit any questions via the Controller's Contact Us page.

Contact UCO Customer Service ❯

Payroll
Refunds of Employee Non-Tax Payroll Deductions

Please review PSOP 18.0 - Refunds of Employee Non-Tax Payroll Deductions. This Standard Operating Procedure defines the process to refund voluntary payroll deductions to employees when it is determined that such deductions were made in error.

Access PSOP 18.0 ›

Other Updates

Financial Training & Communications
Training Paths

The Training Paths section of the Training website has been updated with additional topics. In this section, you'll now find paths related to Purchasing, Travel, and one specifically for approvers!

Explore a Path ›

P-Card Training

In May, required P-Card training will be released. This training must be completed by the responsible cardholder (the individual who receives credit card charges in their Chrome River eWallet). Additional details will be shared in the next month. In the meantime, contact the Financial Training & Communications team with any questions.

Contact the Training Team ›

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 15th 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.