



Office of the Executive Vice President for Finance and Administration

Office of the University Controller

UCO Fiscal Officer Newsletter

Issue 29 | July 26, 2023

An Office of the University Controller (UCO) Publication

In this issue:

- Chart of Accounts Project Update
- Payments to Students
- Paycheck and Paycard Pick-Up Guidelines

If you are a new fiscal officer (FO), 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
July 31	CRU sub-certification and closing documentation due to Campus Controller

[UCO Fiscal Officer Calendar](#) >

Accounting Updates

University Accounting & Reporting Services Chart of Accounts Project Update

The Chart Project Working Group has been hard at work the last few months. The first two parts of phase one of the project are complete, and the group is now moving on to parts three and four of object code review.

Parts one and two involved object codes with little to no activity over the last five years. We anticipate parts three and four to require significantly more effort as they involve object codes with activity that are inconsistent across multiple charts.

The group thanks everyone who has contributed their efforts to this project thus far and asks for continued support as members of the group may be reaching out to some of you for input over the next few months.

University Tax Services Payment to Students

At Indiana University, there are only four acceptable ways to provide funds to students. Please communicate the proper methods to your unit. This helps facilitate accurate treatment and reporting for both the student and the university. In the order of prevalence of use, the methods are:

1. **Student Award:** Awards to support the student's direct education and education-related expenses should be paid through Student Information System (SIS). Generally, this includes scholarships/fellowships and grants.
2. **Services or Employment:** Compensation for services performed or employment should be paid through the Human Resource Management System (HRMS).
3. **Travel Reimbursement or Pre-Payment:** When a student travels on behalf of IU for university business, for their own educational or developmental benefit, travel should be paid through Chrome River. This applies to solo and group travel. When travel is not for IU business, funds provided are also recorded in the SIS.
4. **Check Request:** Rarely used. Unusual circumstances such as payment of a cash prize in a contest not restricted to students, or non-IU students participating in IU programs with IU funding should be paid through BUY.IU.

Additional guidance is available in the Student Payment Guidelines. Please direct any questions to the [UCO Contact Us page](#).

[Review the Student Payment Guidelines](#) >

Payroll

Paycheck and Paycard Pick-Up

Please review PSOP 23.0: Paycheck and Paycard Pick-Up to learn how to identify individuals who may pick up paper paychecks or paycards for employees not receiving pay via electronic funds transfer, and to establish a process for distributing those paper paychecks.

[Access PSOP 23.0](#) >

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).

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