



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

## UCO Fiscal Officer Newsletter

**Issue 31 | September 27, 2023**

**An Office of the University Controller (UCO) Publication**

In this issue:

- "Ready for Hire" Go-Live September 30
- External Audit Update
- Material Transactions Coversheet Requirement
- Independent Contractor Questionnaire Reminder
- Fiscal Officer Responsibilities for Payroll Processors
- P-Card Essentials Update
- Chrome River and Non-Employee Travel Updates

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

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

[UCO Fiscal Officer Calendar](#) >

## Accounting Updates

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**University Accounting & Reporting Services (UARS)  
"Ready for Hire" Go-Live September 30**

On **September 30**, "Ready for Hire" functionality will be available that will allow applicants in Talent Acquisition Management (TAM) to be transferred directly into HRMS PeopleSoft for payroll purposes, both as new hires and transfers. As part of the release, the Job Opening and Job Offer documents will route to the HRMS Fiscal Approver and HRMS Fiscal Approver Delegates set up on the KFS Organization document before routing to the Campus Budget Office for approval.

*The initial release of Ready for Hire is only for appointed (benefits eligible) staff and not academic nor part-time employees.*

Units should continue reviewing the HRMS Fiscal Approvers and Delegates set up for TAM appointed staff approvals on their KFS Organizations that are set up to allow positions.

To assist with that review, a new IUIE report has been published that lists existing HRMS Fiscal Approvers and Delegates. The report, [Organization Role Data with HRMS Indicators, Delegates, and Org Hierarchy](#), is located in the IUIE Master Catalog in the Quali Financial, Chart of Accounts, Datagroups folder.

When updating the HRMS Fiscal Approver and HRMS Fiscal Approver Delegate fields on KFS Organizations, the HRMS Fiscal Approver should be a current Fiscal Officer and HRMS Fiscal Approver Delegates must be exempt staff.

For reference, a “Ready for Hire” webinar and PowerPoint presentation are available on the HR website and include details about the new TAM functionality, training, and audience Q&A.

Slide 13 of the Webinar slide deck for finance professionals provides an explanation of how each KFS and HR approval role is set up and used by TAM and HR eDocs.

A [FAQ page](#) is also available. If you have questions related to the Ready to Hire Process, please contact [askhr@iu.edu](mailto:askhr@iu.edu). If you need assistance updating the KFS organization document or the new IUIE report, please contact your campus chart manager.

[Watch the webinar](#) >

[Access the PowerPoint slides](#) >

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## External Audit Update

Fiscal Officers are required to respond to audit requests and provide transaction substantiation, reconciliations, and/or internal control documentation if requested by UCO or Plante Moran, IU’s external auditors. Audit requests must be fulfilled **within 48 business hours of the request**.

For more information regarding transaction substantiation, please review the Financial Transaction Substantiation and Material Transactions Substantiation standards.

[Financial Transaction Substantiation Standard](#) >

[Material Transactions Substantiation Standard](#) >

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## Material Transactions Coversheet Requirement

As of **October 1, 2023**, all FY24 transactions of \$5,000,000 or more, must have a Material Transactions Coversheet attached to the KFS document

when the transaction is submitted. FY24 transactions processed prior to October 1, must have a coversheet attached by December 31, 2023. Fiscal Officers are responsible for ensuring the coversheet is attached.

Please contact your Campus Controller or University Accounting & Reporting Services (UARS) at [uars@iu.edu](mailto:uars@iu.edu) with any questions.

[Access the Material Transactions Coversheet](#) >

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## University Tax Services Independent Contractor Questionnaire Reminder

Are you planning to pay an IU employee as an independent contractor in BUY.IU? An Independent Contractor Questionnaire (ICQ) must be completed and reviewed by University Tax **first**.

Generally, employees should not be paid as independent contractors unless certain factors are met. Tax uses the information provided in the questionnaire to determine if the individual should be compensated as an employee through HRMS or as an independent contractor through BUY.IU. For more information, please review policy [FIN-ACC-630: Determination of Employee or Independent Contractor Status](#).

[Submit an ICQ](#) >

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## Payroll Fiscal Officer Responsibilities for Payroll Processing

Refresh yourself by reviewing PSOP 1.0: Fiscal Officer Responsibility, which outlines the Fiscal Officer's role and responsibility to ensure accurate and timely payroll processing within their department(s).

[Review PSOP 1.0](#) >

# Other Updates

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## Financial Training & Communications

### *P-Card Essentials Update*

*P-Card Essentials* training must be completed by responsible cardholders by **January 15, 2024**. Visit the PowerPoint slides, linked below, to review answers to common questions about this training requirement. You must be logged in to Google with your IU credentials to access the slides.

[Check out the slides](#) >

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## Travel Management Services

### Chrome River and Non-Employee Travel Updates

Chrome River received several exciting updates over the past few months. Non-employee travel resources were overhauled and reworked. A rundown of both these topics is captured in the PowerPoint linked below. You must be logged in to Google with your IU credentials to access the slides.

[Get up to speed](#) >

[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).*

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