



Finance

University Controller

UCO Fiscal Officer Newsletter

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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
October 31, 2025	Last day to submit mid-year recharge rate adjustment requests

Visit the [UCO Fiscal Officer Calendar](#) to review all upcoming events.

Guest Column: Office of International Services/Affairs

Process Change: Homeland Security Payments

Effective October 28, 2025, the U.S. Department of Homeland Security/U.S. Customs and Immigration Service (USCIS) no longer accepts paper checks for payment of immigration-related petition fees.

Previously, IU departments initiated these payments using the Homeland Security check request form in BUY.IU. Checks were then bundled with the applicant's other paperwork by the Bloomington campus Office of International Services (OIS) or Indianapolis campus Office of International Affairs (OIA) and shipped in hard copy. The BUY.IU check request form was retired, and a new, centralized process has been established to make these payments electronically via P-Card.

Departments will still use IU Atlas e-forms to initiate immigration petition requests. The forms have been updated to collect the IU departmental account number that will incur the fee. Visit the [Bloomington and Regional Campus Department Hiring and Hosting page](#) or the [Indianapolis Hiring and Hosting page](#) to learn about using IU Atlas. An OIS or OIA advisor will confirm the USCIS petition fee amount(s) with the department prior to processing the charge.

An OIS or OIA P-Card will be used to pay the petition fee(s) to mitigate declined transactions and delayed applications. Our teams will reconcile the P-Card charge in Emburse using the departmental account provided on the e-form, object code 4102, and include the text "USCIS Filing Fee [first initial last name of applicant]" in the Description field to help identify these transactions. Department approvers will review the charges following standard Emburse workflow rules.

Due to the additional processing being taken on by our teams, we cannot accommodate splitting expenses across multiple departmental accounts. Departments may use the Distribution of Income and Expense (DI) document in KFS to split fees across accounts, if needed or desired.

Both OIS and OIA are holding paper checks related to in progress immigration cases. We will work with IU Cash Accounting to stop payment on all paper checks we have in hand and communicate stopped payment information back to the initiating departments. These stopped payments will be re-processed using the new, centralized procedure described above should the immigration case proceed.

Please contact the [UA Finance Shared Services embedded team](#) supporting International Affairs, [Denise Gardiner](#) or [Becca Trestler](#), with questions as we transition to the new payment method.

Accounting Updates

Reminder: External Audit Process

The external financial statement audit process for IU starts in September and continues through October. As a reminder, Fiscal Officers must respond to audit requests and

provide substantiation, reconciliations, and/or internal controls documentation within 48 hours of receiving the request from UCO or Plante Moran, the university's external audit firm.

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

Financial Transaction Substantiation Standard →

Material Transaction Substantiation Standard →

Accounting Standards

New: Payroll Overpayments Standard

PSOP 2.0 has been replaced with a new payroll standard. This new standard establishes clear guidelines across Indiana University for identifying, reporting, and resolving payroll overpayments. This standard provides a framework to ensure timely and accurate handling of overpayments while promoting stronger internal controls to prevent them from occurring.

Please review the new standard and reach out to UARS with any questions at uars@iu.edu.

Check out the Payroll Overpayments Standard →

Reminders and Updates: Accountable Plan Accounting Standard

Fiscal Officers, please ensure that all individuals in your department are aware that beginning January 1, 2026, transactions 61+ days and older will be taxable to the expense owner (this includes expenses that occurred in 2025). Out-of-pocket expenses older than 120 days are no longer reimbursable.

Campus Controllers will contact Fiscal Officers in October regarding compliance with the accountable plan requirements.

Additionally, two updates were made to the Accountable Plan Accounting Standard:

1. Language defining how tax implications apply to students was added to the Tax Reporting for Nonaccountable Plan Payments section.

2. The Accountable Plan Flow Chart was updated to reflect the new 60- and 120-day timeframes.

Please review the standard and reach out to UARS with any questions at uars@iu.edu.

Review the Accountable Plan Accounting Standard →

Gift Accounting

IUF Fund Reimbursement Requirements

IU Foundation (IUF) gift funds must be disbursed into the corresponding IU restricted account ensuring all expenses are contained in a single restricted account for compliance. These restricted accounts should be managed similarly to grant accounts. Expenses must be directly charged on or moved to this IU restricted account. Match funds are subject to the same restrictions and compliance with donor intent as the related IUF funds.

Transfers out of these restricted accounts are only allowed if there are conflicting compliance requirements. Currently there are three exceptions where transfers out of the restricted account are allowed:

1. Transfers to 90* accounts for expenditures related to construction projects. For details about this process, see the [Construction Accounting Process for Capital Gifts from IUF](#).
2. Transfers to accounts with sub-fund group codes of AUXSER or MSERV for expenses related to recharge activity.
3. System transfers from cost share accounts related to grants.

Additional exceptions for conflicting compliance requirements will be reviewed on a case-by-case basis.

Recharge Accounting

Reminder: Recharge Rate Mid-Year Adjustment Approval Process

Beginning this year, departments that would like to adjust their recharge rates mid-year

must receive approval from Recharge Accounting prior to submitting a new rate template. Rate setting resubmission request forms must be submitted by **October 31**. This process change minimizes work on unnecessary resubmissions, strengthens oversight, and streamlines the review process.

Recharge Accounting will review each request, and rates with material changes will be approved for resubmission. Once approved, the final resubmission of a new rate setting template is due by December 31. No mid-year rate adjustments will be accepted after December 31.

The mid-year rate setting resubmission request form, FY26 rate setting template, and rate setting instructions are available on the UCO website in the Reference Material Library. Search for "rate setting" on the Reference Material page to locate these resources. Please send all rate resubmission requests and resubmissions to rates@iu.edu.

Access the Reference Material Library →

Payroll

Calculating Partial Pay

Refresh yourself by reviewing PSOP 21.0 - Calculating Partial Pay, which establishes a process for manually calculating partial pay for employees who did not work a complete pay period.

Access PSOP 21.0 →

University Tax Services

Employee Gifts

Please keep the below in mind when giving employee appreciation gifts this holiday season.

- University funds cannot be used for the purchase of gifts of any kinds to any individual, including employees and those contributing to the academic mission. Instead, Indiana University Foundation (IUF) funds may be used.
- Allowable gifts must be tangible personal property and cannot be items such as travel certificates, gift cards, cash, or cash equivalents.

- The university has put in place a \$100 de minimis threshold when it comes to employee gifts. The \$100 threshold is for the entire calendar year (not per gift giving instance). If an employee is gifted more than the threshold during the calendar year, please notify Tax as the entire amount of the gifts given need added as taxable income.
- There is no threshold on taxability of gift cards, cash, or cash equivalents. Any amount must be included as taxable income to the employee (even \$1).
- If an employee receives more than \$100 worth of tangible gifts or any amount of gift cards or other cash equivalents, submit the employee's information and details about the gift(s) to taxpayer@iu.edu.

Additional information can be found by referencing policy [FIN-ACC-590: Gifts to Employees, Non-Employees, and Students](#). Please submit any questions through the Controller's [Contact Us page](#).

Other Updates

Financial Training & Communication Update: Accountable Plan Quick Guide

Several updates were made to the Accountable Plan Quick Guide to help address common questions we've received. Updates include:

1. A timeline describing the gradual implementation of the Accountable Plan policy changes.
2. Explanation of taxability of returned/resubmitted expenses.
3. Clarification of submit vs approval date and tax implications
4. Link to the Accountable Plan Essentials video. This great resource summarizes the impact of this policy on expense owners. We encourage you to share it with faculty and staff in your areas.

[Review the updated page →](#)

Procurement Services Forms & Resource Library

Looking for a form or supplemental guide for a Purchasing, Travel, Accounts Payable, or Supplier Data Management process? You can now find all these resources in one place! The Forms & Resource Library launched last month and allows you to search by form name, by keyword, and filter results by Form or Resource.

[Visit the library →](#)

Tariffs in BUY.IU

When creating a requisition for a supplier who charges tariffs, do not create a PO line on the requisition for these tariffs. This will allow the charges to be captured in a separate field for Procurement reporting purposes. Please contact Purchasing by submitting a Support Form if you have any questions.

[Submit a support form →](#)

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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.