Holiday Hours

The university is officially closed due to the holidays from **Thursday, December 25, 2025**, through **Thursday, January 1, 2026**. UCO will respond to your message when normal business resumes on **Friday, January 2, 2026**.

Finance
University Controller

UCO Fiscal Officer Newsletter

Issue 58 | December 17, 2025
An Office of the University Controller (UCO) Publication

Wishing you a happy holiday season and a joyous new year!

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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
January 12, 2026	FY26 Q2 Close
January 20, 2026	Closing Material due to Campus/UA Controllers
January 27, 2026	Closing Material due to UARS
April 1, 2026	FY27 Rate Setting Templates Due

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

Policy Updates

Updated: Fraud, Accounting Compliance, and Payroll Policies

In November, important updates were made to the three UCO policies linked below. Please review each revised policy and reach out to the policy contact on each with any questions.

FIN-ACC-30: Fraud and Fiscal Misconduct →
FIN-ACC-350: General Accounting and Financial Audit Compliance →
FIN-PAY-001: Payroll Compliance →

Accounting Updates

University Accounting & Reporting Services (UARS) Reminder: FY26 Q2 Close

Monday, January 12 is the deadline for Q2 close and Accrual Voucher (AV) document submission. Constituent Reporting Units (CRUs) participating in the closing process are required to conduct a Q2 close. CRU closing submissions are due to your Campus or UA Controller by **Tuesday, January 20**. Campus Controllers will submit the reviewed closing information to UARS by **Tuesday, January 27**.

Review the Accounting Close Standards →

Published: UCO Closing Reports Compilation

UARS has published a new report that helps users run financial reports as part of the closing process. This new report allows you to return all your quarter-end and year-end accounting reports in one go instead of running multiple reports.

In this new report, you enter the information for the specific organization you wish to view, and the report will display the following financial reports on separate tabs using the UCO closing thresholds:

- Balance Sheet Variance Analysis
- Income Statement Variance Analysis
- Balance Sheet Substantiation
- Negative Account Balance
- Stale Balances
- Material Transactions
- Cash Flow Report (not required, but viewed as a best practice)

There are also placeholder tabs to add the UCO closing checklist and the Non-Student AR checklist to have this information together in one single file.

We hope this new report helps streamline part of the closing process and save you time when gathering closing information.

Access the UCO Closing Report Compilation →

University Tax Services
Living Outside of but Working in Indiana

As a continuation of last month's article, employees of Indiana University who perform services solely in Indiana may not be subject to Indiana state tax withholding if the employee's permanent residence is in one of the following states:

- Kentucky
- Michigan
- Ohio
- Pennsylvania
- Wisconsin

The State of Indiana has established reciprocity agreements with these states. This means that the employee will not be charged Indiana state tax if they

complete and submit the IN Form WH-47, Indiana Certificate of Residence. This form does not exempt employees from applicable local income taxes, such as county taxes, for the state of Indiana or taxes imposed in your state of residence. Request that your team members who live in one of the above listed states submit a completed IN Form WH-47 via one of the steps below:

- Locate the IN WH-47 form in the Employee Form Library. If you wish to have state taxes withheld from your pay from your state of residence, also locate and complete your state's tax withholding form.
- Submit the completed forms to UCO Payroll. Include your name, state of residence, and 10-digit university ID number with your forms. 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

Payroll
December Pay Reminders

Please remind staff to take the following into consideration if they have automatic withdrawals from their bank accounts, and to ensure they have adequate funds to cover these withdrawals.

- The **November 26** paycheck was the final paycheck in 2025 for monthly paid faculty and staff.
- The December paycheck for monthly paid faculty and staff will be paid on Friday, **January 2, 2026**, the first business day of January.

Read more about December Pay →

Payroll SOPs Removed

Several payroll SOPs (PSOPs) have been removed and transformed into reference documents to support payroll processing. These revised materials are available on the Payroll Processors Instructions and Reference Material page on the UCO website.
The following SOPs have been converted into reference materials:

- PSOP 3.0: Payroll Procedures for Payments after Death
- PSOP 6.0: Holidays - Recording Hours Worked
- PSOP 9.0: Mobile Plan and Device Allowance
- PSOP 10.0: Monthly Payroll Vouchers - Attendance Adjustments for NO PAY Hours
- PSOP 11.0: Overtime Policy - Special Exceptions
- PSOP 12.0: Termination Processing Procedures for Staff Employees
- PSOP 13.0: Military Time Off, Leaves, and FMLA Processing Procedures
- PSOP 14.0: Recording Injury Hours in the ePTO and on the Monthly Voucher

The following reference document has been added to the Payroll Processors Instructions and Reference Material webpage:

- Payroll Direct Deposit Fraud Instructions

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

Visit the Instructions and Reference Materials page →

Recharge Accounting
FY27 Rate Setting Template & Instructions

The new Fiscal Year 2027 (FY27) rate setting template and instructions are available in UCO's Reference Material Library. To access these materials, search for "rate setting" on the Reference Material page. Please use the updated template and review the instructions for changes.

Submissions for FY27 recharge rates are due to Recharge Accounting on April 1.

Beginning in FY27, units may adjust rates only through a new fiscal year rate submission, which takes effect on **July 1**, or through an approved mid-year rate submission, which takes effect on **January 1**.

Download the updated template and instructions →

Other Updates

Financial Training & Communication
Accountable Plan in Full Effect January 1

Beginning January 1, any unsubmitted Emburse expense that is already more than 60 days old will be taxed as income. This applies to all reimbursements and IU credit card expenses submitted after January 1. Any credit card or out of pocket expense with a purchase date of November 2 or earlier will be 60 days old on January 1 and tax reportable. Encourage staff to submit expense reports before leaving for winter break to avoid tax consequences.

Checkout the Quick Guide →

UCO Home Page | FO Reporting Tools
Publication Archive | UCO FO Calendar

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.

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