

PAYROLL ESSENTIALS

Quick Reference Guide

SUPPORT BY AREA OF OWNERSHIP

Remember that your department, organization, responsibility center, and campus are excellent resources for understanding the payroll processing scenarios that you will be handling. Other university-wide support areas are listed here:

Financial Management Services		
Payroll Department	<ul style="list-style-type: none"> Manages payroll policies and procedures Supports departmental payroll processors Maintains Quali Time system, policies, procedures 	Web: https://fms.iu.edu/payroll/
Customer Service	<ul style="list-style-type: none"> Supports Quali Time 	Web: https://fms.iu.edu/payroll/ Contact: https://fms.iu.edu/support/
University Human Resources		
HR Systems	<ul style="list-style-type: none"> Manages employee policy and hiring procedures Manages/supports HR eDocs 	Web: http://www.indiana.edu/~uhrs/hrms/index.html
HR Policies	Source: University Policies http://policies.iu.edu/policies/categories/human-resources/index.shtml	

SUPPORT BY TOPIC

General		
FMS Payroll Processor by Department	Source: FMS Payroll	https://fms.iu.edu/payroll/contacts/
Procedures, Guides, Forms	Source: FMS Payroll	https://fms.iu.edu/payroll/standard-operating-procedures/
Payroll Calendars	Source: FMS Payroll	https://fms.iu.edu/payroll/payroll-calendars/
Financial Policies	Source: University Policies	http://policies.iu.edu/policies/categories/financial/index.shtml
Adjustment Voucher Guide	Source: FMS Payroll	https://fms.iu.edu/index.php/download_file/view/117/196/
Monthly Payroll SOP	Source: FMS Payroll	https://fms.iu.edu/index.php/download_file/view/532/196/
Biweekly Payroll SOP	Source: FMS Payroll	https://fms.iu.edu/index.php/download_file/view/531/196/
Timekeeping (Quali Time)		
Procedures and Guides	Source: FMS Payroll	https://fms.iu.edu/payroll/kuali-time/
Kuali Time Audit Recommendations	Source: FMS Payroll	https://fms.iu.edu/files/1614/0025/7550/Kuali_Time_Reports_Audit_Recomm.pdf
Reporting (IUIE)		
Payroll Reports	Source: University Tax Services	https://fms.iu.edu/payroll/standard-operating-procedures/iuie-payroll-reports/