



SCHOOL OF
**INFORMATICS, COMPUTING,
AND ENGINEERING**

Faculty and Staff

Employee Handbook

April 2019

SICE Quick Reference Guide

General Questions?

Contact a **SICE Administrative Assistant**

Administration

- Karen Kenny, Administrative Assistant (kkenny@indian.edu), Info East 237

Computer Science

- Lynne Mikolon, Faculty Secretary/Receptionist (lmikolon@indiana.edu), Luddy 2062
- Laura Reed, Administrative Secretary (lreed@indiana.edu), Luddy 1103
- Kim Rodman, Project Coordinator/Office Manager (karodman@indiana.edu), Luddy 2066

D2I Center

- Jodi Stern, Administrative Secretary (sternjo@indiana.edu), CIB, 2709 E. 10th Street

Informatics

- Jennifer Nicholson, Faculty Secretary (jnichol@indiana.edu) Info West 102

Information and Library Science

- Katie Novak, Department Administrator (katinova@indiana.edu), Luddy 2104
- Michelle Dunbar-Sims, Administrative Assistant (midunbar@indiana.edu), Luddy 2129

Intelligent Systems Engineering

- Heather Yarnall-Kates, Administrative Assistant (hkates@indiana.edu), Luddy 4143

Technology or Facilities?

software, hardware, equipment, website, furniture, office, phone, building access, etc.

Contact the **SICE Service Desk**

Complete the [Service Request](#) form or email sicehelp@indiana.edu

Grants?

pre-award [proposals, budget, SOW, etc.], post-award administration, underwrites, grant transfer from another institution, students employed on grants, travel funded by grants, other project expenses, no-cost extension (NCE), etc.

Contact **SICE Grants Team**

sicegrnt@indiana.edu

HR?

payroll, employing students, employing academics [post-doc or research scholar], timesheets, withholding, ePTO, benefits, insurance, FMLA, visa, no-pay employees, visitors, etc.

Contact the **SICE Payroll Team**

sicepay@indiana.edu

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Addresses

- Luddy Hall, 700 N. Woodlawn Ave., Bloomington, IN 47408
- Informatics West, 901 E. Tenth St., Bloomington, IN 47408
- Informatics East, 919 E. Tenth St., Bloomington, IN 47408
- Smith Research Center, 2805 E. Tenth St., Bloomington, IN 47408

Administrative Assistants

Administration

- Karen Kenny, Administrative Assistant (kkenny@indian.edu), Info East 237

Computer Science

- Lynne Mikolon, Faculty Secretary/Receptionist (lmikolon@indiana.edu), Luddy 2062
- Laura Reed, Administrative Secretary (lreed@indiana.edu), Luddy 1103
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Intelligent Systems Engineering

- Heather Yarnall-Kates, Administrative Assistant (hkates@indiana.edu), Luddy 4143
- Roxanne Marotz, Administrative Services Coordinator (rmarotz@indiana.edu), Luddy 4137

Communications Needs

- For business cards, contact [Ken Bikoff](#).
- For press releases, contact [Ken Bikoff](#) and [Kelsey Keag](#).
- For other marketing and communications needs, contact [Kelsey Keag](#).
- To add or edit your profile on the SICE website directory, submit a [Service Request](#) form and choose "Web - Profile Add/Change."
- Need to create a website? See the [web hosting options](#) available.
- Want to suggest edits to the SICE main website? Submit a [Service Request](#) form or email sicehelp@indiana.edu

Copying

- Contact an Administrative Assistant if you need assistance.
- Plan ahead; allow extra time (at least two days) for large orders.

Contracts & Grants

(pre-award [proposals, budget, SOW, etc.], post-award administration, underwrites, grant transfer from another institution, students employed on grants, travel funded by grants, research participant payments, etc)

Transferring Contracts and Grants from Prior Institutions – To transfer an active award, first consult with the agency program officer. Next, email SICE Grant Administration sicegrnt@indiana.edu. The SICE grant director will serve as liaison between the former institution and the IU Office of Research Administration.

A faculty member who is a PI or Co-PI on a grant that will not be transferred to IU will need to appoint a new PI at the former institution or be removed as Co-PI if no further active role in the project is to be assumed. Faculty remaining active and anticipating financial support will need to have their former institution set up a subaccount with IU.

Transferring Students / Staff from Prior Institution – If students or other staff are transferring to IU, email the SICE Payroll Team at sicepay@indiana.edu and contact the departmental graduate student office as early as possible. Transferring students and employees can be complex and will take time, especially for international students.

Proposal Submission – SICE has an experienced and dedicated grants team. As soon as you consider a proposal submission, send an email to sicegrnt@indiana.edu with the agency solicitation number and due date. A SICE grant consultant will contact you.

Plan ahead: allow sufficient time for the grants team to meet all deadlines. Send an email to the SICE Grant Team sicegrnt@indiana.edu at least three weeks prior to the submission deadline. Advance notice is also necessary in order to meet ORA deadlines.

The SICE Grant Team will serve as the liaison between the PI(s) and the IU Office of Research Administration (ORA). ORA often requires the budget documents ten (10) days prior to the agency submission date.

Post Award – The Office of Research Administration (ORA) assigns an account number to each received award. All expenses charged to the grant account must be allocable and allowable on that grant. Faculty receive and should review the monthly financial activity reports for their grants. After 90 days an expense may not be transferred to a grant or between grants.

GMT(IU Office of Research Administration) gmt.iu.edu – Easy way to access information on award expenditures, proposal submissions and ORA contact information. If there are any questions or concerns, contact the SICE Grants Team sicegrnt@indiana.edu.

SICE Specific Items – Graduate students appointed at 50% FTE (20 hours per week) are eligible for up to 30 credit hours per academic year of fee remission. Health insurance is also a required fringe benefit. SICE only charges the in-state portion of fee remission to a grant or faculty research account if the project has the full indirect rate.

Indirect Costs returned to faculty range from 10% to 50% based on specific criteria
[Indirect Cost Recovery Policy](#)

Additional Resources

- [SICE Faculty & Research](#)
- What [Linux systems](#) are available?
- [IU Research Gateway](#)
- [IU Office of Research Administration](#)
- [MyRA - My Research Administration Dashboard](#)

CrimsonCard

[CrimsonCard](#) is the official photo ID card for all Indiana University campuses. It provides access to essential university services, including printing, meal plans, libraries, and recreational sports facilities, as well as secure entry to campus buildings and residence halls. CrimsonCard will also be accepted as payment both on campus and at participating local retailers.

New IU students and employees will receive a CrimsonCard when they bring a valid, government-issued photo ID and their 10-digit University ID number to [any campus card services location](#).

You can use your [CrimsonCard](#) as payment at participating retailers, both on and off campus. In order to use your CrimsonCard as payment, you can:

- deposit funds into a CrimsonCash Account; this creates a declining balance account, similar to a debit card
- enroll in Payroll Advance, which allows employees to make purchases up to a predetermined amount; funds are then deducted from the employee's next paycheck.

Direct Deposit

- Payroll Direct Deposit – set up at time of hire
- Disbursement Voucher (DV) – email fmsaphlp@indiana.edu
- Travel Reimbursement Direct Deposit – use the app in One.IU.edu to set up travel direct deposit reimbursement or change an account that is already on file
- IU Foundation – contact IUF Account Administration at iufacct@indiana.edu

Disposal of University Property

The School of Informatics, Computing, and Engineering is bound by state regulations governing the disposal of university property. Property may not be sold or given away. There is an approved process for the disposal of university items. Only the Director of Facilities or the Director of IT may arrange for the disposal of university property. Please submit a [Service Request](#) form or email sicehelp@indiana.edu for assistance with disposing of university property.

Dues, Memberships, & Subscriptions

Consult an Administrative Assistant for payment of dues, memberships, and subscriptions.

Faculty: dues and memberships for professional organizations important to and consistent with the mission of the School of Informatics, Computing, and Engineering may be paid from a faculty research account. Send your invoice and payment request to an Administrative Assistant. Please note that all memberships require campus approval, so allow sufficient time for membership applications to be processed.

Staff: dues and memberships for professional organizations important to and consistent with the mission of the School of Informatics, Computing, and Engineering may be paid from a departmental account.

Faculty can utilize start-up accounts to purchase publications (books, magazines, etc.) whose content is directly and continually relevant to the employee's position. IU will not cover the cost of general interest publications.

Employee Perks

Visit IU's [Employee Perks webpage](#) for information on the following perks:

- Automotive
- Banking
- Dining
- Education
- Health & Wellness
- Housing & Home Improvement
- Sports & Recreation
- Technology

Event Planning / Room Reservations

When planning an event that requires IT support, IT staff must be involved in the planning stages, so please plan ahead and submit a [Service Request](#) form or email sicehelp@indiana.edu as early as possible with your needs. Some resources are not available without advanced notice.

If your event is off-site and needs any kind of staff support, additional coordination and planning will be required. Check the [SICE events calendar](#) for possible conflicts.

If event planning is part of your job or workflow, please join our internal Event Planning listserv – sice-eventplanner-l@indiana.edu . For assistance with event planning, contact SICE's Event Coordinator, [Jill Clancy](#).

IT and Audio Visual Support

On the [Service Request](#) form, indicate your IT and audio-visual needs. Tell us what you want at the event, and we will design/provide what you need. You must schedule in advance all audiovisual equipment needed – computers, projectors, microphones – as well as an IT staff member to run equipment.

- [Video recording options](#)
- [Video conferencing options](#)

Meeting Space Reservations

- [SICE AdAstra](#)
- [IMU meeting spaces](#)
- [Other locations at IU](#)

Catering

- Planning to serve food? Please see [this list of approved IU approved caterers](#)
- Planning to serve alcohol? Please review the [SICE Alcohol & Entertainment Policy](#)

Transportation

- [IU Fleet Services \(Motor Pool\)](#): 1-812-855-3300
- [Go Express Travel/Bloomington Shuttle Service](#): 1-800-589-6004
- [Classic Touch Limousine Service](#): 1-812-339-7269
- See [IU Travel Management Services](#) for several options.

Advertise your event at SICE

- Contact [Tracey Theriault](#) to advertise on digital signage and social media
- Consider which [SICE mailing list\(s\)](#) may be appropriate
- Build an RSVP using [Qualtrics](#)

Miscellaneous Items

- Tables, chairs, easels? If your event is at a SICE building – [submit a Service Request](#) form
- If event is at another location – IMU (812-855-1808) (submit a [Service Request](#) form for advice)
- Decorations, SICE swag, tablecloths – contact [Jill Clancy](#)

**Do NOT use personal funds to make an IU purchase.
Reimbursement may not be possible.**

Facilities

Furniture

In order to be compliant with all [IU Purchasing Policies](#) and to take advantage of negotiated vendor contracts, educational discounts, and IU's tax exempt status, **ALL** furniture **MUST** be purchased by the SICE Facilities team. See [IU Purchasing Policies](#) for more information. For furniture requests, complete the [Service Request](#) form or email sicehelp@indiana.edu

Office

If you have questions about your office assignment, please discuss it with your department chair or supervisor.

Building Access

- **Luddy Hall:** Building access to Luddy Hall requires an IU ID card (see [CrimsonCard](#)).
- **Informatics East & West:** Submit a [Service Request](#) form or email sicehelp@indiana.edu requesting a building access card. Include your name and IU username (IU email address). 24-hour access will be granted to SICE buildings, plus access to classrooms, meeting/conference rooms, and computer labs. If access is needed beyond these areas (personal office, lab, etc.), please include this information in the request. When the request is completed and the card is ready, an email will be sent to notify you that the new card is ready for pickup from West 204.

Faculty Annual Report

The FAR (Faculty Annual Report) has been replaced with DMAI (Digital Measures-Activity Insight).

Access this report via One.IU.edu.

- Reports are due on January 15 of each year for the previous calendar year (January 1-December 31)
- Attach your CV in the Supplemental section

Questions?

- Use the Faculty Support Guide in the DMAI app
- Email DMHELP@indiana.edu
- Contact [Benita Brown](#), SICE Director of Faculty Administration

Fax

IU Fax Service – to send an outbound fax via a web interface, go to the IU Fax Service: <https://fax.iu.edu/>. For additional information, see [About the IU Fax Service](#) in IU Knowledge Base.

Financial Accounts

At SICE, separate financial accounts exist to track expense in each area (communications, IT, etc.), each department (Computer Science, Informatics, etc.), each active contract or grant, and each faculty member's research account (start-up funds).

Faculty, department chairs, and directors are assigned account manager responsibility for their respective/appropriate accounts. Each account manager receives a monthly financial report for review.

Each account manager should review the reports each month to ensure all charges are:

- **complete** – all expected charges are present
- **accurate** – the correct amount is charged to the correct account
- **valid** – there are no erroneous charges

Teaching expenses and department or school expenses are charged to department/school accounts. The business office staff can assist with reviewing and correcting charges.

For questions on contract and grant accounts, contact [SICE Grant Administration](#). For all other accounts, contact [Tami Martindale](#).

Flower Purchases

University funds may not be used to purchase flowers for non-official functions, personal office decorations, or for personal occasions such as birthdays, weddings, or illnesses. However, flowers may be purchased with funds from an IU Foundation account in the following circumstances:

- Flowers for a funeral arrangement for a deceased employee, their spouse/domestic partner, or child
- Flowers for non-employees or employees (in the hospital) to further the mission of the School of Informatics, Computing, and Engineering, as determined and approved by the fiscal officer
- Flowers for university functions such as commencement, faculty, staff, or student award ceremonies, and official receptions
- Flowers for other events, as determined and approved by the fiscal officer.

An individual/department wishing to send flowers should contact an Administrative Assistant.

Gifts

Gifts to IU employees **are not allowed** except for retirement gifts or hospitality/bereavement flowers. Please contact an Administrative Assistant prior to purchasing a gift for a non-employee.

Helpful Links

- [School of Informatics, Computing, and Engineering homepage](#)
- [Message from Dean Raj Acharya](#)
- [Policies and Guidelines for SICE Faculty and Staff](#)
- [SICE Staff Organizational Chart](#)
- [Office of the Vice Provost for Faculty & Academic Affairs](#)
- [University Human Resources](#)
- [University Information Technology Services \(UITS\)](#)
- [University Policies](#)
- [IU Knowledge Base](#)
- [IU Staff Handbook](#)

One.IU.edu provides links to: Employee Onboarding; Create my First IU Account; Exchange; Quali Time; Paid Time Off; Employee Center; Paycheck Details; Parking Permits; Software Downloads; FERPA; New Employee Orientation

Hiring

When a new employee is hired or leaves SICE, there are many behind-the-scenes workflow actions that need to take place. When you hire a new employee or an employee leaves SICE, please submit a [Service Request](#) form or email sicehelp@indiana.edu (choose 'Other' from the pull-down).

Before hiring any new AI or student employees, you must submit information to the SICE Payroll team before the start date by contacting [Jessica Meyer](#) at sicepay@indiana.edu.

Hospitality

SICE Hospitality Guidelines

- All SICE hospitality must comply with the [SICE Alcohol and Entertainment Policy](#) and IU Policy.
- IUB Campus requires submission of a Hospitality Request for single events over \$2,500.
- [University Hospitality Expenditures](#)
- SICE requires submission of a Hospitality Request for events over \$50 that are not on the pre-approved SICE hospitality event list below.

For the items below please use the listed object code:

- General (Object 4025)
 - Colloquia: coffee/cookies/fruit < \$50 (*should be charged to a colloquium sub account*)
 - Faculty meetings: coffee/fruit/snacks < \$7/head
 - Hospitality for visitors
- Conference & Workshops (Object 4026)
 - Hospitality for conferences and workshops
- Student (Object 4028)
 - Pizza/snacks for student meetings < \$7/head
 - Student engagement activities

- Student Recruiting (4046)
 - Activities with prospective students, graduate and undergraduate
- Faculty/Staff Recruiting (Object 4047)
 - Faculty hiring activities (ALC sub object required for alcohol)

Budget Approval Process

Employees arranging hospitality must have preapproval (verbal or written) from the account manager who oversees the funds being spent. This can be a blanket approval, instead of event by event, if the account manager prefers. Account managers must have funds available to approve hospitality.

Events Where Alcohol May Be Provided

See the [SICE Alcohol and Entertainment Policy](#) for more details

Events Where Alcohol May NOT Be Provided

No alcohol may be present at any event attended by undergraduate students.

Is the Expense Reasonable? Two tests:

- Newspaper: Would SICE be comfortable if the event were reported in the newspaper?
- Donor: Would a donor approve if their donations were spent on the event?

Meals with Donors, Guest Faculty, Employers, Prospective Graduate Students, and Other Non-IU Constituents

SICE has set a guideline maximum of \$240: \$60 per person for food, alcohol, tax, and tip for four people (up to three employees and a guest).

Quantity and Cost of Alcohol

- SICE recommends no more than one or two alcoholic beverages per guest or employee.
- SICE recommends not spending more than \$30 to \$40 on a bottle of wine and avoiding or limiting expensive liquors.
- All alcohol costs must be included within the per-head guideline amount.

Events for Graduate Students – Options

- A celebratory meal for the graduate and 3 employees which costs no more than \$240
- A modest event celebrating multiple graduates at the same time
- An open event, for which SICE covers the expense for the graduate student and 3 employees, but all other guests pay their own bills.
- Large (annual) events:
 - are limited to one large event per year for each set of students
 - include a beginning-of-the-school-year welcome or end-of-year farewell event
 - do not include alcohol. Cost per head should not exceed \$30.

To Request an Exception to the Policy

Faculty may request an exception to policy from their department chair; staff may request an exception to policy from the Senior Director of Administration and Finance.

The SICE policy is subordinate to all IU policies regarding entertainment and alcohol.

IU Staff Handbook

<http://www.iu.edu/~uhrs/pubs/books/staff-handbook.pdf>

Motorist Assistance

When you lock your keys in your car, run out of gas, or have a flat tire or a dead battery while parked on university property, call Parking Operations at 812-855-9849 and ask for [Motorist Assistance](#). This service is free up to three times per academic year and costs \$40 for each additional call.

One.IU.edu

One.IU.edu is the portal to access most of the online applications used at Indiana University.

One.IU.edu / Employee Onboarding (IU Bloomington) contains links to several services, including the New Employee Orientation program.

Parking Permits

- If you plan to drive and park a vehicle (including a bicycle) on the IU campus, you must obtain and display a valid IU parking permit. Visit the [Office of Parking Operations](#) website for options, eligibility, and pricing.
- Employees can obtain a temporary parking permit from Parking Operations for free if they forget their permit on a given day.
- One-day visitor parking permits are available for purchase from Parking Operations for anyone not affiliated with IU.

Postage / Shipping

- [IU Mail Services](#) is a campus service which provides delivery of business mail between campus locations at no charge. Note: this services is for business mail only, not personal mail.
- Administrative Assistants will help process mail and shipping.
- SICE does not cover personal mail or shipping expenses.

P-Card

An [IU P-Card \(Procurement Card\)](#) is a credit card that may be used for some, but not all, IU-related purchases. Contact an Administrative Assistant for assistance. Please review [SICE's P-Card policy](#) as well as IU's [P-Card Restrictions](#).

Only use a P-Card for appropriate purchases:

- Small dollar transactions under \$1,000
- One-time purchases from a non-IU vendor
- Purchases from a supplier that does not accept purchase orders
- Conference registration fees

Sales Tax:

- IU's tax exempt number (0003123294) is on the face of all P-Cards.
- We are taxed for staff or faculty hospitality expenses but not for student hospitality expenses.

Return the P-Card and an itemized receipt to the cardholder as soon as possible. Please indicate on your receipt what the purchase was for and the account number to be charged.

Purchases

IU Purchasing has established policies, procedures, and best practices to ensure flexibility, value, and protection for faculty purchases and as well as compliance with all applicable laws, regulations, and policies: [Purchasing: IU Office of Procurement Services](#)

Before making any purchase, please contact an Administrative Assistant to ensure the purchase complies with all IU and SICE purchasing policies.

Make sure you clearly communicate to your Administrative Assistant any complex or unique aspects of your purchase, especially if you have a critical or **short deadline** or if your preferred vendor is **not yet an IU approved vendor**.

Unless the purchase is in compliance with all policies, you may not be reimbursed. Never use personal funds to make any IU- or grant-related purchase.

No **confirming** or **after-the-fact orders** are allowed. A **confirming order** is a purchase, letter of intent to purchase, or request for scheduling in advance of an order without having a valid purchase order number. An **after-the-fact order** is an order submitted to Purchasing for goods that have already been delivered or services that have already been provided without having a valid purchase order number. These are against IU policy.

Books (not-classroom related)

Contact an Administrative Assistant for assistance (SICE has an account with Amazon for free shipping and no sales tax.)

Equipment/Software/Hardware/Furniture

SICE uses a ticketing system to track all IT and Facilities requests. Submit a [Service Request](#) form or email sicehelp@indiana.edu.

P-Card

See [P-Card section](#) in this Handbook.

Professional Services

Professional services, such as consulting, transcription, or subcontracts, can be complex to set up, as providers will need to pass the IRS independent contractor test (to ensure they are not qualifying as an IU employee) before being allowed to be an IU vendor. Since these arrangements are complex, please allow plenty of time to set these up before services are provided. Contact your department's Administrative Assistant for help with arranging professional services.

Reimbursement

- IU requires itemized receipts showing proof and type of payment for reimbursement.
- Provide the account name or number as well as a description of the purchase(s) (if not on receipt).
- Submit receipts promptly; after 60 days, reimbursements are taxable income.
- For additional information on whether an IU-related purchase is taxable, please see: [Indiana Sales Tax Purchases Matrix](#)

**NEVER use personal funds to make an IU purchase.
Reimbursement may not be possible.**

Relocation / Moving Expenses

Funds to assist with relocation to the Bloomington area are negotiated during the offer/hire process. If funds for relocation were negotiated at time of offer, the funds will be added to the first paycheck (as taxable income).

Research Participant Payments

Research Participant Studies are also known as User Studies, Human Subject Studies, and Incentive Studies. There are many rules for and restrictions on compensating study participants. The Program Coordinator/Assistant to the Informatics Chair manages research participant payments. Please contact [Debbie Terrill](#) after you've obtained an IRB but well in advance of needing funding.

Sabbatical

If you are eligible and plan to take a sabbatical, notify your department chair by September 15 for a sabbatical request for the fall or spring of the FOLLOWING academic year.

Forms, guidelines, and FAQs can be found at <http://vpfaa.indiana.edu/forms/index.shtml>.

Sales Tax

IU is not always exempt from sales tax. While most purchases of equipment and supplies are exempt, hospitality expenses may not be. In general activities involving students tend to be exempt, while activities for employees (faculty and staff) and guests are often not exempt from sales tax. Please also see the “P-Card” section above.

For more information, please visit: <https://fms.iu.edu/tax/sales-tax/paying-sales-tax/>

Scheduling

Please contact your department chair or program director with questions on AI assignments, tutors, scheduling, courses, room assignments, classroom support, and related topics.

SICE Staff

Find SICE faculty and staff on the [SICE website](#) under [All People](#).

Staff Training Opportunities

Speak with your supervisor about some of the following training opportunities. Some training requires an enrollment fee. If your training is directly related to your job, ask your supervisor if the school will cover the cost.

[Campus Administrative Training Series \(CATS\)](#)

The CATS committee strives to bring an agenda that is pertinent to the fiscal season, addresses topics that might be interesting to you in your fiscal and administrative duties, or presents a new policy/system on the horizon.

[Financial Management Services \(FMS\) Training](#)

FMS Training offers classroom training and online webinars. To sign up for an in-person or online training, visit [FMS Training](#) and select “Course Catalogs” from the left navigation. Then, choose the KFS Financials link from the Bloomington and Regional Campuses column.

[University Human Resources Training](#)

Through collaboration and partnership with colleagues at IU, the Organizational Development team provides consultation and professional coaching to seven campus locations across the state. We also provide learning opportunities through seminars and workshops.

[University Information Technology Services \(UITS\) Training](#)

IT Training provides educational support for many IT skills and initiatives.

Student Affairs

For services, resources, questions, or concerns involving students, contact the Dean of Students at vpsa@indiana.edu or visit the [Division of Student Affairs website](#).

Teaching Resources / Textbook Orders

- The [Center for Innovative Teaching and Learning](#)
- [Student Privacy and FERPA](#)
- Textbook selection/ordering – contact your Administrative Assistant

Technology

Your Role in Data Stewardship

IU has safeguards in place through our [Information Security and Privacy Program](#). Our goal is to maintain a balance between allowing appropriate use of information and protecting you from the security and privacy harms that can result from inappropriate use.

- Learn how IU classifies data types: [Critical](#), [Restricted](#), [University Internal](#), [Public](#)
- Learn about the [IU Data Sharing and Handling tool](#) – always reference this tool before emailing, storing, sharing, or printing institutional information
- Learn how to stay safe online with [Protect IU](#)
- If you have any questions, send us a note at sicehelp@indiana.edu

Data Stewardship Dos and Don'ts

- Do log out of computers when you are not using them.
- Don't turn computers off – they can't get updates when turned off.
- Ensure that Operating System (OS) updates are applied – especially on laptops. (Ask us how – sicehelp@indiana.edu)
- Do store critical data on a secure file server (apollo) for only as long as it is needed.
- Don't store critical data on a mobile device or flash drive.
- Do report potential phishing emails – with full headers – to phishing@iu.edu.
 - Learn how to spot a phishing email – [Don't take the bait!](#)

Technology On-boarding

Your first stop resource page: [New to Technology at IU?](#)

One.iu.edu

[One.iu.edu](#) is a central IU 'app store.' Search for what you want to do and click to launch. This is where to go first to set up your technology accounts. At one.iu.edu:

- Search for 'Employee onboarding' to:
 - [Create your first IU account](#)
 - Create an IU Exchange email account
 - Learn how to set up Two-Step login (Duo)
 - [Set up email signing/encryption \(S/MIME\)](#)
 - **Important note:* Mail scanning is automatic for mail leaving IU. All relevant messages are scanned and encrypted if found to contain protected types of information. However, you may ensure that your message will be encrypted by including **Secure Message** or **Confidential** (case insensitive) in your subject line.
 - For account problems or trouble shooting, refer to the SICE Knowledge Base article: [Account and Email Problem Debugging Flowchart](#)
- Search for 'Access Management'
 - Acceptable Use Agreement - Indiana University has two Acceptable Use Agreements: one is for eligible individuals seeking access to institutional data and IT resources (Access to Institutional Data and Information Technology Resources); the other is for use by students (Access to Information and Information Technology Resources). You may read and sign the acceptable use agreement(s) relevant to you as well as view the status and date of signed agreement(s).
- See your paycheck details
- Submit and check your PTO
- And much more – just do a key word search!

Mobile Devices

- Please read the [Mobile Device Security Standard](#).
- This standard applies to all faculty, staff, affiliates, and student-employees who choose to use a mobile computing device, regardless of who owns the device, to access, store, or manipulate institutional data.
- In short, you must have a passcode lock, encryption, and remote wiping enabled.

Free Software

- Before you request or buy software, first check [IUWare](#) and [IUanywhere](#) for free downloadable or streaming software.
- If you do not find what you need, send a request to sicehelp@indiana.edu, and we will help.

SICE Information Technology Group (ITG)

- Our ITG professionals have years of experience in a broad spectrum of technology disciplines. If you need to discuss specific technology needs pertaining to research or teaching with a senior

technology staff member, complete this [Service Request](#) form or email sicehelp@indiana.edu, and a team member will be in touch.

- SICE Knowledge Base (KB) – designed to be an informational portal for our School. See the [Top Questions](#) asked of the SICE IT Team.
- [SICE IT Policies](#)
- [IU IT Policies](#)

SICE Computer Lifecycle Policy

SICE provides each full-time faculty and staff with one new computer to be used as the primary workstation, which is replaced every 3 years through the [SICE Lifecycle Policy](#). Please choose from the list of standard configuration systems noted in the table on that policy page. Due to several factors, machine choices for the primary desktop are limited to those listed. All machines must be ordered by SICE authorized purchasers from approved vendors that have negotiated contracts with IU (to be compliant [IU purchasing policy](#)), to insure that the IT staff can support and stock parts for these models, and to facilitate re-use of machines for a variety of uses after they have been life-cycled.

Telephones

SICE uses Voice Over Internet Protocol (VOIP) phones. Your phone is connected to your computer and you will receive a notice to complete the [E911 agreement](#). For questions, concerns or problems, submit a [Service Request](#) form or email sicehelp@indiana.edu.

IT Service Desk Walk-in Location

- Luddy Hall – Room 2101

Purchasing IT Equipment or Software

- In order to be compliant with all [IU Purchasing policies](#), the IT team has staff with authorized purchasing authority who work closely with central IU Purchasing staff to take advantage of negotiated vendor contracts, educational discounts, and IU tax-free status.
- If you wish to purchase IT equipment or software – simply complete the [Service Request](#) form and choose ‘Purchase Request’ from the pull down menu or email sicehelp@indiana.edu with your purchase request.

**Do not purchase items with personal funds.
Reimbursement may not be possible.**

Timekeeping

Kuali Time is an automated 24/7 system for collecting time and attendance data for Indiana University's hourly and biweekly staff. Timesheet hours are reviewed, approved, and electronically transmitted to the payroll system at the end of each biweekly pay period.

- [Training information](#) for supervisors

Tipping

Employees should be reasonable when tipping on behalf of IU.

- For delivered food, 10% is reasonable.
- For meals in restaurants, 15-20% is reasonable.

Travel

Who can arrange travel?

- IU Administrative Assistant
- Traveler: <https://one.iu.edu/task/iu/chrome-river-travel-expense>
- Plan ahead; allow sufficient time **prior** to departure for making arrangements

Information Needed to Arrange Travel

- Trip name and purpose (full conference name; no acronyms)
- Travel destination and dates
- Personal cell number
- Emergency contact name and phone number
- Account to be charged
- Justification if departure is not from Indianapolis airport

FYI

- Air, lodging, and registration fees can be prepaid.
- [Chrome River FAQs](#)
- [Chrome River Implementation FAQs](#)

Reminders

- Keep ALL receipts showing line item details and payment confirmation.
- IU provides rental car insurance and will not reimburse additional insurance.
- Travelers may be reimbursed for either actual meal expenses (with itemized receipts) or per diem (with lodging receipt).
- Reimbursement requests must be submitted within 60 days after returning home.
- Enroll in Travel Reimbursement Direct Deposit (this is not the same as Payroll direct Deposit).

For More Information

One.IU.edu / Travel

One.IU.edu / Chrome River

[Travel Management Services](#)

IU Travel Helpdesk email: travelbl@indiana.edu

Visiting Scholars

Faculty should get approval from their department chair prior to agreeing to host visiting scholars. Please provide exact dates of the visit, study collaboration plans, proof of the visitor's funding (in English), evidence of an interview to verify the visitor's level of English, and the visitor's CV. The chair must first ensure that we have space and resources available before approving a visiting scholar and that the visitor's area of study will contribute to the mission of our faculty. Proposals for visitors for an upcoming academic year should be submitted before the close of the spring semester.