



UNIVERSITY PAYROLL | QUICK REFERENCE GUIDE

RESOURCES

FMS Payroll Website

The Payroll website, found at <https://fms.iu.edu/payroll>, is the best place to start for questions concerning payroll.

Payroll Standard Operating Procedures

If you need detailed procedural documentation for payroll processing and adjustment vouchers, visit the FMS website: <https://fms.iu.edu/payroll/standard-operating-procedures/payroll-sops/>.

Kuali Time Resources

We have documentation and guides on how you will use Kuali Time. We have resources for those keeping track of their time and for those who manage employees in Kuali Time:

<https://fms.iu.edu/payroll/kuali-time/>

Payroll Calendars

If you need to know when things are happening both as an employee and as a manager and payroll processor, review our payroll calendars: <https://fms.iu.edu/payroll/payroll-calendars/>.

IUIE Reports

There are many reports available to audit your timekeeping and payroll information in the IUIE:

- HRMS: <https://fms.iu.edu/payroll/standard-operating-procedures/iuie-payroll-reports/>
- Kuali Time: https://fms.iu.edu/index.php/download_file/view/45/

Payroll Policies

Regardless of your role at IU, you have access to all the payroll policies on the IU Policies website: <http://policies.iu.edu/policies/categories/financial/index.shtml#payrolladministration>

Contacts

Depending on your needs and questions, we can guide you to the right person to help: <https://fms.iu.edu/payroll/contacts/>