COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

February 12, 2014
8:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Debbie Martin (HR Benefits Advocate) – *If an employee has a problem with a health insurance claim or issue, Debbie serves as the liaison between the employee and the insurance company. She works directly with Anthem on issues relating to many of the UK health plans. If a need arises, you may contact Debbie at 7-2124.*

Mike Pelfrey (Financial Counselor – MPM Group) – *Mike is an employee of the MPM Group, LLC, who provides free financial counseling to UK employees. As a UK employee, you are entitled to as many as 4 times per year to meet with Mike. He urged everyone to contact his office about a year prior to retirement to discuss their finances as they approach retirement. He reminded the group about the CRISIS program, which is funded entirely by UK employees. This program is designed to financially help employees out with extraordinary health circumstances.*

1. **Sponsored Programs** – *Gina / Betty*
   a. Effort Certifications – *The FY14 mid-year staff and part-time faculty effort certifications are being distributed this week to the departments. Deadline for submission to the Business Center is March 31, 2014.*
   b. JV and DOE Reminders
      i. ***JV's*** *– SPA is running approximately one month behind on entering JV's. If there are any questions about your JV's, contact Gina. Departments are reminded they must attach the source documentation to the JV, along with the JV explanation form. This is required on all JV's involving grant (304) accounts.*
      ii. ***DOE's*** *– Departments must adhere to DOE processing deadlines as set out in Gina's email notifications. This allows time for review in both the Business Center and in SPA. March 5, 2014, is the next DOE deadline.*
   c. Running BW Reports and Cost Share – *Betty reminded the departments to review carefully their cost share reports. Staff should run the BW PI summary report regularly. This report should be run to include cost share. They should also review the PADR's for cost share on grants; pull out the budget sheets for your grants and keep on hand for a reference to know which grants have cost share on them. Grant reports distributed by SPA and the PI reports distributed by the college do not include indirect costs; so keep that in mind. Contact Betty Newsom or Kim Hall if you have questions. Try to avoid sending funds back to the sponsor.*

2. **Purchasing & A/P** – *Hannah / Chris*
   a. Purchasing Reminders – *PRD's to reimburse UK employees (other than travel) must have the Employee Reimbursement Form attached to the PRD. Also, if you reimburse an employee on a PRD for a special function meal while in travel status, please remember to attach a copy of the travel voucher to the PRD, to avoid being rejected by Accounts Payable.*
   b. Sales Tax Exemptions – Other States – When purchasing goods or services outside of the state of Kentucky, you may refer to the following link: State by State Tax Exempt Guidelines

3. **Travel** – *Kim / Chris*
   a. Travel Policy Reminders
      i. ***Mileage Rate Change*** *– Two rates are currently approved for personal vehicle mileage reimbursement. Those are $0.56 and $0.39 per mile. Inform all travelers of mileage rate changes.*
      ii. ***Forms and Signatures*** *– Remember to update your travel templates or use the most current travel voucher form from the UK Forms Page. The college travel authorization form, which is not required, has been updated on the business center web page, if you choose to use it.*
      iii. ***Travel Expense Voucher Status*** *– If it's necessary to check on the status of a submiited travel*

voucher, please wait at least ten (10) business days; email Kim with an attachment of the first two pages of the travel voucher; we will review and then proceed to request the status in AP. Not all travel vouchers are processed in AP in the order that they receive them – it all depends on how extensive of a review is necessary by AP.

4. **HR & Payroll** – *Le Anne / Susan*
   a. Enhanced Online Performance Evaluations – *A number of training sessions were held between August 2013 and January 2014 for the online PE's. This extra training has helped our staff with the new procedure for submitting PE's. The evaluations were due in to the college by 2/14/14.*
   b. Changing 0027 Screens – *Around mid-March, the earliest payroll retro dates will be updated to 12/15/13 for biweekly and 1/1/14 for monthly staff. Departments are urged to review and update 27 screens as soon as possible. Updating 27 screens will help to clear up HR clearing account balances and to assign new grant numbers when applicable. If you are waiting on a new grant number, try calling SPA. Departments should also review leave usage and active employee reports to ensure that data is up-to-date. Labor Distribution, zhrflex and zhr_leaveusage reports should be run. After the dates are reset, retroactive changes would require at BPE. Also, remember that retroactive adjustments to federal funds are not possible for payroll dates prior to 10/1/13.*
   c. Experience & Education Calculator – *A copy of this blank form was included in the meeting handouts. This form can be found at: Experience & Education Calculator*

5. **Budget & Finance** – *Susan / Chris / Hannah*
   a. Budget Update – *The Provost and EVPFA are still looking at issues and concerns with the proposed new Financial Model. Will let staff know when more details become available.*
   b. Budget Commitments – *The recurring budget transfers for the Dean's commitments have been submitted. Business Center is still working on the non-recurring transfers to the departments; they should be completed soon. If any questions, contact Hannah.*
   c. FY15 Budget Process – *The budget process is in progress. New budget model for FY16 will begin in October, 2014. Income estimates went smoothly. Explanations for income estimate changes are due in early March. Program and course fee s are due in mid-March. Restricted estimates will follow. Staff who need help with these may stay after the meeting for the break-out session. Fund balance requests are due March 10. And, service center rate changes/requests will follow in the budget process. Exact due dates for all of this input will be included in email notifications to the departments.*
   d. Online Transmittals
      i. ***Reduction of Expenditures*** *– Recharge G/L's (6xxxxx) are not allowed on cash transmittals. A comparable expense G/L (5xxxxx) must be used on the transmittal. Also, reduction of expenditures on federal formula grants must be done on a manual transmittal. The online system does not yet accept those transactions.*
      ii. ***Wire Transfers*** *– In the handout materials are two sets of instructions for the departments to use for donors who wish to make a wire transfer to departments (for domestic and foreign). Departments should wait for the wired funds to show up on the Treasury Services report, which will be distributed twice a week. Once the funds have shown up on the report, the department may complete the wire transmittal online. When preparing a wire transmittal, always use the actual deposit date (as shown on the Treasury's report) for the document date and the posting date on your transmittal form.*

6. **Other**
   a. New Staff Introductions – *New administrative staff in the college include **Kristen Watkins** (Ag Econ), **Adriane Russell** (Ag Communications), **Clara Heisterberg** (Biosystems & Ag Engineering), **Deonna Ralls** (Family & Consumer Sciences – EFNEP Program) and **Terry Morris** (Veterinary Diagnostics Lab).*
   b. Sign-In Sheet
   c. Relay meeting info to other departmental staff

7. **Break-Out Session –** Restricted Estimates *(Chris / Hannah)*

****NEXT MEETING: Wednesday – May 21, 2014 @ 9:00 am (Gorham Hall, Good Barn)****

Experience & Education Calculator – Campus

Manually calculating an employee's or new hire's education and related experience can be time consuming. To promote accuracy and consistency in this step, the Hiring Enhancement Program has developed this **Experience & Education Calculator for Campus.**

HIRING ENHANCEMENT PROGRAM selecting for success!

Candidate name: ______________ Job title: ______________

EDUCATION			
Highest degree completed*:	--select from pulldown--	Additional credit hours*:	--select from pulldown--

*Note: Credit can only be given for highest degree completed; multiple degrees are not counted.

*Note: In excess of highest degree completed.

Calculated **Total Education:**	0 years & 0 months

Employer	Job Title	Begin Date* mm / yyyy	End Date* mm / yyyy	Related?	Full Time %	Calculated **Related Experience:**
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months
		/	/	-- select --	-- select --	0 years 0 months

WORK EXPERIENCE - List all work history provided on the application

*Note: Work history dates must be entered consecutively; be cautious to not overlap work history dates (i.e., Job 1 ended in May, Job 2 began in May. Can only include May in Job 1 dates).

Calculated Experience & Education Summary

Education:	0 years 0 months
Related experience:	0 years 0 months

Total Education & Experience:	0 years 0 months

Clear All Data

1-13-14

Wiring Instructions for an incoming Domestic wire transfer

PNC Bank

Bank: PNC Bank of Kentucky
301 East Main Street
Lexington, KY 40507

Account: University of Kentucky Restricted Trust Account
Routing and Transit or ABA Number: 041000124
Account Number: 4212788889

Reference: Please indicate as to what account and department that the wire transfer should be credited to the University of Kentucky and the contact person at the University of Kentucky.

If you have any questions concerning the above information please contact me at 323-1585 or email me at dldavi1@email.uky.edu

Sincerely,

David Davila
Cash Manager

1-13-14

Wiring Instructions for an incoming Foreign wire transfer

PNC Bank of Kentucky

Bank: PNC Bank
301 East Main Street
Lexington, KY 40507

Account: University of Kentucky, Restricted Trust Account
Routing and Transit or ABA Number: 041000124
Account Number: 4212788889
Swift Code (PNCCUS33)

Reference: Please indicate what account and department should be credited to the University of Kentucky and the contact person at the University of Kentucky.

Procedures for Posting to SAP:

1. Please complete a Wire Transmittal form with the following information:
   A. Indicate at the top of transmittal that the transaction is a Pre-deposit
   B. Under detail of attached checks describe the transaction as being a wire transfer. Indicate the source of wire and bank of origination.
   C. Type the account number, object code and amount of wire.
   D. Sign name and provide telephone number of individual completing Wire Transmittal.
   E. Send to Treasury Services

If you have any questions concerning the above information please contact me at 323-1585 or email me at dldavi1@email.uky.edu

Sincerely,

David Davila
Cash Manager