

# COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

February 13, 2018

8:30 am

E.S. Good Barn, Gorham Hall

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## Agenda Items

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### Guest Speakers

Corrective Action – *Tim West shared with the group the HRP&P 12 & 62 relating to corrective action in the work place. There are numerous things that can cause immediate termination of employment; however, there are various other things that require the employer to proceed with the corrective action process. The main goal of corrective action is to improve the employee's performance on the job. It is very important to remember these three things: identify the problem early, always use coaching prior to corrective action, and always document everything about the employee's unwanted behavior. By law, a due process memorandum from the supervisor to the employee is a necessity and gives the employee an opportunity to respond to the issues.*

### 1. Research & Grants

- a. AVC Overview – *Applicable departments receive these grant reports from their analysts routinely. Please reference the attached handout for the guidelines for reviewing these reports. Collaboration should occur between the department business officer and their department head or PI; and then the necessary action should be taken on any items noted on the reports, including making any necessary payroll adjustments or pursuing a budget revision. It is recommended that any staff person who works with grants bookmark the Bud Rule Crosswalk for quick access to the guidelines of allowable expenses on various grants. The federal capacity grants fall under Uniform Guidance, similar to Bud Rule 4 competitive grants (304- / 32- prefix), thus the expenses charged to the capacity projects should follow the same consideration when determining whether an expense would be allowable, including a specific benefit to the project being charged.*
- b. Routing Grant Award Questions - *After collaborating with the department chair/director and/or PI on a grant issue, units should contact their business analyst to address any questions or concerns they may have for grants that have been assigned a WBS element in SAP. If it is determined that additional help is needed to resolve an issue, the unit may be directed to the college grant officers or appropriate central office (RFS or OSPA) for final resolution.*
- c. Grant Training Topics – *In an effort to provide additional post-award grant management support for the college, the Business Center is soliciting potential topics for desired training to specifically address concerns the units may have. The hope is to collaborate with RFS and OSPA to provide more in-depth training/discussion opportunities which will better equip the units to address questions as they arise internally. Units should send all topics to their analysts so that the Business Center may begin scheduling these sessions.*

### 2. Procurement & Travel

- a. Delegated Signature Authority – *The revised version of the college DSA is attached and is on the Business Center's new web site at the following link: [http://cafebussinesscenter.ca.uky.edu/files/college\\_dsa\\_02-17.pdf](http://cafebussinesscenter.ca.uky.edu/files/college_dsa_02-17.pdf). Please keep this document for reference as a guideline for the routing of all documents within the college. Also share this document with other departmental personnel who submit any type of business form/document.*
- b. Office Max / Office Depot – *Since these two companies have merged now on the business solutions side of things, there is a change for the end user in connecting to their site (which is now Office Depot only). There is no log-in or password needed for browsing purposes. A new link has been set up (included on the handout) to use for browsing the catalog, [https://business.officedepot.com/uk\\_browser](https://business.officedepot.com/uk_browser).*

### 3. HR & Payroll

- a. Relocation Expense - BPM Change – *Effective January 1, 2018, all relocation expenses must now be paid through the payroll system. A handout is attached. Contact Le Anne Herzog or Chris Fensin if there are any questions.*
- b. Emergency Contact Info in SAP – *All employees must have emergency contact information entered accurately in SAP (HR address screen). The emergency name and phone number should always be kept up-to-date. This should be a part of the employee's on-board process. A handout is attached for guidelines on creating an emergency contact.*

**\*\*NEXT MEETING: (Tentative) Tuesday – May 22, 2018, 9:00 am (Gorham Hall, Good Barn)\*\***

- c. *Employee Exit Survey – A survey for all exiting staff employees has been created in order to improve retention of employees in the college. All employees should be encouraged to complete this brief survey when they leave/transfer out of a department. A copy of the employee exit form is attached which includes the url for the survey.*
- d. *Direct Deposit for Off-Site Employees – In the past, there have only been paper copies of the direct deposit form for off-campus employees to submit. Soon there will be a new MFS (multi-factor authentication) security system implemented in order to verify identity. This new security method may be able to be used in place of the ID card for off-campus employees.*
- e. *Staff Professional Development Fund – Beginning this year, there are funds available for CAFE staff to apply for assistance with the cost of professional development/training. The deadline to apply for this year's funds is March 15. The request form is available on the Business Center website. If there are questions, please contact Le Anne Herzog.*
- f. *PE Update – As of today, the college has completed 40% of their PE forms. The college deadline is February 23.*
- g. *Payroll/Benefits/eCRT (Important Dates)*
  - i. *The business center has begun adding comments to HR Screen 9022 to document when ZPARS and Separation Sheets are routed from the Business Center to Compensation. The earliest retro dates have been or will soon be reset to December 24 (biweekly) and January 1 (monthly).*
  - ii. *The UK Benefits Open Enrollment will take place this year from **April 24 through May 11**. The two sessions most convenient to a lot of the college is VDL on April 24 and the Good Barn on May 3.*
  - iii. *eCRT confirmations for this quarter are due February 28.*
- h. *New FML Documents on Web Site – There are several new helpful QRG's on the Business Center website relating to FML.*
- i. *Records Retention (New Contact) – The interim contact for records retention is Ruth Bryan, Director of Archives, UK Libraries. Ruth's email address is [ruth.bryan@uky.edu](mailto:ruth.bryan@uky.edu) and her phone number is 7-1466. They are not sure when a permanent replacement will be hired to replace Nancy DeMarcus.*
- j. *Tax Withholdings – The IRS has released new tax withholding tables to reflect the new tax rates that were approved at the end of 2017. These changes will be effective for the February 9 biweekly and the February 28 monthly payrolls. Attached is a copy of the email from Executive VP Eric Monday relaying the impact on the Federal Tax Reform. Also attached is a list of FAQ's from the federal government that may be helpful.*

#### 4. Budget & Finance

- a. *Compliance Swaps and Non-Sponsored Cost Centers – The Federal Capacity Grants fall under the Uniform Guidance regulations, thus the same guidelines apply to these funds as to the competitive grants. Expenses cannot be charged to these grants unless the expenses relate directly to the project. Since a significant portion of the expenses currently charged to the grants is salary, the Business Center took steps to identify positions that would be considered unallowable and will be swapping those with identified more appropriate state funded positions enabling compliance with federal regulations. Meetings with the units in 2016 and additional meetings in recent months were held to review the positions. As a first step, infotypes 1018 and 0027 were updated for the identified positions, which may cause retroactive payroll adjustments as well as required revisions to eCRT confirmations. Additional steps will need to be taken in the upcoming months including the corresponding non-recurring budget transfers and will be communicated as the process continues. Units should not make any further changes to the affected positions without discussing potential impacts with their business analyst. Also based on the need for greater compliance, the Business Center created new state cost centers with a 101215-prefix and with "N-S" in the titles to better align expenses that are considered unallowable on the grants and, thus, unallowable to be used as the required state match on the currently used state matching cost centers (10125XXXXX). The business analysts are available to meet with any unit needing additional information or assistance with implementing the use of these new cost centers.*
- b. *Fund Balance Update – Fund balances have been returned and budget transfer information has been emailed to the units this week. All general fund state balances are taxed at 6%. Income balances are not taxed.*
- c. *FY19 Budget Prep – The Business Center has not yet received the FY19 budget calendar from the PBO. However, work will begin soon on income and restricted estimates. There is no further news on the budget situation except what was relayed in President Capilouto's memos recently to the university community.*

#### 5. Other

- a. *UK Appreciation Day T-Shirts (Off Campus) – The Business Center is attempting to work with the Staff Senate to make UK Appreciation Day t-shirts available to college personnel who work off-campus throughout the state.*

**\*\*NEXT MEETING: (Tentative) Tuesday – May 22, 2018, 9:00 am (Gorham Hall, Good Barn)\*\***

- b. NEW Business Center Web Site – *The link to the new website is: <http://cafebusinesscenter.ca.uky.edu/>*
- c. New Staff Introductions – *Welcome to the new administrative staff members in the college: Ty Back (Business Center Extension), Alyson Gibson (Research Office), Vicki Pendleton (Plant & Soil Sciences) and Whitney Wilder (Plant Pathology).*
- d. Sign-In Sheet
- e. Relay meeting info to other departmental staff

**\*\*NEXT MEETING: (Tentative) Tuesday – May 22, 2018, 9:00 am (Gorham Hall, Good Barn) \*\***

<http://cafebusinesscenter.ca.uky.edu>

## Guidelines for Reviewing GMAVCOVRW Reports

For competitive grants (prefix 304-/32-), the level at which the budget will be checked in SAP is based on 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (aka Uniform Guidance) and the award sponsor. The current configuration allows some flexibility in direct cost budgeting as requested by the campus community, while retaining the ability to limit postings to unbudgeted or unallowable items. There are three budget rules (Bud Rule) used in sponsored projects which can be found on the Award tab of GMGrantD for each project:

- Bud Rule 4 – Federal or federal flow through funded projects
- Bud Rule 5 – State, Foundation or other restrictively funded projects
- Bud Rule 9 – Industry, clinical trials or less restrictively funded projects

Expenses charged to grants are mapped to a sponsored class based on the GL account according to the Bud Rule Crosswalk. Crosswalk is updated as new GL accounts are created. <https://www.research2.uky.edu/uploads/budrule-crosswalk>

| Budgeted Sponsored Class for Budget Rule 4 | Budgeted Sponsored Class for Budget Rule 5 | Budgeted Sponsored Class for Budget Rule 9 | Sponsored Class | Sponsored Class Description | Direct Expense allowed on grant | G/L Account | G/L Account Description          |
|--|--|--|-----------------|-----------------------------|---------------------------------|-------------|----------------------------------|
| E513199                                    | E510000                                    | E500000                                    | E513199         | Student CAS Sal & Benefits  |                                 | 513010      | Teaching Assistants              |
| E512099                                    | E510000                                    | E500000                                    | E512099         | Staff CAS Salary            |                                 | 513020      | Housestaff                       |
| E512099                                    | E510000                                    | E500000                                    | E522099         | Staff CAS Salary            |                                 | 513030      | Housestaff Benefits              |
| E512099                                    | E510000                                    | E500000                                    | E522099         | Staff CAS Salary            |                                 | 513039      | Staff Tips                       |
| E511000                                    | E510000                                    | E500000                                    | E513100         | Student Salary              | Yes                             | 513110      | Stud-NonWork Study               |
| E513199                                    | E510000                                    | E500000                                    | E513199         | Student CAS Sal & Benefits  |                                 | 513120      | College Work Study               |
| E513199                                    | E510000                                    | E500000                                    | E513199         | Student CAS Sal & Benefits  |                                 | 513130      | Student - Non-workstudy Overtime |
| E530300                                    | E530300                                    | E500000                                    | E531200         | Printing                    |                                 | 513205      | Printing: MPS                    |
| E511000                                    | E510000                                    | E500000                                    | E513100         | Student Salary              | Yes                             | 513510      | Research Assistants              |
| E513199                                    | E510000                                    | E500000                                    | E513199         | Student CAS Sal & Benefits  |                                 | 513520      | Graduate Assistant               |
| E511000                                    | E510000                                    | E500000                                    | E513100         | Student Salary              |                                 | 513530      | Post Doctoral Scholar            |
| E537010                                    | E530300                                    | E500000                                    | E537010         | Post Doc Fellow             | Yes                             | 513531      | Post Doctoral Fellow             |
| E513199                                    | E510000                                    | E500000                                    | E513199         | Student CAS Sal & Benefits  |                                 | 513532      | Postdoc Teaching Scholar         |
| E511000                                    | E510000                                    | E500000                                    | E513100         | Student Salary              | Yes                             | 513533      | Postdoc Research Scholar         |

The total direct cost budget of the grant will be allowed to be overspent by the lesser of 10% or \$1,000 without receiving error messages upon transaction entry. Error messages will result once the grant budget has been overrun by the lesser of these two amounts.

### Exceptions:

- Federal or federal flow-thru contracts will not have the budget rolled together.
- NSF grants have a special budgeting restriction requiring a specific budget for Training Participants (sponsored classes: E530170/E530172; g/l accounts: 530170/530171/530172).

When an expense posts to a sponsored class on a grant that does not have a budget line or is overspent for the respective budget rule on the grant, a lightning bolt will display when viewing the grant using t-code GMAVCOVRW. Reports are sent from the analysts in the Business Center as well as pre-close out notifications from RFS indicating these items need review by the unit and PI to ensure timely corrections.

Depending on what is determined during the investigation of the expense, it may require a budget revision on the sponsored project working with the unit's CGO. If the expense was simply posted to a wrong GL, then the correction must be made via journal voucher <http://dib.uky.edu/ufs/sites/www.uky.edu.ufs/files/JV%20Tips%20and%20Hints.pdf>

\*The AVC Overview report includes any encumbrances or parked documents when reviewing the available balance.

**Federal and Federal Flow Through**

**Budget Rule 4**

**AVC Checking**

|         |                            |
|---------|----------------------------|
| E511000 | Direct Salaries & Benefits |
| E530011 | Travel - Domestic          |
| E530033 | Travel - Foreign           |
| E530040 | Travel - Student           |
| E530130 | Consultants                |
| E530170 | Train Participants         |
| E530172 | Participant Support Other  |
| E530200 | Subcontract <\$25K         |
| E530201 | Subcontract >\$25K         |
| E530300 | Direct Current Expense     |
| E534040 | Rent/Lease Land/Eqp        |
| E534041 | Rent/Lease - Bldg          |
| E536120 | Patient Care & Support     |
| E537010 | Fellow/Trainee Stipend     |
| E537030 | Trainee Tuition/Fees       |
| E537110 | RA Universal Tuition       |
| E550000 | Equipment                  |
| E590020 | F&A Costs                  |

|         |                             |
|---------|-----------------------------|
| E510000 | Direct Expenses             |
| E530040 | Travel-Student-non-employee |
| E530170 | Train Participants          |
| E530172 | Participant Support Other   |
| E530200 | Subcontract <\$25K          |
| E530201 | Subcontract >\$25K          |
| E534040 | Rent/Lease Land/Eqp         |
| E534041 | Rent/Lease - Bldg           |
| E536120 | Patient Care & Support      |
| E537010 | Fellow/Trainee Stipend      |
| E537030 | Trainee Tuition/Fees        |
| E537110 | RA Universal Tuition        |
| E550000 | Equipment                   |
| E590020 | F&A Costs                   |

**State and Foundations**

**Budget Rule 5**

**Revised Budget Rule 5**

|         |                           |
|---------|---------------------------|
| E510000 | All Salary & Benefits     |
| E530011 | Travel - All              |
| E530130 | Consultants               |
| E530170 | Train Participants        |
| E530172 | Participant Support Other |
| E530200 | Subcontract <\$25K        |
| E530201 | Subcontract >\$25K        |
| E530300 | Direct Current Expenses   |
| E537110 | RA Universal Tuition      |
| E550000 | Equipment                 |
| E590020 | F&A Costs                 |

|         |                           |
|---------|---------------------------|
| E510000 | Direct Expenses           |
| E530170 | Train Participants        |
| E530172 | Participant Support Other |
| E530200 | Subcontract <\$25K        |
| E530201 | Subcontract >\$25K        |
| E537110 | RA Universal Tuition      |
| E550000 | Equipment                 |
| E590020 | F&A Costs                 |

<https://www.research2.uky.edu/uploads/avcupdate>

**GM AVC Overview Report for Ledger 9K**

Company Code UK00  
 Grant 00000000003200001085  
 Fund Multiple V  
 Sponsored Program All Values  
 Sponsored Class Multiple Values  
 Time Interval Overall Time Period



| Grant/Fund/Sp. Prog./Sp. Class | Consumable Bdgt | Consumed Amt. | Available Amt. | Deficit Ind. |
|--------------------------------|-----------------|---------------|----------------|--------------|
| 00000000003200001085           | 122,770.00      | 61,100.75     | 61,669.25      |              |
| 0226000060                     | 122,770.00      | 61,100.75     | 61,669.25      |              |
| Overall Programs               | 122,770.00      | 61,100.75     | 61,669.25      |              |
| E510000                        | 78,273.00       | 42,914.60     | 35,358.40      |              |
| E513199                        | 0.00            | 4,800.07      | 4,800.07-      | ⚠            |
| E530170                        | 0.00            | 1,799.62      | 1,799.62-      | ⚠            |
| E530402                        | 1,020.00        | 0.00          | 1,020.00       |              |
| E537110                        | 18,500.00       | 0.00          | 18,500.00      |              |
| E590020                        | 24,977.00       | 11,586.46     | 13,390.54      |              |

**COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT**  
**DELEGATION OF SIGNATURE AUTHORITY**

*February 6, 2018*

| <b>Subject Matter</b>  | <b>Reviewed By</b>  | <b>Signature Authority</b>      |
|--|---|---------------------------------|
| Academic Appointments/EO2s & Changes to Faculty Academic Appointments  | Lisa Collins  | Lisa Collins                    |
| Administrative Appointments - All faculty (and staff above level 47)   | Lisa Collins  | Lisa Collins                    |
| Administrator and Chair Performance Evaluations  | Lisa Collins  | Nancy Cox                       |
| Advance Approvals – (for meals/ refreshments costing \$1,000 or more)  | Kim King  | Stephen Sizemore                |
| Alcohol Expenditures   | Kim King/Tim West   | Nancy Cox                       |
| Awards (New Proposals & Changes) Faculty, Staff and Students   | Kim King  | Susan Campbell/Stephen Sizemore |
| Awards (New Proposals & Changes) Wethington Only   | Alyson Gibson/Lesley Oliver   | Rick Bennett                    |
| Barnhart Fund for Excellence   | Megan Lucy  | Lisa Collins                    |
| Budget Revisions - Competitive 304-/32- Grants   | Betty Newsom/Kim Hall   | OSPA                            |
| Budget Revisions - Non-Grant   | ABC Business Analyst  | ABC Business Analyst            |
| Budget Transfers   | ABC Business Analyst  | ABC Business Analyst            |
| Business Procedures/Policy Exceptions  | Kim King/ABC Business Analyst/ Stephen Sizemore or Chris Shotwell (Ext) | Nancy Cox                       |
| Cellular Allowance Requests *  | Chris Fensin  | Susan Campbell                  |
| Conflict of Interest Disclosure  | Tim West  | Tim West/Nancy Cox              |
| Contracts – Academic Program Contracts, Personal Service Contracts (excluding sponsored projects) and International Program Agreements | Tim West  | Nancy Cox                       |
| Disclosure of Financial Interest   | Betty Newsom/Kim Hall   | OSPA                            |
| Distribution of Effort (Faculty)   | Megan Lucy/Chris Fensin   | Lisa Collins                    |
| Employee Education Program – All (excluding Extension Field Staff)   | Megan Lucy  | Lisa Collins                    |
| Employee Education Program - Extension Field Staff   | District Director   | District Director               |
| Equipment Purchases – Over \$10,000 (state funds only)   | Susan Campbell  | Nancy Cox                       |
| Equipment Purchases – Over \$200,000 w/o legislative budget authority (requires plant fund with attached Major Equipment Form)         | Kim King/Stephen Sizemore   | Steve Workman                   |

| Subject Matter   | Reviewed By                           | Signature Authority                   |
|--|---------------------------------------|---------------------------------------|
| Equipment Purchases (Federal Capacity Funds Only) - <i>Requires NIFA pre-approval</i> - Over \$5,000 for general purpose equipment or over \$150,000 for specialized equipment | Chris Shotwell                        | Associate Dean Bennett or Palmer      |
| Establishment of New (and Maintenance of Existing) Cost Centers, Fund Centers, Funds, Agency Accounts, Department and Org Units  | Kim King                              | Susan Campbell                        |
| Faculty Appointments, Evaluations, Delay of Probationary Period and Endowed Appointments   | Lisa Collins                          | Lisa Collins                          |
| Faculty Leave Requests (over 10 days) for FML, Sabbatical, Scholarly, Entrepreneurial & Leave with and without pay   | Lisa Collins                          | Lisa Collins                          |
| Faculty Promotion and Tenure   | Lisa Collins                          | Nancy Cox                             |
| Faculty Recruitment Expenses   | Department Head                       | Department Head                       |
| Flexible Working Arrangement   | Susan Campbell                        | Tim West                              |
| Gifts to Friends and Donors  | Susan Campbell                        | Susan Campbell                        |
| Gluck Equine Research Foundation   | Nancy Cox                             | Nancy Cox                             |
| Graduate Faculty Membership Appointments   | Lesley Oliver                         | Lesley Oliver                         |
| Grant Internal Approval Forms  | Betty Newsom/Kim Hall                 | OSPA                                  |
| Imprest Cash Forms   | ABC Business Analyst/Stephen Sizemore | Department Head                       |
| Journal Vouchers – Non-grant related   | Kim King/ABC Business Analyst         | ABC Business Analyst                  |
| Journal Vouchers – Grant related (90 days or less)   | Kim King/ABC Business Analyst         | ABC Business Analyst                  |
| Journal Vouchers - Grant related (> 90 days)   | Kim King/ABC Business Analyst         | Dept. Bus. Officer/Dept. Head/PI      |
| Journal Vouchers - Grant related (> 120 days)  | Kim King/ABC Business Analyst         | Dept. Bus. Officer/Dept. Head/PI/Dean |
| Local/City Tax Forms   | Departmental HR Administrator         | Dept. Head/Dept. Bus Officer          |
| Lost Equipment Reports   | Andrew Gehring                        | Stephen Sizemore                      |
| Manuscript Review (journal articles, proceedings, books & chapters written by faculty); Experiment Station Numbers   | Alyson Gibson                         | Rick Bennett                          |
| Material Transfer Agreements   | Tim West                              | Tim West                              |
| Nepotism Exception Requests  | Tim West                              | Nancy Cox                             |
| New Position Requests – Staff  | Le Anne Herzog/Susan Campbell         | Nancy Cox                             |
| New Position Requests – Faculty  | Lisa Collins                          | Nancy Cox                             |
| Outstanding Staff Awards   | Megan Lucy                            | Lisa Collins                          |

| <b>Subject Matter</b>   | <b>Reviewed By</b>                     | <b>Signature Authority</b>    |
|---|--|-------------------------------|
| Overloads – Staff<br><i>(Overloads for Faculty are on line)</i>   | Le Anne Herzog/Susan Campbell          | Nancy Cox                     |
| PARS  | Chris Fensin/Le Anne Herzog            | Department                    |
| Performance Evaluations – Staff   | Individual/Supervisor                  | Supervisor                    |
| Personal Property Sale Requests   | ABC Business Analyst                   | Steve Workman                 |
| Petty Cash Advances – Payroll   | Le Anne Herzog/Chris Fensin            | Le Anne Herzog/Chris Fensin   |
| Phased Retirement   | Lisa Collins                           | Nancy Cox                     |
| Position Fill Requests (Faculty)  | Lisa Collins                           | Nancy Cox                     |
| Post Retirement Appointments  | Lisa Collins                           | Lisa Collins                  |
| Probationary Faculty - Two- and Four-Year Reviews   | Lisa Collins/Associate Deans/Nancy Cox | Department Head               |
| Procard Applications & Editor Changes   | Kim King                               | Susan Campbell                |
| Property Transfers - Equipment  | Tim West                               | Nancy Cox                     |
| Re-Evaluation of Staff Positions  | Le Anne Herzog/Susan Campbell          | Nancy Cox                     |
| Relocation Expenses   | Lisa Collins                           | Nancy Cox                     |
| Renovations – Less than \$100,000 and not funded by special state appropriations (e.g. deferred maintenance pools, state grants, etc.)  | Kim King/Stephen Sizemore              | Steve Workman                 |
| Renovations - \$100,000 and higher (requires an unexpended plant fund be established) and all projects funded by special state appropriations (e.g. deferred maintenance pools, state grants, etc.) | Kim King/Stephen Sizemore              | Steve Workman                 |
| Resignations – Faculty  | Lisa Collins                           | Department Head               |
| Retention Offers  | Lisa Collins                           | Nancy Cox                     |
| Retirement – Civil Service (Staff)  | Le Anne Herzog/Susan Campbell          | Le Anne Herzog/Susan Campbell |
| Retirement – Civil Service (Faculty)  | Le Anne Herzog/Susan Campbell          | Lisa Collins                  |
| Retirement – Faculty and Staff  | Le Anne Herzog/Susan Campbell          | Lisa Collins                  |
| Salary Recommendations for Staff - New Hires/Promotions (Over Limit and Laterals)   | Le Anne Herzog                         | Nancy Cox                     |
| Salary Recommendations for Temporary Staff  | Le Anne Herzog                         | Nancy Cox                     |
| Salary Recommendations – Faculty Mid-Year   | Susan Campbell/Lisa Collins            | Nancy Cox                     |
| Salary Recommendations – Post-Doctoral Scholars and Fellows   | Department Head                        | Department Head               |
| Separation Sheets   | Chris Fensin                           | Departments                   |
| Single Source Justifications  | Susan Campbell                         | Susan Campbell                |
| Space Lease Requests  | Tim West                               | Tim West                      |
| Special Leave for Staff (excluding Extension staff)   | Le Anne Herzog                         | Lisa Collins                  |
| Special Leave for Extension Staff   | Gary Palmer                            | Lisa Collins                  |



| <b>Subject Matter</b>   | <b>Reviewed By</b>                                | <b>Signature Authority</b> |
|---|---|----------------------------|
| Systems Security Access (Training Plans for SAP/BW), excluding SLCM | Kim King  | Chris Shotwell/PBO         |
| Systems Security Access (Training Plans for SLCM)                   | Jamie Dunn  | Provost Budget Office      |
| Tickets – Sporting Events   | Supervisor/Kim King                               | Nancy Cox                  |
| Travel Expense Reports – Dean                                       | Susan Campbell                                    | Provost                    |
| Travel Expense Reports – Dept Heads, Directors and Associate Deans  | N/A   | Lisa Collins               |
| Travel Expense Reports – Extension District Directors               | Dian Stapleton                                    | Jeff Young                 |
| Travel Expense Reports – Assistant Extension District Directors     | Darlene Mylin                                     | Gary Palmer                |
| Unemployment Claims – Process quickly – only 10 days to respond     | Jeaune Hadl – send copy to Dept Head and Tim West | Jeaune Hadl                |
| Vehicle Purchase – With trade-in                                    | Ted Walker/Andrew Gehring<br>Susan Campbell       | Nancy Cox                  |
| Vehicle Purchase – Without trade-in                                 | Ted Walker/Andrew Gehring<br>Susan Campbell       | Nancy Cox                  |
| Vehicle Rentals   | Department  | Department Head            |
| Visa Applications – Labor Certifications, H1 Visas (Faculty)        | Lisa Collins/Department Head                      | Department Head            |
| Visiting Faculty Appointments                                       | Lisa Collins/Department Head                      | Department Head            |

\* Cellular Device Department Contract (if on a grant) should be routed to one of the College Grants Officers and then to the college research office for Dr. Bennett's signature; they are then forwarded to the UFS.

## **NEW INFO FROM UK PURCHASING 2/12/18**

Here is the new **OFFICE DEPOT** web site for browsing only:

[https://business.officedepot.com/uk\\_browser](https://business.officedepot.com/uk_browser)

There is no longer a log-in and password needed.

Our new Office Depot UK representative is Keith Hughes. His email is:

[keith.hughes@officedepot.com](mailto:keith.hughes@officedepot.com)

Relocation expense reimbursements are only processed through a payroll additional payment per [BPM E-7-8](#). The reimbursements are subject to tax withholdings and will be reported as taxable wages on the employee’s W-2 Form.

**Prior to entry**

- Verify that the offer letter includes the relocation reimbursement details, and is signed at the dean level.
- Verify that the employee’s hire information exists in SAP.

**Making the entry**

- Follow the [QRG – PA30 Create Additional Payments](#) to create the payroll entry.
- The applicable wage types are:
  - \*Relocation Expenses, 2600
  - \*House-Hunting, 2600
  - \*Temporary Housing, 2090

Example Additional Payment Entry

|                            |          |                          |          |
|----------------------------|----------|--------------------------|----------|
| Additional Payments (0015) |          |                          |          |
| Wage Type                  | 2600     | Non Qual Moving Expenses |          |
| Amount                     | 4,500.00 | USD                      | Ind.val. |

**Submit the ZPAR (Payroll Authorization Record)**

- Follow the [QRG – Generating a ZPAR](#) to create the form.
- Submit the ZPAR, plus one copy, with the attached signed offer letter.

Example ZPAR

|   |                 |
|---|-----------------|
| <b><u>Recurring/Additional Payments</u></b> |                 |
| Non Qual Moving Expenses                    | 4,500.00 (0015) |

**Resources**

- [Payroll Schedule](#)
- [BPM E-7-8](#)
- [QRG – Additional Payments](#)
- [QRG – Generating a ZPAR \(Payroll Authorization Record\)](#)

Maintaining the SAP emergency contact screen is important so that emergency contact information is easily accessible. Collecting and entering the emergency contact screen should also be part of the new employee onboarding process. Maintaining the data makes it possible to generate an emergency contact list. CAFE department HR Administrators should utilize SAP transaction ZHR\_Addresses to generate a department emergency contact list.

**Setting the Criteria**

-Access transaction: ZHR\_Addresses

-Select your organization unit(s), enter the *Employment Status* field, and enter “10” in the *Address Record Type* field.

The screenshot shows the SAP 'Address Query' interface. At the top, there are navigation icons and a search bar. Below that, the 'Period' section has 'Reporting Period' set to 'D Today'. The 'Selection Criteria' section includes fields for Personnel Number, Employment Status (set to '3'), Personnel area, Personnel subarea, Employee group, and Employee subgroup, each with a right-pointing arrow button. The 'Program selections' section has 'Address Record Type' set to '10' and a 'to' field. The 'Output format' section has 'SAP List Viewer' selected with a radio button.

**Running the Report**

-Click the Execute icon.

**Viewing the Data**

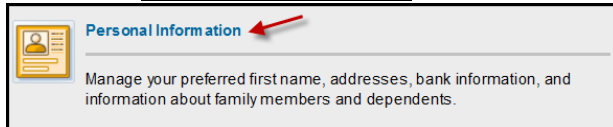
The emergency contact data will be displayed.

| Last name | First name | Street and House Number | Telephone no. |
|-----------|------------|-------------------------|---------------|
| SMITH     | P          | Barbara Smith           | 8595555555    |
| JONES     | DARCI      | John J. Jones           | 8595555556    |

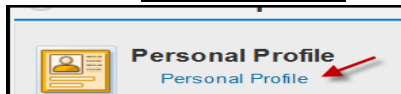
MyUK ESS has a feature which enables employees to include an emergency contact. Employees are strongly encouraged to utilize this feature.

**Adding an emergency contact**

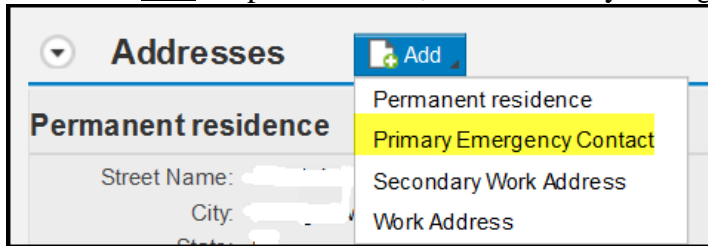
-Click the Personal Information link.



-Click the Personal Profile link.



-From the Add drop down menu, select Primary Emergency Contact.



-Make your entries.

|                           |                 |   |
|---------------------------|-----------------|---|
| *House Number And Street: | Bobby. B. Brown | Please note that you should list the name of your contact on this line instead of the street address. |
| Second Address Line:      | 123 Fake Street |   |
| *City:                    | Lexington       |   |
| County:                   |                 |   |
| *State:                   | Kentucky        |   |
| *ZIP Code:                | 40517           |   |
| Telephone:                | 859 5555555     |   |

-Click the <Save> button.

## CAFE Employee Exit Checklist

Employee Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

*NOTE:* The following checklist is provided to assist employees in the exit process. Employees leaving the University should be aware of their rights and benefits including COBRA. In addition, departing employees have an obligation to return all University property issued to them and to settle all outstanding accounts.

= Task Completed

### Section I: Employee Responsibilities

Submit written notice of termination to department, including update of new address for W-2 purposes.

*Not applicable (NA)*

Delete employee-specific telephone voice mail (message) before last day of work.

*Not applicable (NA)*

Pay outstanding debts to appropriate University units including tuition expenses, health center fees, parking tickets, etc.

*Not applicable (NA)*

Return all University equipment and supplies to your department representative or other appropriate representative.

*Not applicable (NA)*

Contact Employee Benefits (257-9519) or visit the HR website at [www.uky.edu/HR](http://www.uky.edu/HR) for insurance termination date, retirement information, etc.

*Not applicable (NA)*

Remove all personal items from office and any other work space in a timely manner.

*Not applicable (NA)*

Return parking tag.

*Not applicable (NA)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

### Section II: Department Responsibilities

Cancel/revoke any signature authority the employee may have had.

*Not applicable (NA)*

Ensure forwarding address is correct for payroll (Tax forms, W2s)

*Not applicable (NA)*

Collect any procurement card(s) in the name of the employee and request cancellation of the cards.

*Not applicable (NA)*

Verify vacation and sick leave balances (if appropriate).

*Not applicable (NA)*

Department phone list and website, email distribution lists (remove listing).

*Not applicable (NA)*

Prepare and submit Employee Separation Sheet ([www.uky.edu](http://www.uky.edu) "Forms" page), indicating employee's forwarding address for W-2 purposes.

*Not applicable (NA)*

Submit final timesheet.

*Not applicable (NA)*

Parking Permit returned.

*Not applicable (NA)*

Verify return of all University equipment and supplies for terminating employee (cell phone, laptop, keys to office, etc.).

*Not applicable (NA)*

Ensure termination of employee's access to computer systems, including specific departmental systems, email accounts, accounting, budget, and payroll/personnel systems, etc.

*Not applicable (NA)*

Verify all the employee's personal items have been removed from the office and any other work space.

*Not applicable (NA)*

**We invite you to respond to the CAFE Exit Survey. Your responses will be reviewed by the College leadership and will only be used to help the college determine areas for employee retention improvements. Click on the following link to complete the survey:**

[https://uky.az1.qualtrics.com/jfe/form/SV\\_8lkSeGAVnxIKL5P](https://uky.az1.qualtrics.com/jfe/form/SV_8lkSeGAVnxIKL5P)

### **Coming Soon: Multi-Factor Authentication**

As part of ongoing efforts to protect student, faculty, and staff information ITS is implementing Duo multi-factor authentication (MFA) in high-target areas, starting with myUK and Office 365. MFA is a security system that requires more than one method of authentication in order to verify identity for a login or other transaction. With the implementation of MFA, customers may notice an additional step(s) when logging in, such as a notification on your smartphone, in addition to entering your linkblue username and password. To learn more about Duo MFA visit: <https://www.duo.com>.

**King, Kim**

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**From:** Eric N. Monday, Exec. VP, Finance & Administration <rs\_EVP.FinAdmin@UKY.EDU>  
**Sent:** Friday, February 02, 2018 9:39 AM  
**To:** King, Kim  
**Subject:** Update on Impact of Federal Tax Reform



From the desk of Eric N. Monday  
Executive Vice President for Finance and Administration

Faculty and Staff,

The IRS has released new withholding tables to reflect the new tax rates approved in the 2017 Tax Cuts & Jobs Act. Here's what you need to know:

- **The withholding changes will be effective for the February 9<sup>th</sup> biweekly and February 28<sup>th</sup> monthly payrolls.**
- **As a result, taxes withheld will decrease and take-home pay will increase for employees who maintain existing work schedules and benefit selections.**
- **The IRS reports that employees do not have to do anything at this time as the new withholding tables are designed to work with existing W-4 forms employees have on file.**
- **A new withholding tax calculator and Form W-4 are under development by the IRS and are expected to be released by the end of February.**
- **The new withholding calculator and Form W-4 can be used by employees who wish to update their withholding in response to the new law or changes in their personal circumstances in 2018.**

We encourage employees to review additional information about the [new withholding tables](#) and [answers to frequently asked questions](#) available on the IRS website.

Please contact Payroll Services at 859-257-3946 if you have questions.

Eric N. Monday  
Executive Vice President for Finance & Administration

@UKYMonday

[www.uky.edu/EVPFA](http://www.uky.edu/EVPFA)

[emonday@uky.edu](mailto:emonday@uky.edu)





# IRS Withholding Tables Frequently Asked Questions

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**Q: Why are these changes being made?**

A: The new withholding tables are needed to reflect the changes in tax rates and tax brackets, increased standard deduction and repeal of personal exemptions that were included in the new tax reform law signed in December. The withholding guidance issued today is for employers to make changes to their payroll systems and is designed to work with existing W-4s that employees have on file.

**Q: How soon will people see the changes in their paychecks?**

A: Employees should begin to see withholding changes in their checks in February. The exact timing depends on when their employer can make the change and how often they are paid. It typically takes payroll providers and employers about a month to update withholding changes on their systems.

**Q: Will employees need to take any action to get the new withholding rates?**

A: No. Payroll changes required each year are made by employers and their payroll providers, so employees are not required to take any extra steps. However, employees should review their withholding to make sure that it is accurate. IRS will be releasing a new calculator and Form W-4 soon, to help employees ensure withholding is accurate.

**Q: What is a withholding table?**

A: A withholding table shows payroll service providers and employers how much tax to withhold from employee paychecks, given each employee's wages, marital status, and the number of withholding allowances they claim.

**Q: What is a Form W-4?**

A: This is an IRS form that employees provide to their employers, to determine the amount of federal income tax to withhold from the employees' paychecks. The form helps employees adjust withholding based on their personal circumstances, such as whether they have children or a spouse who is also working. The IRS always recommends employees check their withholding any time their personal or financial information changes.

**Q: Will people need to fill out a new W-4 form right now?**

A: No, the new withholding tables are designed to minimize taxpayer burden as much as possible and will work with the Forms W-4 that workers have already filed with their employers to claim withholding allowances. The IRS is working on revising the Form W-4 to more fully reflect the new law and provide taxpayers information to determine whether they need to adjust their withholding.

**Q: Is the IRS working on a new Form W-4 to reflect the new tax law?**

A: Yes. The IRS continues to work on more detailed withholding information, which will be available soon in Publication 15 and related publications. In addition, the IRS is working on revising the Form W-4 to more fully reflect the new law and providing taxpayers information to determine whether they need to adjust their withholding. The IRS is also revising the withholding tax calculator on IRS.gov to help employees who wish to update their withholding in response to the new law or other changes in their personal circumstances in 2018. The IRS anticipates this calculator should be available by the end of February.

**Q: Should people check their withholding after the new 2018 Form W-4 and the withholding calculator are available?**

A: Yes. It's always a good idea for people to check their withholding status. The IRS encourages all taxpayers to check their withholding when the new information is available in February. The IRS will help educate taxpayers about the new withholding guidelines and the calculator. The effort will be designed to help workers ensure that they are not having too much or too little tax taken out of their pay.

**Q: Are some taxpayers at risk of being under-withheld on their taxes with the changes to the withholding tables?**

A: Some people have more complicated tax situations and face the possibility of being under-withheld. For example, people who itemize their deductions, couples with multiple jobs or individuals with more than one job a year will be encouraged to review their tax situations. The IRS will be encouraging people – particularly those with more than one income in their household—to check their withholding. The IRS is updating the 2018 Form W-4 and the IRS.gov withholding calculator to help with this process.

**Q: Are many people under-withheld on their taxes?**

A: Most people are over-withheld on their taxes, meaning that more taxes are held out of their paychecks than what they owe.

**Q: Will the IRS be making further changes to Form W-4 in 2019?**

A: In 2019, the IRS anticipates making further changes involving withholding. The IRS will work with the business and payroll community to encourage workers to file new Forms W-4 next year and share information on changes in the new tax law that impact withholding.

*Page Last Reviewed or Updated: 11-Jan-2018*