

CAFE ADMINISTRATIVE USER'S GROUP MEETING

May 27, 2020

9:00 am

Via Zoom

Agenda Items

1. HR & Payroll

- a. Staff Professional Development Fund – *This fund, which helps departments to financially meet the professional development requirements of their staff, will continue in the new fiscal year. It can be used for in-person or web -based attendance. More information as well as the application can be found at this link: <http://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>.*
- b. New Minimum Rate for Regular Employees (effective FY21) – *Effective July 1, 2020, the new minimum rate for regular staff will be \$12.50 per hour. This does not include temporary staff or students. These rates were loaded during the budget process, and notifications to affected employees will be sent in June.*
- c. Lunch & Learn Series – *This series, which began in November 2019, offers an easy way for staff to fulfill their professional development requirements. These sessions have been well-attended. More information can be found at this link: <http://cafebusinesscenter.ca.uky.edu/content/lunch-and-learn-series>.*
- d. Hiring Pause Summary – *The UK hiring pause was announced on March 23. Any offer in the college (written or verbal) will be honored. See the HR attachment to these notes for a list of positions impacted and not impacted.*
- e. Emergency Leave Summary – *Emergency Family Medical Leave provides paid and unpaid leave to employees who cannot work or telework but who need to care for a minor child due to a COVID-19 related school or childcare closure. The Emergency Paid Sick Leave provides paid leave to employees who are unable to work or telework because of their own isolation/quarantine, to care for someone who is subject to a government required isolation or to care for a minor child due to COVID-19 related school or child care closure. This could cover up to 80 hours of paid TDL. It is suggested that the departmental HR administrative staff person volunteer to enter this special leave for the employee affected. A Quick Reference Guide is available on the Business Center's web site as well as the college's COVID-19 page. More details are included on the HR attachment to these notes.*
- f. Payroll Earliest Retro Dates/FES/ECRT Deadlines – *All of the deadlines and important dates to note are included on the HR attachment, slide 12.*
- g. Submitting Electronic ZPARS and Separation Sheets – *During telework, all ZPARS and Separation Sheets should be sent electronically to Chris Fensin. The instructions to create an adobe signature can be found here: <https://www.dfa.cornell.edu/sites/default/files/creating-digital-signatures.pdf>.*
- h. Staff Exit Survey Reminder – *The staff exit survey was launched in December 2017 to help with retention and program enhancement. The survey, which is anonymous and voluntary, is included on the exit checklist. Units should strongly encourage exiting employees to complete this survey.*
- i. Reminder – Well-Being Days – *Effective 1/1/2020, regular staff are now allowed to use two (2) TDL days per fiscal year as "Well-Being" days. The leave code is 7184. Supervisors should maintain the tracking of these days for their employees, as the system does not specifically monitor the balance on this type of leave. The HR TDL policy has been updated with the details and the FAQ's, which can be viewed at this site: <https://www.uky.edu/hr/news/benefits-enhancements-announced-december-19-2019>. There is also a QRG on the Business Center's web site under the HR Administrative Resources at the following site: <http://cafebusinesscenter.ca.uky.edu/files/qrg - spiner - tdl well being.pdf>.*
- j. Leave Planning Resources – *A survey was sent to staff recently to poll everyone's staycation ideas during the pandemic quarantine. A lot of great ideas were shared. Remember to use your expiring leave on hobbies and fun new creative things so that you don't lose your vacation days. If you can't use all of your leave, think about donating leave to the Shared Leave Pool to help out other staff during extreme circumstances of injury or illness. Donations can be made from May 1 through June 30 and can be in the amount of 4 hours to 10 days. More info can be found here: <https://www.uky.edu/hr/employee-relations/shared-leave-pool/about-staff-shared-leave-pool>.*
- k. Cell Allowance Request Forms – *All cell phone allowance forms for FY21 should be sent via email to christine.fensin@uky.edu in the CAFE Business Center by Monday, June 1, 2020.*
- l. CAFE Covid-19 Staff Site – *The college created a Coronavirus website for staff to have one location for information regarding COVID-19. This site includes zoom tutorials, how to create a digital signature,*

****NEXT MEETING: TBD**

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

emergency leave topics, information for supervisors and professional development from home, just to name a few. The site can be found at: <https://coronavirus.ca.uky.edu/>.

- m. Job Bank – This concept was launched recently during the hiring pause to create an opportunity for supervisors to obtain support for critical needs in their departments from employees who cannot work in person or remotely during the pandemic. It only takes a few minutes to post a position. The site can be found at: <https://www.uky.edu/hr/supervisors/tools/opportunities/>.

2. Budget & Finance

- a. JV Workflow – The new electronic workflow for submitting JV's is now required. **Always remember to route all JV's through your business analyst for review.** They will then route it on through AFRS or RFS per the FYE deadline. The JV deadlines on the year-end close schedule is the date that the JV's must have been in AFRS/RFS, so please allow enough time for all approvals prior to the JV deadline date. This is especially important on RFS JV's that are over 120 days old (which require multiple approvals). For these special JV's, please email your analyst the JV number so they can track these. Attached is an example of a JV coversheet that includes the required business purpose. The required approvals are to go through workflow rather than adobe signatures. The Business Center is currently checking on the routing of other unusual JV's and will let units know how these should be submitted. For any questions regarding JV's, please contact your business analyst.
- b. Fund Balances – We are still awaiting the Provost's decision on the taxing and return of these balances at the end of the year; these will be relayed to the units as soon as the balance amounts are known.
- c. FY20 Budget – Impacted by COVID-19, the state has applied a 1% cut to UK's current fiscal year budget. The university is absorbing this cut centrally. All units are urged to monitor their fund balances and to make careful decisions on all spending.
- d. FY21 Budget Process – Susan and April, working with the chairs and directors of all units, wrapped up the budget development process last week. Per the Dean's email, the college will have a budget cut of nearly 10% across all state and mandated programs. This amounts to a \$9M loss for the college. A proposal for managing this cut was submitted to the Provost. Some of it was approved and some was not. The college will receive some non-recurring funds from UK's central administration to avoid staff reductions in FY21. Unit budget reports will be run initially to show the recurring cuts; the first report will be run in July; the second will be run after October 1. The Business Center will process budget transfers in July and October to make the necessary changes to correct the budget line entries..

3. Other

- a. Topic / Idea Recommendations – If anyone has any Lunch & Learn ideas or has any suggestions for program implementation or has any topic for Subject Matter Expert training, send ideas to: agbusinesscenter@uky.edu.
- b. FY21 Meeting Schedule (TBD) – The business center will send out a notification about the next UG meeting with as much advance notification as possible.
- c. Year-End Close Reminders – Kim will send email reminders approximately every week with important year-end close deadlines.
- d. Supply Deliveries – A question was raised about the possibility of having supplies delivered to employees' personal addresses (because people are working from home); however, this is **not** allowed. All deliveries should continue to be made to a University address.
- e. Relay meeting information to other staff in your department.

****NEXT MEETING: TBD**

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

HUMAN RESOURCES & PAYROLL UPDATES



STAFF PROFESSIONAL DEVELOPMENT FUND

The application process was simple and provided the opportunity to learn more about a method important to my research.

To access more information about the fund, including the application, please visit:

<https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>

 College of Agriculture,
Food and Environment

Staff Professional Development Fund

Now Accepting Applications!

As long as funding is available



The application is located at:

<https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>

Requests and questions should be submitted to:
agbusinesscenter@uky.edu

LUNCH & LEARN PROFESSIONAL DEVELOPMENT SERIES

The college offers lunch and learns throughout the year to allow for employee professional development on various topics. Previous topics have included the EEP program, CAFE Resources, & Stress Less With Mindfulness

After each session the videos are posted to the Lunch & Learn site:

<https://cafebusinesscenter.ca.uky.edu/content/lunch-and-learn-series>



NEW MINIMUM RATE FOR REGULAR STAFF - EFFECTIVE FY '21

- **What:** New minimum hourly rate of \$12.50
- **Who:** Regular hourly staff. Approximately 300 current CAFE staff were impacted.
- **How:** The proposed new pay rates were loaded into the budget prep software by the business center. However, we will not be given approval to send letters to affected employees until after this proposal is considered at the June Board of Trustees meeting.

CELLULAR DEVICE ALLOWANCE REQUEST FORMS

- **Cellular Device Allowance Request forms for FY 21 are due soon!**
- **Email/scan all completed forms to Christine.fensin@uky.edu in the CAFE Business Center by [Monday, June 1, 2020](#).**

Tip: Please send the forms individually rather than one large batch.

CAFE COVID-19 STAFF SITE

CORONAVIRUS UPDATES COVID-19 Updates

[Home](#) [Dean Cox](#) [Teaching Resources](#) [Students](#) [Staff](#) [Extension](#) [Events](#) [FAQs](#) [UK Coronavirus](#)

The college COVID-19 staff page has many helpful resources on everything from zoom tutorials, how to create a digital signature, to information on the new emergency leave types. Please feel free to view often and share resources with your units as needed.

<https://coronavirus.ca.uky.edu/staff>

JOB BANK

- The Job Bank provides an opportunity for supervisors to get support for critical needs by matching those needs with employees who can provide assistance. It could be for a one week project, or a more extended assignment. It takes about 3 minutes to post a job opportunity
- You can find a Quick Reference Guide and Virtual Training Video (1 minute) on the CAFE Supervisor Resources page under Hiring.

How it works

Employees temporarily pivot and apply their skills to the work that's in front of us now.



Jobs are matched to skills using a three-pass verification.

1. Employee skill profiles
2. Home supervisor recommendations
3. Advisor reviews



New supervisors approve candidates and then the employee is assigned to the opportunity.



Home units continue to support employees' current benefits. New units continue to pay employees at their regular rate.

HIRING PAUSE SUMMARY

Note: Offers that were in place on March 23 are not impacted by the pause.

Positions impacted by hiring pause	Notes
Visiting Scholars/Visiting Students	
Regular staff	
Faculty	
Temporary department staff	
Post-Doctoral Scholars	New appointments
TA/GA/RAs	New appointments
PTIs	New appointments
Post Retirements	New appointments
STEPS	
Fellowships	
Positions not impacted by hiring pause	
Hourly Student Workers	
Post Doc Scholar Renewals	
Post Retirement Renewals	

EMERGENCY LEAVE SUMMARY

Emergency Family and Medical Leave Expansion Act: Provides paid and unpaid leave to employees **who cannot work or telework** and need to care for a minor child due to a COVID-19 related school or childcare closure.

- The first 10 days are unpaid, but the employee can choose to use accrued leave (tdl/vacation)
- After the first 10 days, the remainder of the leave is paid at 2/3. However, the employee may choose to supplement the 1/3 with their available tdl or vacation.

Emergency Paid Sick Leave Act: Provides paid leave to employees who are **unable to work or telework** for their own isolation/quarantine, to care for an individual who is subject to a federal/state/local isolation/quarantine, or who need to care for a minor child due to a COVID-19 related school or child care closure.

- Up to 80 hours of paid TDL.

Emergency Family Medical Leave
Expansion Act & Emergency Paid Sick
Leave

- [Expanded Leave Overview](#)
- [Emergency Paid Sick Leave Request Form](#)
- [Emergency Leave Entry Help Tips](#)

EMERGENCY LEAVE ENTRY QRG

Quick Reference Guide is available on the CAFE Employee Resources site under the leave section. The information is also communicated to each employee who is approved for the leave.

Emergency Family Medical Leave
Expansion Act & Emergency Paid Sick
Leave

- [Expanded Leave Overview](#)
- [Emergency Paid Sick Leave Request Form](#)
- [Emergency Leave Entry Help Tips](#)

HOW TO SUBMIT ELECTRONIC ZPARS/SEPARATION SHEETS

- From the **ZHR_PAR** click on the drop down box for the **Frontend Printer** and choose **“Adobe PDF”**, click **“Print Now”** and click on the bottom square **Print** button. There will be a 1-2 second pause, then your **Adobe PDF** will appear on your monitor.
- Email the form to the unit personnel action approver, for the digital signature to be applied.
- Email the signed form to: Christine.fensin@uky.edu

Help tip –

The instructions to create an adobe signature can be found at:

<https://www.dfa.cornell.edu/sites/default/files/creating-digital-signatures.pdf>

The screenshot shows the SAP Print dialog box with the following fields and options:

- Print:** Output Device: LP01 (Local Default Printer); Frontend Printer: Adobe PDF; Page selection: (empty)
- Spool Request:** Name: SMART LP01 CAJO224; Title: (empty); Authorization: (empty)
- Spool Control:** Print Now; Delete After Output; New Spool Request; Close Spool Request; Spool Retention: 8 Day(s); Storage Mode: 1 Print only
- Number of Copies:** Number: 1; Group (1-1-1,2-2-2,3-3-3,...)
- Cover Page Settings:** SAP cover page: Do Not Print; Recipient: (empty); Department: (empty)

Red arrows point to the 'Local Default Printer' label, the 'Adobe PDF' dropdown menu, the 'Print Now' checkbox, and the 'Print' button at the bottom right.

PAYROLL EARLIEST RETRO DATES/FES/ECRT DEADLINES

- **Following the posting of Bi-Weekly pay period 11 (May 27, 2020). Payroll Services will change the earliest retro date to March 29, 2020.**
- **After the posting of Monthly pay period 5 (May 19, 2020). Payroll Service changed the earliest retro date to April 1, 2020.**
- **ECRT: FY20 Quarter 3 Pre Review took place from April 14 – May 4, 2020. Currently we are in the Confirmation process until June 2.**
- **FY20 Quarter 4 Pre-Review will begin on July 23rd and end on August 12, 2020. Confirmation will take place from August 13 – September 10, 2020.**
- **FES Deadline for June is June 8, 2020.**

REMINDER – WELL-BEING DAYS

- **Regular staff may utilize up to 2 TDL days per fiscal year as TDL-Well Being days.**
- **Leave coded as TDL-Well Being will not count against perfect attendance.**
- **The HR TDL Policy has been updated with the details and you may access FAQs @ <https://www.uky.edu/hr/news/benefits-enhancements-announced-december-19-2019>**

LEAVE PLANNING RESOURCES – STAY-CATION IDEAS

Given the stay at home restrictions, we realize it is a challenge to plan for vacation and/or TDL Well-Being hours expiring 6/30/20.

We recently surveyed a group of employees and wanted to share their great stay-cation ideas.

Horseback.riding
camping Boardgames
Take.virtual.tours
Binge.watch.shows Home.improvement
Gardening
Reading treadmill
Hiking puzzle Enjoy.lake
Video.games Baking on-line.classes
Organizing.family.photos
Walking

LEAVE PLANNING RESOURCES – LEAVE DONATION

The Staff Shared Leave Pool is a program for staff who have exhausted all leave due to illness or injury.

All vacation leave that is used for the program, has been donated by staff. May and June are the primary donation months for campus.



MAY 1ST-SEPT. 30TH SHARED LEAVE POOL DONATIONS

Donate to the Staff Shared Leave Pool

It's easy! You can donate online with two options:

- May 1st- June 30th donation period open for Campus Departments.
- May 1st- Sept. 30th donation period open for UKHC.
- Visit this link: <http://www.uky.edu/hr/employee-relations/forms/shared-leave-pool-online-donation-form> and complete online.
- You can also choose to print off the form via PDF File and submit it to the Employee Relations Office. Information is provided on the form.



Do you have VL hours expiring?

Donate the expiring VL hours to the Shared Leave Pool

Donate VL hours in ½ day or full day increments up to 10 days!

Over 30,000 hours have been donated since 2007!

HUMAN RESOURCES EMPLOYEE RELATIONS OFFICE

107 Scovell Hall
Phone: (859) 257-8758
Fax: (859) 257-2493

*Forms must be received no later than June 30th or September 30th.

STAFF EXIT SURVEY REMINDER

To help with retention and program enhancement the college launched a staff exit survey in December 2017. As a staff member prepares to separate/retire they are offered the opportunity to share their thoughts via the survey. The information is completely anonymous, and is used to enhance programs and initiatives. The exit survey is linked to the Exit Checklist. Please remember to encourage exiting employees to complete the survey



SHARE YOUR IDEAS

Do you have ideas for future Lunch & Learn topics, new programs, or Subject Matter Expert training?

We would love to hear from you.

Please share your thoughts at:

agbusinesscenter@uky.edu

Document: _____

JV Contact _____

Department Charged: _____

Department Credited: _____

Workflow Approvals

Business Officer _____

Principal Investigator* _____

Department Chair* _____

College Contact _____

*If required according to Cost Transfer Policy and Procedures

Description: