

COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

August 13, 2014

9:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Tony Day, Accounts Payable Manager – *Tony led a power point presentation explaining the pro card policy changes and the new pro card types that are now being offered which will increase efficiencies by offering various options and by providing more flexibility when using the UK procurement card for purchases. The four types of cards are: Standard, Enhanced, Special Purpose, and Declining Balance. BPM E-7-16 for pro cards can be found at: <http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-16.pdf>. Also, the power point document was emailed to everyone on 8/14/14. It is important to plan ahead as much as possible when these pro cards may be needed by your department. The pro card application form now has specific categories of cards from which to choose. Tony also mentioned that the three local utility companies will now allow UK to pay utility bills with the pro card, however, there is a nominal fee charged by the utility company to pay by pro card.*

Mary Fister, Assistant Controller – *Mary presented the second portion of the AP power point regarding the changes in the catering policy. Departments will use their standard procurement card to purchase catering services provided by UK Dining, the Boone Center and The Club at Spindletop Hall. Catering from UK Dining will be booked through the new on-line system called CaterTrax. To obtain a CaterTrax account, simply call 7-1741 for assistance. For the Boone Center and Spindletop, catering may be booked by calling the individual facility. Those numbers and more catering policy information are included in the power point document distributed on 8/14/14. For alcohol purchases at those three facilities on the pro card, you must use discretionary funds and G/L 540356.*

BPM E-7-16, the pro card application and supplemental information form, and the Pro Card Use for Catering FAQ's are included in the handouts.

Lisa Collins, Assistant Dean for Administration – *Dr. Collins updated everyone on the faculty database, the program used for managing faculty records at the university. Some of the other colleges on campus were surveyed, and it was found that the management of their faculty database was centralized; whereas the CAFE faculty records are entered and maintained by approximately 45 individuals. Since the requirements for matching credentials in this database keep changing, it might be beneficial for the data entry to be done by the Dean's office. A copy of the new faculty demographic worksheet was distributed at the meeting and included as a handout. More information will be forthcoming about the faculty database management.*

1. Sponsored Programs – Gina

- a. FFY14 End of Year Guidelines & Accruals – *Uniform guidance rules for Federal funds are forthcoming. The reporting window will change from 90 days to 30 days, so it is very important for departments to adhere to the closing schedule for federal funds. Business Procedures Exceptions (BPE's) are needed for documents being submitted after September 30. Accruals should be sent to Gina by 9/30/14. The guidelines were emailed to the group by Gina last week, and a copy is included in these handouts.*
- b. Payroll Dates Reminder – *Gina reminded everyone about the importance of checking all payroll on federal funds all throughout the month of September.*
- c. DOE Updates – Version 1 – *Departments should check the status of DOE's for the new fiscal year. September 5 is the next deadline for DOE's; this is the last chance to add FFY14 grants to DOE's.*
- d. Cost Share – *The cost share funding program did not run in July. The next report should include both July and August.*
- e. Annual Effort Certifications Forthcoming – *The annual Certification of Effort Forms along with instructions will be distributed in late August or early September.*

2. Purchasing & A/P – Kim

- a. Purchasing Newsletter (July) – *The group was reminded to review the July issue of the Purchasing newsletter, especially relating to the SRM upgrades.*
- b. Pro Card Edits – *The next pro card edit deadline is Tuesday, Sept 2, 2014.*

3. Travel – Kim

- a. AP Notification Change(s) – *A copy of any travel voucher that is reimbursed for a different amount than*

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that which was submitted to AP will be sent to the department, indicating where the changes were made. Also, when AP returns an incorrect/incomplete travel voucher to the department, a cover letter accompanying the voucher includes an AP clerk's name and phone number to which questions can be directed.

4. HR & Payroll – Le Anne / Susan / Tim

- a. On-Line Faculty Overload Approval Process – *Tim informed the staff that, in order to improve the process, the faculty overload forms are now being processed through the myUK workflow. User guides have been distributed to the group, and training will be coming soon.*
- b. Successful Tips for Hiring in August – *This is one of the included handouts that Le Anne prepared to help staff with all of the hiring that is done in the month of August.*
- c. Payroll Tips for Student Workers – *This is another useful handout that will prove beneficial for departments who hire student workers.*
- d. Payroll Reports – *Le Anne prepared QRG's for three new Spinifex reports which are included in the handouts:*
 - *Name History Report*
 - *Equity Report*
 - *Payroll Results Preliminary Report*
 - *Employee Pay to Pay Comparison (new report; just added)*
- e. Pilot of Paperless Tax/Deposit Forms – *For three weeks, four of our departments have been piloting the paperless direct deposit forms for employees. They will provide feedback to the pilot group. If any other department would like to participate in the pilot program, contact Le Anne.*
- f. Experience & Education – *Employees' work experience and education data is currently being loaded into SAP. It is about 30% complete currently. Contact Le Anne to find out what data she needs from your department. Partial credit hours are not entered in the system.*

5. Budget & Finance –Hannah

- a. Unit Budgets – *These were distributed to departments in July. Please pay close attention to position budgets.*
- b. Commitments – *The business center is working on commitment reports and will distribute those soon for departments to confirm. After the Dean approves, the commitments will be funded.*
- c. Fund Balances – *The fund balances have been confirmed by the PBO and should be returned in November or December.*
- d. Business Procedures Certificate Series – *Hannah encouraged the staff to partipcate in the newly revamped BPC Series being offered now to business staff. This will help with cross-training in the departments.*

6. Other

- a. Introduction of New Staff – *Susan made the following announcements:*
 - i. *Renee King, new staff in Family Consumer Sciences (KU Building)*
 - ii. *Connie Mellon, new staff in Family Consumer Sciences (KU Building)*
 - iii. *Megan Lucy, new staff in Assistant Dean Collins' office*
 - iv. *Darrell Brewer, new staff in Dean Cox's office*
 - v. *Brooke Stone, new position in CAFE Office for Advancement*
- b. Sign-In and Relay Info – *Susan reminded everyone to sign the attendance sheet and relay all meeting information to other staff in the departments.*

7. Dean Nancy Cox - Message from Dean's Office – Dr. Cox thanked all of the staff for their continued hard work in the college. She announced that Stephen Sizemore has accepted the new position of Chief Financial Officer in the CAFE Business Center. Among many other duties, Stephen will help the college transition to the new budget model. Stephen will begin work on September 8, 2014. In late August, there should be more information out to the colleges about the budget model. The Dean's office is currently undergoing renovation to create a new office for Steve Workman, who has been appointed as Associate Dean for Administration. The search for Associate Dean for Research is progressing; the interview process will begin very soon.

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Procurement Cards

I. Purpose

The University of Kentucky authorizes the use of multiple Procurement Card types to increase the efficiency and internal controls of purchasing. Procurement Cards may be used to pay for small dollar acquisitions, to provide an alternative for imprest cash funds and for travel advances. They may also provide optimal procurement and payment solutions for other suitable projects that have a defined purpose, timeframe and budget.

II. Policy

Procurement Cards may be made available to Regular faculty and staff upon approval of an application and a signed Procurement Card User Agreement for each specific card. All cards are issued in the name of the applicant and the cardholder is personally accountable for using the card in strict compliance with all University policies and procedures. Each card may only be used for expenditures directly related to the purpose/project/event for which the card is established. The records of expenditures must be maintained in accordance with the University's record retention policy and available for audit upon demand.

III. Definitions

1. Procurement Card Types

- a) Standard Procurement Card – This card is configured to allow the cardholder to make purchases authorized under the University policy for delegated procurement. [BPM B-3-2 Delegated Procurement Authority](#)
- b) Enhanced Procurement Card – Based on an application, this card may be configured to allow the cardholder to make purchases authorized under the University policy for delegated procurement as well as certain discretionary restricted purchases.
- c) Declining Balance Procurement Cards – Based on an application, this card may be configured for a specific time period and a specific spend limit that is reduced by each expenditure until the spend balance is exhausted or the time period expires. There are two types of declining balance cards:
 - a. Effective Date Card – This card may be set up with an authorized spend limit with a beginning and ending effective date. This type is generally appropriate for international group travel and short term projects (less than 6 months). A reconciliation of the expenditures is required quarterly throughout the travel/project and within 30 days of the end of the travel/project.
 - b. Revolving Card – This card may be set up with an authorized spend limit for an ongoing time period and the spend limit may be replenished periodically. This type of declining balance card is an alternative to an Imprest Cash Account, including limited cash access. The card is generally appropriate for extended projects with recurring expenditures throughout the project. (Examples are: A research project that includes payments to research subjects/survey participants and study abroad programs that include international group travel.) A reconciliation of the expenditures is required quarterly or with each request to replenish the spend limit, whichever occurs first.

Procurement Cards

- d) Open Procurement Card – Based on an application, this card may be configured to allow the cardholder to make purchases authorized under the University policy for delegated procurement as well as most other restricted purchases. Issuance is limited and applications must be specifically approved by the President, Provost or the Executive Vice President of Health Affairs as well as the Executive Vice President of Finance and Administration.
 - e) Special Purpose Card – Based on an application this card may be configured for a particular purpose/type of expense. It is generally only issued to address certain payments that require special reporting in support of administrative policies and regulations. Example: Payments on behalf of a student. A special purpose card established for payments on behalf of students would require that the cardholder be responsible for reporting additional information to Student Financial Aid. See BPM E-7-14 [Payments to Students](#)
2. **Procurement Card Reconciliation Report:** A report of the detail expenditure made on the card, supported with copies of all the documentation for each of the expenses. Reconciliation Reports are required at the end of the validity period and with each request for spend replenishment for Declining Balance Cards.

IV. Responsibilities

- 1. **Cardholders**
 - a) Compliance with the guidelines and restrictions of the Cardholder User Agreement.
 - b) Compliance with the guidelines and restrictions of the policy for delegated purchasing authority. [BPM B-3-2 Delegated procurement Policy](#)
 - c) Make/authorize/approve all expenditures in accordance with the terms and conditions under which the Procurement Card was issued.
 - d) Properly safeguard the card.
 - e) Submit proper documentation to the appropriate editor in a timely manner.
 - f) Submit proper documentation and reconciliation reports as due and upon requests for audit.
- 2. **Editors**
 - a) Review and edit all transactions. See [Cardholder Editing Manual](#) for proper editing instructions.
 - b) Coordinate records retention and maintenance of documentation of all expenditures in accordance with the University Records Retention Policy.
 - c) Have all transactions approved in accordance with the college/division transaction approval plan.
- 3. **Reconciler**
 - a) Validate that all charges on the Procurement Card have been edited and charged to the appropriate account.
 - b) Verify that documentation meets the required standards.
 - c) Verify that all records are stored in accordance with the University Records Retention Policy.
 - d) Verify that electronically stored records are legible.

Procurement Cards

4. **Deans/Directors/Administrative Officers**
 - a) Review and approve all Procurement Card Applications.
5. **President/Provost/EVPHA/EVPFA**
 - a) Review and approve all Open Procurement Card request. Open cards must be approved by the President, Provost or Executive Vice President of Health Affairs as well as the Executive Vice President of Finance and Administration.
6. **Procurement Card Administrator**
 - a) Review applications and authorize Procurement Cards for approved applicants.
 - b) Conduct cardholder training for all card recipients.
 - c) Audit reconciliation reports.
 - d) Monitor Procurement Card activity and conduct periodic audits of expenditures.

V. Procedures**1. Applying for a Procurement Card**

Only regular employees may be issued a Procurement Card.

- a) Complete a University of Kentucky [Procurement Card Application](#).
- b) Obtain the required signatures of the approving officials.
- c) Submit the Application to the Procurement Card Administrator at procard@email.uky.edu
- d) Upon being approved for a card, complete a [Cardholder User Agreement](#) and submit to the Procurement Card Administrator.
- e) Attend cardholder training.

2. Procurement Card Use

- a) All transactions must be in compliance with University policy, procedures and regulations please refer to [Regulations Library](#)
- b) Each card may only be used for expenditures directly related to the purpose/project/event for which the card is established.
- c) See Procurement Card Types ([Section III.1.](#))
- d) Editing, record retention and documentation requirements must be met, See Procurement [Cardholder Manual](#) for more details.

3. Reconciliation Reports

- a) All Declining Balance cards require a reconciliation report be completed and submitted to the Procurement Card Administrator.

4. Other Special reporting requirements

- a) If a special purpose card is issued for student related expenditures the cardholder is responsible for reporting additional information to Student Financial Aid. See BPM [E-7-14 Payments to Students](#)
- b) If a declining balance card is issued for purchasing gift cards for [Research Subject](#) payments then a log detailing the disbursement of the gift cards is required to be submitted with each spend replenishment or quarterly whichever comes first.

5. Records Retention and Documentation Requirements

Procurement Cards

- a) The University requires that records of card transactions be kept on file for audit purposes and in accordance with the University's [Record Retention Policy](#). See Procurement [Cardholder Manual](#)



University of Kentucky
Procurement Card Application

Employee Information

Card Applicant's SAP Person ID

First Name Middle Initial Last Name

Business Street Address (Department Name) Address 2 (Room and Building) Business Phone Number

City State Zip and Speed Cardholder's Email Address

Date of Birth Social Security Number Cardholder Department Number

TYPE OF PROCUREMENT CARD REQUESTED (Check One)

Standard *Enhanced *Declining Balance *Special Purpose *Open

*Requires attachment of a completed Procurement Card Supplemental Information form. See UK Forms page
[UK eForms](#)

Card Detail

Card Editor (s): - SAP User ID 1. _____ 2. _____ 3. _____

Monthly Credit Primary Cost Object Secondary Cost Object

Second Line of Embossing (Dept Name)

\$5,000

Single Transaction Limit MCC Group Hierarch Level Hierarchy ID

Employee Approval Signature

Signature of Applicant / Date Procurement Card Administrator / Date

Approving Supervisor Name (Please Print) Email Address Approving Supervisor Signature/Date

Approving Dean/Administrative Officer Name Email Address Signature/Date

Open Card Approvals Only - President/Provost/EVPHA/EVPFA

Approving Provost/EVPHA or President Date Approving EVPFA Date

**UNIVERSITY OF KENTUCKY
PROCUREMENT CARD APPLICATION SUPPLEMENTAL INFORMATION**

This form should be used to provide supplemental information for selected types of University of Kentucky Procurement Cards.

Instructions:

1. Select the type of card being requested from the listing below and complete the appropriate section.
2. Provide (attach) a written justification for requesting the card including a detailed description of the specific purpose for which the card will be used and an outline of the internal controls that will be in place to assure compliance with University policies for delegated procurement, funding, transaction approval and reporting requirements.
3. Obtain the required signatures.
4. Attach to the University of Kentucky Procurement Card Application.

Type of Procurement Card Requested:

For a detail description of each card go to [BPM E-7-16](#)

Special Purpose Procurement Card
 Open Procurement Card
 Declining Balance Procurement Card – Effective Date
 Declining Balance Procurement Card – Revolving
Will this Declining Balance card need cash access?
If yes, provide amount needed \$ _____
If yes, please attach a written justification for cash access.
A Reconciliation Form/Instructions will be provided if approved.
 Enhanced Procurement Card – [BPM E-7-16](#)
Select the restricted items/business for which authorization is being requested from the Cardholder Manual and list them below.
[Cardholder Manual](#)
1. _____
2. _____
3. _____

Applicant/Supervisor/Approving Official Signatures

Applicant _____ Date _____
Supervisor _____ Date _____
Approving Official _____ Date _____
Approving Official _____ Date _____

UK DINING Changes

The transition to UK's new dining partner — Aramark — began July 1. This new partnership will quickly lead to more food options, more convenience, and healthier choices for all those served. It will also usher in some new processes and procedures that will enhance efficiency, automate billing workflow, and provide more catering options.

One of the first changes that was implemented on July 1 is that journal vouchers (JV's) will no longer be utilized for catering. Departments will use a regular (standard) UK pro card to purchase all catering services provided by **UK Dining** as well as the **Boone Center** and **The Club at Spindletop Hall**.

This process will be a more efficient and effective system and, ultimately, will be easier for everyone involved as events are booked through UK Dining's new online system – **CaterTrax**. More information will be provided to departments on CaterTrax within a few weeks. Once on-line, charges will be billed and processed directly using the UK pro card directly to SAP.

Official events will be charged to cost centers in accordance with the existing discretionary expenditure policy. Details of that policy, which covers events where alcohol is served, can be found at: www.uky.edu/evpfa/controller/files/dispolicy.pdf. Separate invoices will be produced for food and for alcoholic beverages. Departments remain responsible to edit UK pro card charges to the appropriate cost center and GL and to retain the invoice records.

We know that transitioning from one system to another will take some time and will raise some questions. A website will be launched and face-to-face meetings will be scheduled within the coming weeks to provide additional information. In the meantime, here is how things will proceed:

- A UK pro card will be required to pay for official university functions for catering services, meals and activities provided by UK Dining.
- A UK pro card will be required to pay for official university functions for catering services, meals and activities provided by the Boone Center and The Club at Spindletop Hall.
- The use of a UK pro card for catering is specifically limited to UK Dining, the Boone Center, and The Club at Spindletop Hall. The pro card may not be used with other off-campus vendors. Specifically, a PRD created in SAP is still the requirement for off-campus vendors.
- In the event some departments do not have a pro card, please contact Laura Payton at Laura.Payton@uky.edu to start the process of obtaining a pro card for your department. A new card is provided within approximately one week. In the interim, UK Dining will work with your department during this brief transition period -- and will continue to process requests for catering. Final billing will be processed when the pro card is available.
- Within the next several weeks, meetings will be scheduled with business officers across the campus to discuss this transition and other issues related to UK Dining to ensure as smooth a process as possible. Invitations and more details about this event will be distributed soon.
- Some of the more frequently asked questions can be found at this link (and they are attached to this document):
<http://www.uky.edu/EVPFA/Controller/files/pay/ProcardUseForCateringFAQs.pdf>.

Changes such as this one will lead — and already are leading — to a more efficient, effective and responsive dining operation at UK. But, even as things are moving as quickly as possible, everyone will have to work together collaboratively to navigate the inevitable bumps in the road and understandable questions and concerns that arise along the way.

We are committed to working with you and getting answers to your questions as quickly as possible.

PROCARD USE FOR CATERING

JULY 1, 2014

FREQUENTLY ASKED QUESTIONS

1. If I don't have a Procard, can I still book and hold my event?

YES. In the event some departments do not have a Procard, please contact Laura Payton at Laura.Payton@uky.edu to start to the process of obtaining a Procard for your department.

A new card is provided within approximately one week. In the interim, UK Dining will work with your department during this brief transition period -- and will continue to process requests for catering. Final billing will be processed when the Procard is available.

2. When does the policy take effect to eliminating journal vouchers for payment?

July 1, 2014

3. If a department does not have a Procurement Card, may it continue to pay by Journal Voucher (JV) in fiscal year 2014-15 when using UK Dining/Catering, The Hilary J. Boone Center and The Club at Spindletop Hall?

NO. Expenses for all events/orders must be paid by Procurement Card. Visit the Accounts Payable Homepage, <http://www.uky.edu/EVPFA/Controller/payable.htm> for details on how to obtain a Procurement Card.

4. May an order for an event/activity that includes alcoholic beverages or otherwise requires discretionary funds be booked and paid for by Procurement Card?

YES. But when the transaction is edited all expenses must be charged/funded in accordance with the Discretionary Expenditure Policy. <http://www.uky.edu/EVPFA/Controller/files/dispolcy.pdf>

5. How will receipts/invoicing for Procurement Card charges be received?

Upon closing and event/order by charging a procurement card, UK Dining/Catering, The Hilary J. Boone Center and The Club At Spindletop Hall will forward/provide the department/cardholder with a copy of the receipt/paid invoice.

A separate invoice/register receipt will be provided for alcoholic beverages.

Documentation for the procurement card edits must include the purpose, the attendees and specific detailed description of the event along with the invoice/register receipts.

6. How will FY 2013-2014 events/orders be billed and closed?

All events/orders completed on or before 06/30/2014 will be billed and closed by Journal Voucher (JV) in fiscal year 2014.

7. Can I use the Procurement Card at other alternative off-campus vendors?

NO. Use of the Procurement Card is specifically limited to these three providers and may not be used at alternative vendors for these services.

8. How do I obtain more information?

Contact:

- UK Dining <http://ukylive.campusdish.com/> 859-257-2220
- The Club At Spindletop Hall, www.spindletophall.org (859) 255-2777
- The Hilary J. Boone Center www.uky.edu/BooneCenter/ (859) 257-4322

Federal Formula Grants 2014 Year-End Guidelines

1. To ensure that all transactions are posted to the appropriate fiscal year, please mark all documents “**OLD YEAR**” or “**NEW YEAR**” at the top of documents submitted to the Business Center from **Oct 1 - Oct 15**.
2. All requisitions on “**OLD YEAR**” funds will need to be completed by **Sept 10th**. This will help to ensure that PO’s are created and goods received by **Sept 30**. It should also help to ensure that all accounting entries are posted to the “**OLD YEAR**”.
3. All goods receipts transactions (MIGO) must be completed by **Sept 30th** to ensure they are posted to “**OLD YEAR**” funds.
4. In order to split the payroll for **BW21** appropriately across the two federal fiscal years, separate IT0027 records will be required (see below). If you have any questions about this, please contact Gina Vessels (7-7241 or ginavessels@uky.edu).
 - a. **One record for period 09/21 – 09/30 on old year fund ending in “14”**
 - b. **One record for period 10/1 – 10/04 on new year fund ending in “15”**
5. All DOE’s making changes to faculty payroll distributions for federal formula grants must be submitted by **Sept 5th by 12:00 noon**. Any DOE’s submitted after this deadline that contain “**OLD YEAR**” federal funds will be returned. **Funds for Federal Year “15” are loaded in SAP and active in FES and can be immediately used to update DOEs and payroll 0027 screens.**
6. All pro card editing for federal formula grants must be completed by **Sept 30th**. This will help to ensure that all charges are posted to the appropriate year.
7. All PRD’s and Travel Vouchers for “**OLD YEAR**” must be submitted to the Business Center by **Sept 22nd** to help ensure they are posted to “**OLD YEAR**” funds. Any submitted after this date are not guaranteed to post to “**OLD YEAR**”.
8. Any **goods/services received or travel expenses made prior to Sept 30th** for which you have not processed a payment document must have an **ACCRUAL** established. All requests to establish these accruals are due to Gina Vessels via email (ginavessels@uky.edu) in the Business Center by **Sept 30th**.
9. All JV’s making corrections to “**OLD YEAR**” postings must be completed and submitted to the Business Center by **Sept 22nd**. This should help to ensure they are posted by General Accounting before the month of Sept closes out. After this date, only the Business Center will be able to post JV’s to “**OLD YEAR**”.
10. “**OLD YEAR**” documents **submitted to the Business Center after the federal year-end deadlines referenced above require a Business Procedures Exception Request form (<http://www.uky.edu/eForms/forms/bpexception.pdf>) be submitted via email to ginavessels@uky.edu**. You will be contacted immediately when the exception request is approved or denied for processing.

- Posting the job: [IES QRG's](#) are linked to the [Ag Business Center](#) website. Student, department temporary, Post Doc, etc. positions can be posted through [IES Student/Other](#).

- Determine I9 Requirement: Determine in advance if the potential employee will need to complete an I9 and/or background check, and make appropriate arrangements.

- Student Wage Scale: When hiring students, please reference the [CAFE Student Wage Scale](#). If a department would like to request an exemption to the scale, the [Student Wage Scale Exemption form](#) should be completed and submitted online in advance.

- Selecting the Position Number: Always choose a position number with the correct reporting relationship, to maintain MSS access/accuracy. Please always review the reporting relationship in [PP01](#), prior to entering the PA40 action. If you need a new, non-regular position created, please complete/submit the [Position Request Form](#).

- Collecting paperwork: Collect all of the applicable new hire paperwork (I9, tax form, signed app, direct deposit, etc.), and provide new student workers with the “Payroll Help Sheet for Student Workers.”

- Selecting the Personnel Action: When determining which personnel action to use, the [Personnel Actions Cheat Sheet \(PA40\) ORG](#) may be helpful.

Note: HR asks that we use the [Reactivate Additional Assignment](#) action whenever possible. This action can be used to avoid creating an unnecessary additional personnel number for an employee. If an employee already has multiple personnel numbers, and at least one is inactive (ended, not separated), you can use this action.

- Avoiding a “?” in the ID Number: When entering a new hire action, remember do not close the “Students Matching Employee Data” window, this will create an employee ID number with a “?” in it, that will have to be deleted.

List of Students matching employee Data Window	
DO NOT CLOSE THIS POP-UP WINDOW by clicking on the X in the upper-right corner! Doing so will give the employee an invalid Person ID (i.e. "?_11046666"). If this happens, you will need to contact HR Compensation to have the action deleted, and then you will have to do the entire action again.	
If any matches are found and the correct student record is listed, double-click on the Student ID and it will assign that number as the Person ID in HR.	
If any matches are found but the correct student record is NOT listed, click on the New Student button and it will create a new record.	

- Review Documents: Check all ZPAR supporting documents (tax forms, direct deposit, etc.) to make sure the forms are filled out completely with signatures prior to sending the paperwork to the Ag Business Center.

Note: The *Race-Ethnicity Disclosure* form does not need to be attached to the ZPAR. Screen 77 should be entered, and then you can detach the form prior to sending the ZPAR packet to the Ag Business Center. The **Motor Vehicle Record** should be sent to **Risk Management** at the address listed on the form. MVR forms should not be attached to the ZPAR.

-**STEPS Ex Code:** Include the **STEPS exemption number** in the **comments** section of the ZPAR when applicable.

-**K4 Size Dimensions:** K4 Forms - If you are printing the K4 forms from the state website, remember that UK Payroll will not accept the enlarged (anything bigger than 3.5x8 inches) version of the form. To print the correct size, please follow these instructions:

taxes.

7. **Kentucky Withholding Exemption Certificate (K-4).** This form allows the employee to specify the number of exemptions for withholding of state taxes.

Please note: When printing the K-4 form, the Payroll department will not accept large print (the form may be no larger than 3.5 X 8 inches.) When you select print, in your printer box uncheck the "auto-rotate and center" box.

8. **University of Kentucky Local/City Tax Form.** This form is to be completed when hiring a new employee or on a change of address, if the change affects the

-**Local City Tax/Royster:** Remember that Payroll now requires a new [**Local City Tax form**](#) each semester for RA, TA, GA's who are exempt under the [**Royster Memo**](#). Upon the receipt of the LCT form, Payroll will start the exemption using the effective date on the form. They will end it the last day of the semester. At the end of each semester students will automatically begin being charged the city tax unless Payroll receives the new Local City Tax form. Please note that for the Fall 2014 semester, **8/27/14** is the earliest available effective date for the form.

-**ZPAR Deadline:** The original ZPAR plus one copy, with attached backup documentation, should be sent to the Ag Business Office, keeping in mind the **ZPAR deadlines:**

ZPars Are Due in the Ag Bus. Ctr By Noon	Data and Time Input MUST be entered before Thursday 5:00 PM Payroll Run (Prelim)	Corrections and Other Data MUST be entered before Sunday 5:00 PM*** Payroll Correction Run (Trial)	Departments have until 5:00 PM on Monday for the biweekly payrolls Payroll Correction Final Run	Payroll Period Dates			
	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid
6/25/2014	6/26/2014	6/29/2014	Monday 6/30/2014 noon	6/15	6/28	7/3	14
7/9/2014	7/10/2014	7/13/2014	7/14/2014	6/29	7/12	7/18	15
7/23/2014	7/24/2014	7/27/2014	7/28/2014	7/13	7/26	8/1	16
8/6/2014	8/7/2014	8/10/2014	8/11/2014	7/27	8/9	8/15	17
8/20/2014	8/21/2014	8/24/2014	8/25/2014	8/10	8/23	8/29	18
9/3/2014	9/4/2014	9/7/2014	9/8/2014	8/24	9/6	9/12	19
9/17/2014	9/18/2014	9/21/2014	9/22/2014	9/7	9/20	9/26	20
10/1/2014	10/2/2014	10/5/2014	10/6/2014	9/21	10/4	10/10	21
10/15/2014	10/16/2014	10/19/2014	10/20/2014	10/5	10/18	10/24	22
10/29/2014	10/30/2014	11/2/2014	11/3/2014	10/19	11/1	11/7	23
11/12/2014	11/13/2014	11/16/2014	11/17/2014	11/2	11/15	11/21	24
11/25/2014	11/26/2014	11/30/2014	Tuesday 12/2/14 noon	11/16	11/29	12/5	25
12/10/2014	12/11/2014	12/14/2014	12/15/2014	11/30	12/13	12/19	26

-**Review Payroll Results:** Monitor new employees to make sure that they are “**unlocked**” and that their pay is correct, prior to the payroll final. The locked status can be viewed in PA20, on infotype 3. Click [here](#) for the Check Payroll Results QRG.

-Review ESS navigation: Show new hires how to [record time via myUK ESS](#), [how to view pay statements](#) and [how to review if time has been approved](#).

Student workers in CAFE will utilize [myUK Employee Self Service](#) to record time worked, verify that time has been approved, and view pay statements. Within 3 days of the start date, the *ESS* tab will be available via the myUK link blue portal. The payroll cycle is 2 weeks. This document contains helpful information pertaining to the payroll assignment, myUK ESS navigation, supervisor contact information, and department payroll contact information.

Your employee ID number is (the same as your student ID number): _____

Your payroll assignment number (PERNER) for this job is: _____

You should have your time for the 2 week pay period recorded, via [myUK ESS](#), by (you might find it helpful to set up a reminder on your phone/calendar): _____

Date	Att./abs. type	Actual	Hours	Det.
SU, 07/13	Σ	40	0.00	
MO, 07/14	HOURS WORKED	0	0.00	
TU, 07/15	HOURS WORKED	8	0.00	2
		8	0.00	3

Your first pay date will be: _____

Your supervisor contact information is (contact if time is not approved):_____

Your department payroll administrator contact information is (contact if time is approved, but pay statement is incorrect): _____

Att./abs. type	Planned	Actual	Hours	Det.
Σ	35.50	35.50		
HOURS WORKED	0	0.00		
HOURS WORKED	8	8.00	8	Click Here

Click [here](#) for instructions on viewing pay statements.

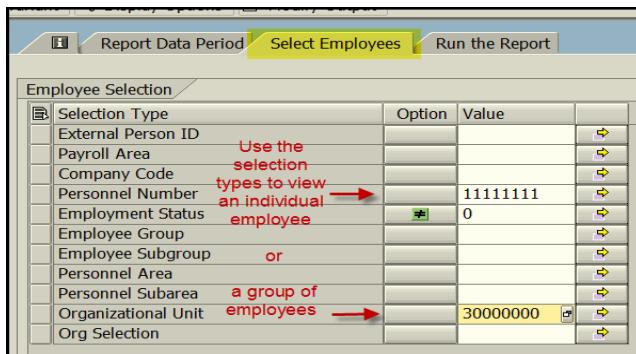
HR Administrators can utilize the /SPIN/ER Name History report to generate a history of an individual employee's or a group of employees' SAP recorded name changes. This report can be helpful for updating databases that are maintained separately from SAP, or locating previous names used by an employee.

Setting the criteria

- Select the /SPIN/ER transaction.
- Open the “Company Report” folder, and select the “Name History” report.
- From the “Report Data Period” tab, select the range of time that you want to look at.



- From the “Select Employees” tab, specify the employee or group of employees that you would like to view.



Running the report

- From the “Run the Report” tab, you can execute the report. For small groups of employees (a good general rule is 100 or fewer) it is okay to select the <Execute Report in Foreground> option. The results will be displayed.

Last Name	First Name	Organizational Unit	Payroll Area	Employee Group	Last changed on (IT 0002)	Start date (IT0002)
Smith	Matt	30000000	M1	Staff	12/20/2013	05/20/1993
Mitchell	Matt	30000000	M1	Staff	07/02/2014	07/02/2014

Viewing the Data

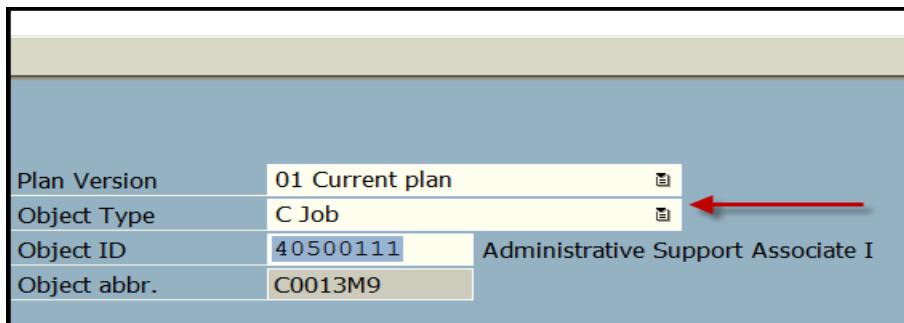
After the report results are displayed you can right click on any column to hide, sort, or filter. You can also select “List” to export to Excel.

Last Updated: 8/6/14

When the department HR Administrator is preparing a Hiring Proposal, a completed [Education & Experience Calculator](#) **and** an equity spreadsheet must always be attached. Once the form is completed, and the additional documents are attached, the Hiring Proposal should be submitted to the *Budget Officer*, which sends the form to the Ag Business Center. If everything appears to be in order, the Ag Business Center will submit the form to the Employment Office. The [IES Hiring Staff QRG](#) provides the steps for requesting/completing the Hiring Proposal. This document is to provide guidance on the equity attachment.

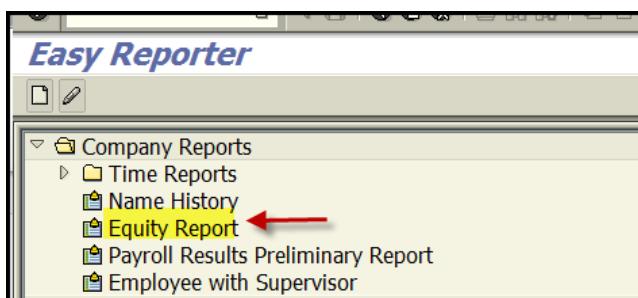
Setting the Criteria

-Locate the job code. In **PP01**, choose the “Object Type” **C Job**. Then in the Object ID search for the appropriate job code by typing in the job title. The job code will be displayed. Copy that 8 digit job code.

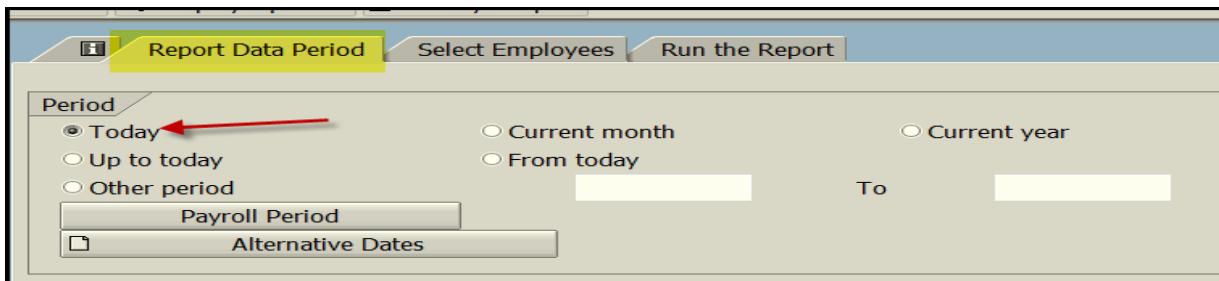


-Select the **/SPIN/ER** transaction.

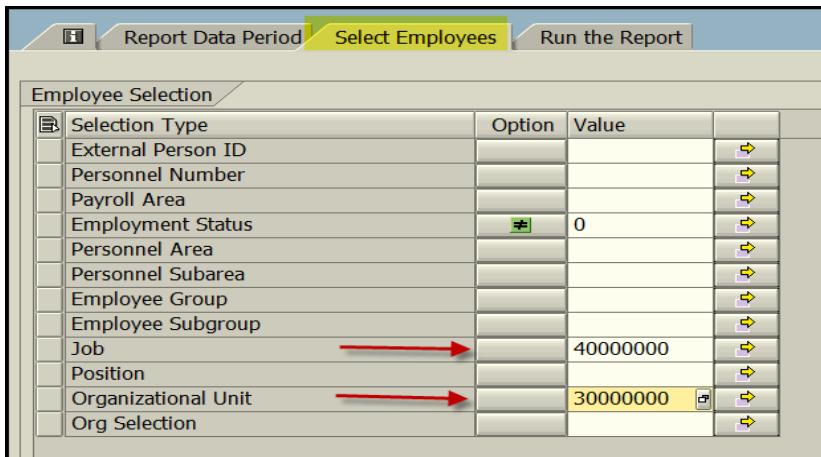
-Open the “Company Report” folder, and select “Equity Report.”



-On the <Report Data Period> tab select the current date.



-On the <Select Employees> tab enter the 8 digit job code, and the organizational unit.



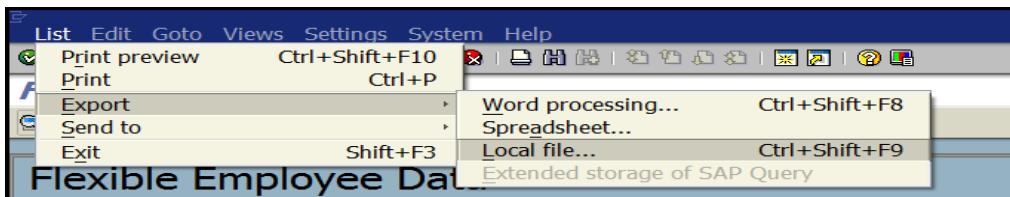
Running the Report

-Select <Run FullScreen> to execute the report. The results will be displayed.

Grade	Job Title	Qual - Group	Education	Experience D...	Date Hired	Dept #	FTE	Pay Rate
41	Administrative Support Associate I	Education	AS - Associate's	10/01/1982	07/17/2002	81	100.00	
41	Administrative Support Associate I	Education	AS - Associate's	08/01/1985	12/04/2006	81	100.00	

Viewing the Data

-If everything looks correct, then export the report to Excel



-Verify that the experience and education are listed correctly on the spreadsheet.

-Add a column that lists the current date.

-Add a column to convert the experience date to years and months. In this example the formula would be: =DATEDIF(G5,H5,"y")&"Years"&DATEDIF(G5,H5,"ym")&"Months"

	B	C	D	E	F	G	H	I
1	Grade	Job Title	ID	Qual-Grou	Education	Experience Date	Current Date	Exp Yrs, Mths Formula
5	41	Administrative Support Associate I	10172840	Education	AS - Associate's	8/1/1985	7/29/2014	28Years11Months

- Add a column that lists the equity adjustment.

-Attach the equity spreadsheet to the Hiring Proposal along with the [Experience & Education Calculator](#).

 Hiring Proposal Documents [Edit](#)

1. [Department Equity Overview \(PDF | 30.7 KB\)](#)
2. [Additional Hiring Proposal Document 1 \(PDF | 172 KB\)](#)

Experience and Education Cal

HR Administrators can utilize the /SPIN/ER Payroll Results Preliminary Report to generate a report to preview payroll postings the day after a payroll preliminary or trial run. This report allows for a proactive approach to identifying cost distribution issues, which allows for necessary adjustments to take place prior to the payroll being finalized.

Setting the Criteria

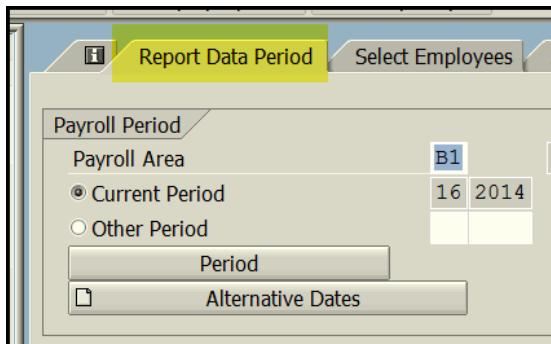
-Select the /SPIN/ER transaction

-From the “Company Report” folder select the “Payroll Results Preliminary Report.”

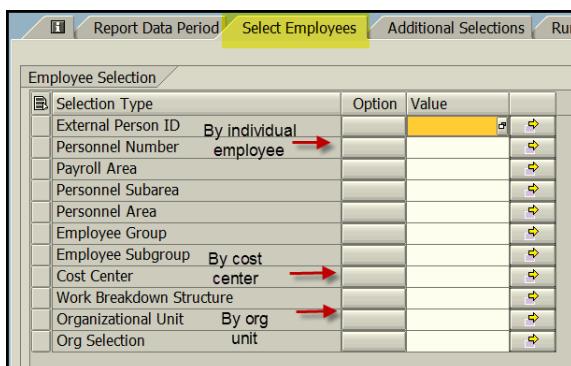
-Under the <i> tab select the applicable variant:

Presaved Vari...	Variant Type	Owner	Select Variant
MO Trial	GLOBAL	ECWESL2	<input type="radio"/>
BW Prelim	GLOBAL	ECWESL2	<input type="radio"/>
MO Prelim	GLOBAL	ECWESL2	<input type="radio"/>
MO Final	GLOBAL	ECWESL2	<input type="radio"/>
BW Trial	GLOBAL	ECWESL2	<input checked="" type="radio"/>
BW Final	GLOBAL	ECWESL2	<input type="radio"/>

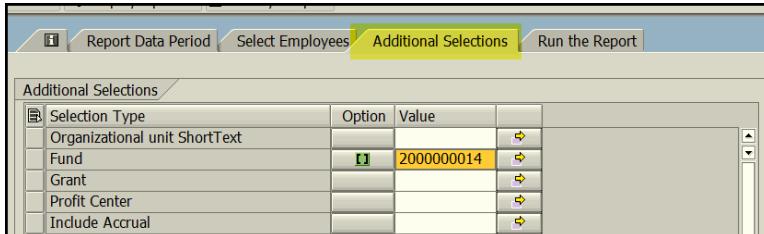
-Under the <Reporting Data Period> tab select the applicable pay period:



-Under the <Select Employees> tab select the information that you would like to report on (individual employee, org unit, cost center, etc.):



-You can use the <additional selections> tab to select additional data such as Fund.



Running the Report

-Under the <Run the Report> tab execute the report. For small groups of employees (a good general rule is 100 or fewer) it is okay to select the <Execute Report in Foreground> option. The results will be displayed.



Viewing the Data

-After the report is displayed you can right click on any column to hide, sort, or filter. You can also select "List" to export to Excel.