

COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

August 13, 2019

9:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

New Employee Orientation Module – Natalie Lindgren – *On 7/1/19, the new employee orientation became an on-line module in myUK Learning with many advantages over the 4-hour classroom orientation for new employees. There are six sessions of the orientation module. This training is to be taken during paid working hours. Employees must take the training within the first 30 days of employment. Supervisors can check the status of employees' orientation progress at any time. Timely entry of the new employee's entry into SAP and the activation of the employee's email account is very critical. The slide presentation is attached as a handout. Also, there is a new Staff Handbook that can be accessed at <https://www.uky.edu/hr/staff-handbook/>.*

1. Research & Grants

- a. FCG Project Expirations – *Units are urged to maintain a list of Federal Capacity Grant project expiration dates and to send reminders to project managers about upcoming expiration dates. Some of the project dates can be extended, but the extension request must be submitted in advance of the project's ending date.*
- b. CAS Review – *The Business Center analysts regularly send out CAS items that need to be removed or reclassified because they are unallowable expenses on federal capacity grants. Please review these CAS items and work with your analyst to take appropriate action as needed. This relates to 235* FCGs as well as the state matching 10125* cost objects.*

2. Procurement & Travel

- a. Travel – 60-Day Report – *Tina Ward distributed a handout that is attached to these notes regarding Trips that are submitted past the 60-day deadline. This handout includes many reports to help get the details of trip reimbursements that have been taxed because they weren't submitted within the 60 day time frame. If the 60-day taxation form is completed, travelers should make a copy of their Trip because once it is rejected the details of the Trip will no longer be available, except by contacting Travel Services.*
- b. Subject Matter Expert Training – Purchasing (COMING SOON!) – *In response to multiple requests to hold a Purchasing training overview, the Business Center will schedule an SME session for Purchasing training in the near future. If staff have topics they would like to have covered or experts they would like to have present a topic, please send an email to the Business Center.*

3. HR & Payroll

- a. Visiting Scholar vs Visiting Student – *The Provost has increased oversight on the HR employee category distinction between visiting scholars and visiting students. Visiting scholars are appointed one year at a time, for a maximum of 2 years. Visiting students must be enrolled and working on a degree at another university. There are two separate approval forms for both groups of employees and these can be found on our college web site for the Office of Associate Dean for Faculty Resources, Planning & Assessment. The two forms are attached as handouts. If questions, contact Megan Lucy in the Associate Dean's office. Please note that the SAP position title must align with the title on the form, and the approved form must be attached to the ZPAR or Workflow. A Visiting Student position title was recently created. Department specific position numbers were distributed at the meeting and are searchable via PPOSE. If additional position numbers are needed, please submit a [Position Request Form](#).*
- b. eCRT Deadlines – *Confirmations for FY19 Q4 should be done between 8/13/19 and 8/31/19.*
- c. Payroll Earliest Retro Date – *The biweekly retroactive date will reset on 8/20/19 to **June 23, 2019**, and the monthly retroactive date will reset on 8/27/19 to **July 1, 2019**. Please plan accordingly.*
- d. Subject Matter Expert Training Series – SPIN/ER Training – *This is an extremely helpful reporting tool for HR users. An SME training session on SPIN/ER training will be offered in October. Let the HR staff in the Business Center know if you have specific items you would like to see covered at this training session.*
- e. MyUK App – *This is a new app that everyone is encouraged to download on their mobile devices. Employees can now access services from Employee Self Service and Manager Self Service through the myUK Mobile app. It enhances the employees' ability to enter time and leave requests and the supervisor's*

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ability to approve requests directly from their cell phones. Employees can also view their pay statements and benefits election using the app.

- f. *Supervisor Orientation – When supervisors were recently surveyed, they unanimously responded with the request for more supervisory training within the college. They also indicated the need for quick reference guidelines and more resources/links on the college and Business Center web sites. Many may not realize that these resources are already on the Business Center web site and more are continually being added. A CAFE Supervisory Orientation is coming soon!*
- g. *Mentor Nominations – The mentor program is growing, but more mentors are needed. The mentoring can be accomplished at whatever level is agreed upon between the mentor and the mentee. It is designed to last six months. The program is proving to be a two-way benefit for parties involved. If interested in participating in this program, contact Melissa Horton. A copy of the mentor nomination form is attached.*

4. Budget & Finance

- a. *UBIT Reviews for Revenue Producing Activities Accounts – The Unrelated Business Income Tax (UBIT) reviews by AFRS with our college will begin this fall (likely in September). We have not received the outline yet from AFRS for the review; but they will be looking at the purpose of all income (1013-) accounts to make sure that they are still supporting the activity for which they were initially intended and to insure that we are following all regulations relating to these revenue-producing accounts. The Business Center will provide more details to the units once more information is known.*
- b. *Commitments and Unit Budget Reviews – Departmental administrative staff are urged to work with their department heads to determine if all of their commitments are on the Dean's list. Contact April Lyons if any of your commitments are not included on the list. Unit budgets should be reviewed carefully, and the business analysts should be made aware as soon as possible of any discrepancies.*

5. Other

- a. *Business Officers' Council – The college formed a new Business Officers' Council in March, and they now have a web site on the Business Center's home page. The purpose of the council is to provide a forum for discussing issues of importance concerning business related functions for the college. They meet on a quarterly basis. The chair of the council is Christine Tarné. Other members include Covetta Ramey, Deb Ramey, Katie McKinney, Monica Shuler, Cindy Stidham and Deb Mollett. Feel free to contact April Lyons or any member of the Council anytime.*
- b. *Business Analyst Leaving – Tina Navis is leaving the Business Center to lead the Business Office in the College of Communications and Information Systems. Her last day with us is August 16. We would all like to thank Tina for her service to our college and we wish her well in her new UK position. (Tina's units are being temporarily reassigned to either Andrew Gehring or Scott Wells, and those units have all been notified of their interim analyst.)*
- c. *New Staff Introductions – The following new staff were introduced at the meeting:*
 - i. *Erin DesNoyers – Equine Programs*
 - ii. *Katie McKinney – School of Human Environmental Sciences*
 - iii. *Sarah Habel – Entomology*
 - iv. *Deb Mollett – Equine Analytical Chemistry Lab (EACL), transferred from Vet Sciences*
 - v. *Barbara Stiefel – Equine Analytical Chemistry Lab (EACL), transferred from North Farm*
- d. *Sign-In Sheet*
- e. *Relay meeting info to other departmental staff*

BREAK-OUT SESSION – Federal Fiscal Year End – *Tina Navis presented the 2019 Federal Fiscal Year End Closing Schedule, which includes many helpful pages of information that units can use as a resource when closing out FFY19. Attached as a handout is the one-page closing schedule. The federal fiscal year ends September 30, 2019. Please review the list of deadlines carefully and contact your business analyst if you have questions. Here is the link to the entire presentation:*

https://cafebussinesscenter.ca.uky.edu/files/cafe_federal_fye_manual_ffy19_0.pdf

****NEXT MEETING: Tuesday – November 12, 2019, 9:00 am (Gorham Hall, Good Barn)****

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

University New Employee Orientation

Online Program



University New Employee Orientation

Why Move Online?

In-Person Session

- 4.5 hours
- 60-150 in attendance
- Presenters varied
- Supervisor responsible to register new employee
- Not required if over 40 miles from campus

Online Program

- 60-90 minutes
- Self-paced
- Consistent information
- Assigned by HR T&D
- All new regular employees $\geq .5$ FTE receive important information pertaining to working at UK

University New Employee Orientation

Online Program Overview

NEO is a modular-based program in the University's learning management system, **myUK Learning**

Video modules are grouped in categories

1. Welcome to the University of Kentucky
2. Insurance and Retirement
3. Well-being and Community
4. Safety
5. Policies and Compliance
6. Financial Partners

University New Employee Orientation

Online Program Logistics

Modules may be taken at any time within the first 30 days

- **All at once (back to back)**
- **Spaced over the 30 days (recommended)**
- **Can be taken in any order**

Supervisor should discuss the following with the new employee:

- **Schedule for completing the online modules**
 - All at once – OR – spaced over the first 30 days
 - Modules **must** be taken during **paid** working time
- **Where to take the online modules**
 - Computer lab
 - At their workstation
 - Other area

University New Employee Orientation

Online Program Logistics

Program assigned to new employee based on the start date entered in SAP

Timely SAP entry is critical

Timely email activation is critical

Employee has 30 days to:

- Sign up for benefits
- Complete the program



If employee is not entered in SAP before their start date and/or their email is not activated timely:

NEO will not be assigned timely

Employee will have less time to complete NEO

Employee won't know benefits information

University New Employee Orientation

Online Program Email Communication

Auto-generated emails from myUK Learning to new employee:

Program Assignment

- Title of Program
- Assignment Date
- Due Date

Program Nearing Due Date

- 3-5 days before due date

Program Past Due

- Weekly until complete

University New Employee Orientation

Online Program Email Communication

HR Training & Development sends personalized email to new employee and supervisor containing:

**Program
Assignment
in myUK
Learning**

Links to:

- First year timeline
- UK benefits
- Staff Handbook

**Due date of the
program**

**Contact
information
for questions
regarding
NEO**

YOUR FIRST YEAR AT THE UNIVERSITY OF KENTUCKY

ONBOARDING MILESTONES

First week

Meet your management team and fellow staff

Get to know your office and work area

First 30 days

Work with your supervisor to understand the expectations of your job

Complete training specific to the University, your department or job

First 60 days

Meet regularly with your supervisor for feedback about work performance and progression.

Learn more about your role and UK in general

End of 90-day orientation

Meet with your supervisor to discuss your successful completion of the orientation period and complete required paperwork

First six months

Continue to build your peer network

Check in with your supervisor to make sure you are on track with meeting work expectations

One-year anniversary

Meet with your supervisor to discuss professional development opportunities so you can continue to successfully grow in your role

Start date

30 days

60 days

90 days

One year

ONLINE ACTIONS

First 30 days

Complete online University New Employee Orientation via myUK Learning

Visit this site to learn more about myUK Learning:
www.uky.edu/hr/training/get-to-know-myuk-learning

First 30 days

Enroll in your benefits via myUK Employee Self Service within 30 days of your start date

Visit this site to learn more about enrolling in your benefits:
www.uky.edu/hr/benefits/enroll-in-uk-benefits

First 30-60 days

Complete system access training as it applies to your job

Refer to the online Staff Handbook for additional information to help you get familiar with working at UK:
www.uky.edu/hr/staff-handbook

Annual benefits open enrollment

Once you sign up for your benefits, outside of a major life event, your only opportunity to change them will come during each year's open enrollment period, generally in late April through early May.

That's when you can log in to myUK and make any changes for the upcoming year that begins July 1.

Questions about University New Employee Orientation?
Email NewEmployeeOrientation@uky.edu

University New Employee Orientation

Online Program Email Communication

HR T&D emails supervisor:

A decorative graphic consisting of a series of overlapping, horizontal, arrow-shaped segments in shades of blue and grey, pointing to the right. A white rectangular box with a thin black border is centered within this graphic.

After one week of new employee's email not being active

A decorative graphic consisting of a series of overlapping, horizontal, arrow-shaped segments in shades of blue and grey, pointing to the right. A white rectangular box with a thin black border is centered within this graphic.

When the new employee has 4 days left to complete NEO

University NEO in myUK Learning

Participant View of Assignment

My Learning Assignments

Sort By Date | Priority Filter

Keyword Course name or ID Select All All Assignment Types

▼ DUE WITHIN A MONTH

8/21/2019
Next to complete: Welcome to the University o...
REQUIRED
University New Employee Orientation
PROGRAM HR-TD-UNEO-UNEO

[VIEW PROGRAM](#)

Find Learning

What do you want to LEARN today? [Go](#)

[Browse all courses](#)

My Curricula

✓ You currently have no required curricula.
[Go to Curriculum Status](#)

Learning History

[View All](#)

MOST RECENTLY ADDED

- 2019 Total Lift Bed ✓
- UNEO The MPM Group ✓

University NEO in myUK Learning

Participant View of Program

University New Employee Orientation 🌐
(HR-TD-UNEO-UNEO)

7/22/2019 12:00 AM - 8/21/2019 12:00 AM

 15.79%

University New Employee Orientation

Any regular staff employee with a full time equivalent (FTE) of 0.5 or greater shall complete new employee orientation within 30 calendar days after their first date of employment.

Within this program, you will receive information pertaining to your benefits, safety, University regulations and policies, and an overview of campus.

Additional Resources: [Staff Handbook](#) [Your First Year at UK](#)

* Required for Program Completion

- > Welcome to the University of Kentucky
- > Insurance and Retirement
- > Well Being and Community
- > Safety
- > Policies and Compliance
- > Financial Partners

University NEO in myUK Learning

Participant View of Module Completions

The screenshot displays a list of modules under the heading "Insurance and Retirement". The time range is "From 12:00 AM on 7/22/2019 to 12:00 AM on 8/21/2019".

- UNE Health Dental and Vision Insurance** (6 minutes): Completed. Description: University New Employee Orientation. UK offers a wide variety of insurance plans you can choose from. All the plans offer a great value, but they offer varying levels of deductibles and co-pays depending on how much flexibility you're looking for. And because we're part of an institution with a renowned academic medical center, you can take advantage of the expert providers at UK HealthCare at even lower cost. You'll also learn about convenient ways to access care, such as clinics dedicated solely to UK employees. Our online, interactive tool Alex can help guide you through some questions and recommend which health insurance plan might be right for you.
- UNEO Retirement Savings** (2 minutes): Completed. Description: University New Employee Orientation. UK is frequently recognized nationally for the quality of our benefits package, and our generous retirement savings benefit is one of the biggest reasons why. In this video, you'll learn about how our matching plan works – where you save 5 percent of your salary, and UK matches with twice that amount. Plus, we offer additional ways to save when you're ready to save even more for your retirement.
- UNEO The MPM Group** (5 minutes): Completed. Description: University New Employee Orientation. Since 1995, MPM has partnered with UK to provide and administer benefits designed to supplement those already provided by the University. As a NEW UK employee, several of these Voluntary Benefits are available without answering a lot of health questions if you apply within the first 60 days of your hire date. Additional Resources: [The MPM Group](#) [Long Term Disability](#)
- UNEO Additional Benefits** (3 minutes): Not completed. Description: University New Employee Orientation. In addition to our great health, dental and vision insurance plans, there are all kinds of other benefits you can take advantage of. That includes taking classes at UK free of tuition, so you can pursue your educational and career goals. And any semester you're not using the tuition benefit for yourself, your family members can take classes at UK at up to a 50 percent discount, depending on how long you've worked at

University NEO in myUK Learning

Supervisor View: My Employees

My Learning **My Employees** My Classes

My Learning Assignments Sort By Date | Priority Filter

Keyword Select All All Assignment Types

▼ DUE ANYTIME

	2019 Abuse and Neglect Update	START COURSE
	2019 Bloodborne Pathogens	START COURSE
	REQUIRED College of Dentistry Environmental Compliance Considerations	CONTINUE COURSE
	Discrimination, Harassment and Sexual Misconduct: What you need to know.	CONTINUE COURSE
	FI_200 Finance Overview	CONTINUE COURSE
	REQUIRED Organizational Development Confidentiality Agreement	START COURSE
	SV Performance Evaluation	REGISTER NOW
	SV Supervisor Toolkit WB	CONTINUE COURSE

Find Learning

Go

[Browse all courses >](#)

My Employees



2 Overdue **7** On Time

University NEO in myUK Learning

Supervisor View: My Employees

Learning Plan: Aleigha C Colwell

Search

Audrey N Bachman

Aleigha C Colwell

Robert P. Hays

Kimberly K Heersche

Michelle L Jones

Tommy D Leach

Chuck Robert Pask...

Mark A Underwood

Donna L. Vanover

Keyword Course name or ID

Select All

All Assignment Types

Sort By Date | Priority | Filter

▼ DUE WITHIN A MONTH

8/21/2019
Next to complete: Welcome to the University o... [VIEW PROGRAM](#)

REQUIRED
University New Employee Orientation
PROGRAM HR-TD-UNEO-UNEO

▼ DUE ANYTIME

2018 Abuse and Neglect Update
WBT UKHC_WBT_63 rev.1 7/16/2018
Self-Assigned

Building a Climate of Trust
CLASSROOM HR-TD-PD-BCT rev.1 7/1/2018
Begins 8/15/2019 at Scovell Hall, 115 Huguélet Drive Self-Assigned

ENROLLED

University NEO in myUK Learning

Participant View: *Overdue*

My Learning Assignments Sort By Date | Priority Filter

Keyword Select All All Assignment Types

▼ OVERDUE

 **7 DAYS OVERDUE**
Next to complete: Welcome to the University o... VIEW PROGRAM >

REQUIRED
University New Employee
PROGRAM HR-TD-UNEO-UNEO

University New Employee Orientation (HR-TD-UNEO-UNEO)

7/1/2019 12:00 AM - 7/31/2019 12:00 AM 0.00%

 19 activity(ies) are overdue.

University New Employee Orientation

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Within this program, you will receive information pertaining to your benefits, safety, University regulations and policies, and an overview of campus.

Additional Resources: [Staff Handbook](#) [Your First Year at UK](#)

* Required for Program Completion

> Welcome to the University of Kentucky 

> Insurance and Retirement 

University NEO in myUK Learning

Supervisor View: My Employees - Overdue

The screenshot displays the 'Supervisor View' for the user 'Aleigha C Colwell'. The interface includes a search bar at the top left, a navigation menu on the left with employee profiles, and a main content area with filters and assignment cards. The 'OVERDUE' section is expanded, showing three assignments: 'University New Employee Orientation' (7 days overdue), '2018 Abuse and Neglect Update', and 'Building a Climate of Trust' (enrolled).

Learning Plan: Aleigha C Colwell Sort By Date | Priority Filter

Keyword

OVERDUE

7 DAYS OVERDUE
Next to complete: Welcome to the University o...

REQUIRED
University New Employee Orientation
PROGRAM HR-TD-UNEO-UNEO

DUE ANYTIME

2018 Abuse and Neglect Update
WBT UKHC_WBT_63 rev.1 7/16/2018
 Self-Assigned

Building a Climate of Trust **ENROLLED**
CLASSROOM HR-TD-PD-BCT rev.1 7/1/2018
 Begins 8/15/2019 at Scovell Hall, 115 Huguélet Drive Self-Assigned

University New Employee Orientation

Staff Handbook Updates

Online Staff Handbook

- Contains resources pertinent to employment at UK
- Referenced within the online NEO program

Similar categories to modules within the NEO program

- Welcome
- Insurance and Retirement
- Well-being and Community
- Safety
- Policies and Compliance

Supervisors are encouraged to share this website

- Upon job acceptance
- Prior to start date

Supervisor resources

- Onboarding toolkit
- Checklists for first day, week, month, 90-days, six months, and year

<https://www.uky.edu/hr/staff-handbook>

University New Employee Orientation

For questions and additional
information please contact
HR Training and Development

NewEmployeeOrientation@uky.edu

Run ZCCWBS to get the details

SAP t-code ZCCWBS

1. Enter the Company Code **UK00**
2. Enter the selection period
3. Enter the **GL 530019** and **530039**
4. Enter the **Org Unit** or the **Cost Center**

Cost Center Report - Administrator

Selection Options

Company Code	UK00			
Selection Period	07/01/2018	to	08/12/2019	
Cost Center		to		▶
Internal Order		to		▶
WBS element		to		▶
GL Account	530019	to		▶
Employee		to		▶
Organizational unit	31005500	to	31005506	▶
Payroll area		to		▶
Fund		to		▶

Wage Type Selections

Wage type application

Wage type to ▶

Other Selections

Display Year-to-Date values

Exclude Accruals

Output Options

Display variant

Snapshot of results from ZCCWBS

Cost Center Report - Administrator

Cost Center Report from 07/01/2019 to 08/12/2019

	WBS	Wage ...	Wage Type Text	Fund	Hours	Amount	MTD Amount	MTD Hours	Head Count	Order
Cost Center Report - Administrator						395.86	395.86		2.00	
Cc 1013250054 - BOYLE - CES IN				0011600400		395.86	395.86		2.00	
Ee 000 - Kimberly Kay R				0011600400		345.40	345.40		1.00	
Ee 1100 - Cynara Renee f				0011600400		50.46	50.46		1.00	
Ce 0000530019 - Domestic				0011600400		50.46	50.46		1.00	
Travel Domestic		2530	Travel Domestic	0011600400		50.46	50.46		1.00	
07/20/2019		2530	Travel Domestic	0011600400		23.20	23.20		1.00	
08/03/2019		2530	Travel Domestic	0011600400		27.26	27.26			

PA20 infotype 0015

If you have access to PA20 infotype 0015 mountain top overview, then drill into the correct entry to get the TRIP #.

Overview Additional Payments (0015)

Person ID: [redacted] Pers.Assgn: 11 [redacted] 0685 11005178...

Name: Cyn [redacted] Empl. %: 100.00

EE group: A Staff Pers.area: 1000 Main Campus

EE subgroup: 06 Non-Exempt 3... Pers. subarea: 0001 Reg FT

Choose: 01/01/1800 to 12/31/9999 STy. [redacted]

W...	Wage type long text	Date	C	Amount	Crcy	I	Number	Unit
2530	Travel Domestic	07/25/2019		27.26	USD		0.00	
2530	Travel Domestic	07/04/2019		23.20	USD		0.00	
2530	Travel Domestic	03/13/2019		28.89	USD		0.00	
2805	LiveWell Check In Reba...	01/18/2019		100.00	USD		0.00	
2000	Benefits Advance	07/21/2019		250.00	USD		0.00	

*The Assignment Number is the TRIP #.

Display Additional Payments (0015)

Person ID: 10 [redacted] Pers.Assgn: 11005 [redacted] 385 11005178...

Name: C [redacted] Empl. %: 100.00

EE group: A Staff Pers.area: 1000 Main Campus

EE subgroup: 06 Non-Exempt 3... Pers. subarea: 0001 Reg FT

Chng: 07/11/2019 EMGO223

Additional Payments (0015)

Wage Type	2530	Travel Domestic
Amount	23.20	USD Ind.val.
Number/unit	0.00	
Date of origin	07/04/2019	
Default Date	00	
Assignment Number	85197	Pe [redacted] er#
Reason for Change	02	Batch Loads

SPIN/ER - Payroll Preliminary Posting Report

You can sort on GL and/or Wage type

Pre Payroll Final - Fund Posting Information

Report run dates: 07/21/2019 - 08/03/2019

P.	Run Date	Run ID	Simul	Organizational Unit	Organiz.	Cost Center	C	Grant	W. Fu.	GL / Vendor No	GL Account & Description	ID	% Amount P.	Pay Area/Period	Posting Date	Run Type	WageType	Wagetype Description	Internal Order
10	08/06/2019	17695	Final	31005503	81314	1013250054	8	GMRN	0.	0000520405	0000520405-FICA-Clerical	1.		B1/16/2019	08/03/2019	PP	9404	Tax: ER Social Security	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520405	0000520405-FICA-Clerical	1.		B1/16/2019	08/03/2019	PP	9406	Tax: ER Medicare	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000530019	0000530019-Domestic Travel	1.	27.26	B1/16/2019	08/03/2019	PP	2530	Travel Domestic	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000512031	0000512031-Clerical - Regular	1.		B1/16/2019	08/03/2019	PP	3000	Hours Worked	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000512032	0000512032-Clerical - Nprod.	1.		B1/16/2019	08/03/2019	PP	3230	TDL Non-Exempt	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520505	0000520505-Retmt-Clerical	1.		B1/16/2019	08/03/2019	PP	9510	403b: TIAA/CREF ER	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520720	0000520720-MFB - Staff	1.		B1/16/2019	08/03/2019	PP	9672	Staff Misc Fringe	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520105	0000520105-EHC-Clerical	1.		B1/16/2019	08/03/2019	PP	6035	UK Regional Employer	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520205	0000520205-ELI-Clerical	1.		B1/16/2019	08/03/2019	PP	6200	Basic Life Ins Employer	
	08/06/2019		Final	31005503	81314	1013250054	8	GMRN	0.	0000520767	0000520767-ADD-Clerical	1.		B1/16/2019	08/03/2019	PP	6220	AD&D Basic Coverage ER	
													= 1,755.07						
													= 1,755.07						

PR05

Look for TRIPS that say "Canceled"

Travel Expense Manager

PersonnelNo: [Redacted] Staff University of Kentucky
 Name: Cyn: [Redacted] Non-Exempt 37.5 hour Main Campus

List of Trips

St...	Trip	Depart.	City	Ctry	Reason	Approval	Settlement	Reimburse. Amount	Curr.	Statu
	87162	06/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	31.90	USD	In-Sta
	85239	05/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	31.90	USD	In-Sta
	85238	04/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	27.26	USD	In-Sta
	85235	03/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Canceled	0.00	USD	In-Sta
	85197	02/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Canceled	0.00	USD	In-Sta
	73894	01/01/2019	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	18.64	USD	In-Sta
	69376	12/01/2018	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	12.54	USD	In-Sta
	69375	11/01/2018	Monthly Milea...	US	See attached mo...	Trip Approved	Transferred to FI	13.08	USD	In-Sta
	69381	10/01/2018	Monthly Milea...	US	See attached mo...	Trip Approved	Canceled	0.00	USD	In-Sta
	63231	09/01/2018	Office	US	September 2018	Trip Approved	Transferred to FI	29.98	USD	In-Sta
	63044	09/01/2018	Office	US	September 2018	Trip Approved	Canceled	0.00	USD	Out-o

ZTR WF RPT - Travel Workflow Report

Comment section will state trip is rejected.

Comments for 11005178 trip 0000085197

COMMENT

This TRIP travel expense report is rejected because it was not approved by the traveler within 60 days from the last day of travel, and either the traveler acknowledged reimbursement taxation on the Over 60 Day Taxation Form or the requested taxation exemption has been denied. Reimbursement will appear on a future paycheck as taxable wages. Leslie Duty 323-4404

Visiting Scholar Approval

(non-teaching)

Visiting Scholar's Name _____

Department _____

Beginning date _____

Ending date _____

Is this an extension? Yes No

If yes, what were the original start and end dates of the appointment?

Sponsoring faculty member's name _____

Explanation of visiting scholar's work while at CAFE:

Department chair's signature _____

Chair Routing: Send this form and visiting scholar's CV to Megan Lucy
(megan.lucy@uky.edu) attached to email. Megan will arrange for the Dean's signature.

Dean's signature _____

Internal use:

-paper copy placed in pending file _____

-paper copy mailed to Provost's Office _____

Visiting Student Approval

Any person visiting UK who is enrolled in a graduate program at another university (domestic or international), regardless of visa type, is to be approved at UK as a visiting graduate student. Please complete this form, attach the student's official letter of invitation and CV and send it to megan.lucy@uky.edu to get the CAFE Dean's level approval.

Domestic Student

International Student

Graduate Student

Undergraduate Student

Visiting Student's Name _____

Visiting Student's Date of Birth _____

Visiting Student's Email Address _____

Department _____

Beginning date _____ Ending date _____

Sponsoring faculty member's name _____

Explanation of visiting student's work while at CAFE:

Department chair's signature _____

Dean's signature _____

What to do after the form is approved:

- **Graduate Students:** Megan will return the approved form to the department contact. The department contact should send the approved form and attachments to Suzanne McGinnis, suzanne.mcginis@uky.edu, in the Graduate School. Remind the student that they will need to fill out UK's graduate school application, using the application category "visiting student," and program "invited visiting student" in the online application found at: https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=ukgrad. For international students, the form also needs to be uploaded into ICAT when requesting J-1 status from International Student and Scholar Services (ISSS). ISSS will not process the paperwork for a J-1 visa until all steps have been completed.
- **Undergraduate Students:** Megan will return the approved form to the department contact. The department contact should send the approved form and attachments to Michelle Garth at michellegarth@uky.edu. For international students, the form also needs to be uploaded into ICAT when requesting J-1 status from International Student and Scholar Services (ISSS). ISSS will not process the paperwork for a J-1 visa until all steps have been completed.



Nominee Information

Name: Department:

Position: Supervisor:

CAFE Years of service: 0-3 4-6 7-9 10+ Email:

Phone:

Nomination type: Self Supervisor Peer

If Self-nomination, have you completed the Unconscious Bias **or** SuperVision Course?

Yes No

Self-Nomination, please tell us about yourself and why you would like to be a Mentor:

Supervisor Nomination, please tell us why you feel this person would be a good Mentor:

Peer Nomination, please explain why you are nominating this person:

COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT
FFY19 FEDERAL YEAR-END CLOSING SCHEDULE
(Unless otherwise stated, all deadlines are 4:30pm on the due date indicated)

AG Due Date	Type	Business Transaction	Dept.	Contact Information
9/16/2019	Faculty Payroll Distributions	All faculty payroll distribution changes made via FES must be submitted by 12:00 noon. Any faculty payroll distributions submitted after this deadline that contain "OLD YEAR" federal funds will be returned. All cost distributions should be updated with the "20" fund for payroll 10/1/19 and beyond.	CAFE Business Center	Chris Fensin Melissa Horton 8-3906 7-4722 christine.johnson@uky.edu melissaj.horton@uky.edu
9/13/2019	Req/PO	Shopping carts/requisitions for purchases where the items will be delivered prior to October 1. 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".	CAFE Business Center	Andrew.Gehring@uky.edu April.Lyons@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu 3-4499 7-4254 7-9833 7-0132
9/23/2019	Monthly Payroll	MO #09 which ends 9/30/19 is the last monthly pay period for posting on the FFY19 fund. Please review all monthly staff and non-FES/DOE employees, and update 0027 screens accordingly for any payroll charges 10/1/19 and beyond. a. Confirm payroll records for payroll periods through 9/30 on old year fund ending in "19" b. Create new records for period 10/1 – Beyond on new year fund ending in "20"	CAFE Business Center	christine.johnson@uky.edu melissaj.horton@uky.edu 8-3906 7-4722
9/23/2019	JV	All JV's making corrections to "OLD YEAR" postings should be completed and submitted to the Business Center. 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". Please mark all JVs "OLD YEAR" or "NEW YEAR" at the top of documents submitted to the Business Center from Oct 1 - Oct 16.	CAFE Business Center	Andrew.Gehring@uky.edu April.Lyons@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu 7-9833 7-0132
No Later Than 9/30/2019	PO/Goods Receipts	All goods confirmations due for items received prior to, or on, September 30.	CAFE Business Center	Andrew.Gehring@uky.edu April.Lyons@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu 3-4499 7-4254 7-9833
10/1/2019	Procard	All pro card editing for federal formula grants must be completed. This will help to ensure that all charges are posted to the appropriate year.	CAFE Business Center	Andrew.Gehring@uky.edu April.Lyons@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu 3-4499 7-4254 7-9833
10/4/2019	PRD/Travel	All SRM/PRD Approvals and TRIP for "OLD YEAR" should be submitted and approved by the dept in SAP workflow on "OLD YEAR" funds. Any submitted after this date are not guaranteed to post to "OLD YEAR".	CAFE Business Center	Andrew.Gehring@uky.edu April.Lyons@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu 3-4499 7-4254 7-9833
10/10/2019	Bi-weekly Payroll	BW #20 which ends 9/28/19 is the last full bi-weekly pay period for posting on the FFY19 fund. Please review all bi-weekly employees and update 0027 screens accordingly for any payroll charges 10/1/19 and beyond. a. Confirm payroll records for payroll periods on old year fund ending in "19" b. Create new records for period 10/1 – Beyond on new year fund ending in "20"	CAFE Business Center	christine.johnson@uky.edu melissaj.horton@uky.edu 8-3906 7-4722
10/14/2019	Accruals	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.	CAFE Business Center	Andrew.Gehring@uky.edu April.Lyons@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu 3-4499 7-4254 7-9833 7-0132

**COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT
FFY19 FEDERAL YEAR-END CLOSING SCHEDULE**

(Unless otherwise stated, all deadlines are 4:30pm on the due date indicated)

AG Due Date	Type	Business Transaction	Dept.	Contact Information
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NOTE: "OLD YEAR" documents submitted to the Business Center after the federal year-end deadlines referenced above may require a Business Procedures Exception Request form (<http://www.uky.edu/eForms/forms/bpexception.pdf>) be submitted to your business analyst via email.