

UK College of Agriculture, Food & Environment

Business Center News Notes

Business Center Web Site: <http://acsg.uky.edu/AgBusOff/>

Ag Business Center

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TRAVEL

Travel Voucher Reminder - All travelers must sign their own travel expense vouchers; the traveler cannot delegate this to another individual. Please remember the following: 1) no request to check on the status of a voucher should be made until at least ten (10) working days have passed since the Ag Business Center received the travel voucher, and 2) then scan and email Kim a copy of the signed travel voucher. We cannot ask AP for the status of travel vouchers unless these guidelines are followed.

Travel Policy - The most current version of the travel policy is dated January 2, 2014. The new mileage rate (effective January 1, 2014) is included on the updated policy in the Business Procedures Manual (E-5-1). Please remember to adjust all travel voucher templates in your department to reflect the new mileage rate. Departments **must** distribute the current travel policy to all new faculty, staff and grad students so that they will be aware of the most up-to-date policy at all times. Our travel Quick Reference Guide (QRG) on our web site has been updated as well.

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MISCELLANEOUS

Business Center - Some of the staff have recently taken on additional and/or different duties, so please see page 5 of this newsletter for the latest version of the contacts list.

Parking Permits - Just a reminder that parking permits are renewed now on a fiscal year rotation rather than every March.

UK Ag Store - For purchasing promotional logo items with the procurement card, please visit the UK Ag Store website at this link: <http://www.ukagstore.com/>

FY14 Year-End Closing Schedule - The year-end closing schedule with Ag due dates will be distributed very soon.

PROCUREMENT

Pro Card - The UK pro card is now accepted at the UK post office for stamps and other postal services. The updated pro card editing schedule is on the AP web site. It includes dates for the remainder of this fiscal year as well as dates for next year. The link is at: <http://www.uky.edu/EVPFA/Controller/files/pay/DeletionSchedule.pdf>.

Worker Status Evaluation Form - BPM E-7-3 Worker Classification: Employee or Independent Contractor has been recently revised to lessen the administrative burden in the completion of the form but to still comply with policy.

- The policy was updated to clarify the ability for a department to prepare one worker status evaluation form when they expect to be retaining multiple individuals to provide services of the same type throughout, or for a specified period within, a fiscal year.
- In addition, the Worker Status Evaluation Form (WSEF) was also updated to support completion for one individual for a single event or for multiple individuals for same type of service for several events.
- The WSEF may now be submitted electronically to http://www.uky.edu/eForms/forms/WorkerStatusEvaluation_Form.pdf.
- The policy also allows for the payment of an honorarium of up to \$2,000 without completion of the WSEF.

Purchasing - The Purchasing year-end cut-off memorandum was distributed via an email attachment from Hannah to the administrative staff in the college on March 14, 2014. Please adhere to these deadlines when making purchases in the upcoming months. The March issue of the Purchasing Newsletter can be found at: <http://www.uky.edu/Purchasing/docs/purchnewsletter0314.pdf>

HR

Performance Evaluations - The first year utilizing the online Performance Evaluation system is now complete. We were very fortunate to be able to offer hands on training for employees and supervisors, as well as Train the Trainer sessions for department business office staff. We have gathered comments and suggestions throughout the process and used those to update our Quick Reference Guides/FAQ documents for the next review cycle. Thanks for all of your input!

Now that the 2013 process is done, we need to remind supervisors that they should keep Position Descriptions (JAQ's) up to date throughout the year. The information in the Position Description System populates the MJR section of the Performance Evaluation form. Therefore, it is very important to keep this information current. We appreciate the department business staff working with supervisors to ensure that this happens. You may find it helpful to utilize the [Position Description Entry QRG](#).

HR Forms Added To Web Site - For your convenience, we have recently updated/added a couple of forms to our website. The [Student Wage Scale Exemption Form](#) has been updated. You can now complete the form and submit it directly from our website. To expedite the processing of position number requests (temp, student, etc.), we have also added the [SAP Position Number Creation Request Form](#). You can complete and submit this form directly from our website.

Office Hour Change - Beginning April 1, Rosemary Veach will be in the office Monday – Thursday (off every Friday). If you are in urgent need of assistance on a Friday, please contact Le Anne.

Benefits Open Enrollment - Mark your calendars. The Benefits Open Enrollment is scheduled to take place April 28 – May 16. The Benefits Open Enrollment Open House will be offered again this year in the Good Barn. **The Open House in the Good Barn will be May 7 from 11:00 am– 2:00 pm.**

Additional Open House dates include:

Good Samaritan Hospital	April 28	7:00 am – 9:00 am
University Health Services	April 29	11:00 am – 2:00 pm
Peterson Service Bldg	April 30	7:30 am – 11:00 am
Hospital/Medical Center	May 1	10:00 am – 1:30 pm
North Lobby in Hospital	May 5	6:30 am – 8:30 am & 10:30 pm – 11:30 pm
Good Samaritan Hospital	May 6	1:00 pm – 3:00 pm
CAFE, Good Barn	May 7	11:00 am – 2:00 pm
University Health Services	May 12	7:30 am – 10:00 am
Main Administration Bldg	May 13	10:00 am – 1:00 pm
UK Health Care	May 15	11:00 am – 1:30 pm
Scovell Hall	May 16	11:00 am – 2:00 pm

For more information please click [here](#).

Benefits Open Enrollment Presentation - Since the Benefits Open Enrollment is fast approaching, and there are several upcoming changes, we wanted to give the college staff an opportunity to get the early scoop. We have arranged for Benefits to provide an informational session for the Users Group attendees. This will allow departments to have a “go to” contact for their employees. All departments are urged to send a representative from their department.

Who: CAFE Users Group Attendees
What: Benefits Open Enrollment Presentation
When: Wednesday, April 9, 2014, 10:00am – 11:00am
Where: 101 Plant Sciences Bldg (Cameron Williams Auditorium)

Reduced Seasonal Work Hours Program - The University will once again offer the Summer Reduced Work Hours Program. The program will be offered from May 4 through August 23. For more information, please visit the [Work Life website](#).

New HR Contacts -

Debbie Martin	Benefits Advocate	257-2124
Blake Bedingfield	Team Campus, Compensation Consultant	257-8912
Ellen Weisenhorn	STEPS Employment Specialist	257-9543
Alex Ortiz	Employment Compliance Coordinator (I9s)	257-2608

Subject to Loss Vacation Leave - The end of the fiscal year is quickly approaching. This is an ideal time to review leave balance information. It is a good idea for everyone to log into [myUK ESS](#), and review all of their leave balances, paying special attention to any leave balances expiring 6/30/14, and then plan accordingly.

Staff Shared Leave Pool Program Donations - Not going to use all of that vacation leave? Don't waste it! Please consider helping out a fellow staff member who is facing a tough situation by donating to the Staff Shared Leave Pool. We have colleagues in the college who benefit from this every year. The donation period is from May 1 through September 30. Donating is quick and easy via the [online donation form](#). For additional information about the program please click [here](#).

Temporary Disability Leave Conversion Option - During the month of April, eligible staff will have the option to convert temporary disability leave to vacation leave. Please click [here](#) to access the policy and form.

Announcements & Upcoming Events

Cell Phone Allowance Requests

The renewal request forms will need to be submitted to the Business Center by Friday, May 23, 2014. The form is new this year!

Next UG Meeting

Next Users Group Meeting will be held on Wednesday, **May 21, 2014**, at **9:00am**, Gorham Hall, Good Barn.

Staff Appreciation Day

Save this date on your calendar: Thursday, June 5, 11:00am—2:00pm, UK Student Center

AG BUSINESS CENTER
Subject Matter Contacts List

Subject Matter	Contacts
<p>Budget & Financial Management: <i>Dean's Commitments, Revisions, Transfers, Position Budgets, JV, Accruals, Communications Charges, Use of funds, Reconciliations, Cost Centers, Internal Orders, etc.</i></p>	<p>Hannah Farley (7-4254) Susan Campbell (7-5934)</p>
<p>HR & Payroll: <i>PAR's, Compensation, Position Descriptions, Position Create/Update, Time Entry, Leave Entry, OES, HR Reporting, Policies & Procedures, etc.</i></p>	<p>Le Anne Herzog (7-2981) Susan Campbell (7-5934)</p>
<p>Employment & Federal Benefits: <i>Position Descriptions, Salary Recommendations, OES, Federal Benefits, etc.</i></p>	<p>Rosemary Veach (7-9833) Susan Campbell (7-5934) Le Anne Herzog (7-2981)</p>
<p>Procurement & Travel: <i>SRM, Approvals, Confirmations, PRD, Procard, SPV, DR, Vendors, Policies & Procedures, Travel, & BPM's, etc.</i></p>	<p>Kim King (7-7143) Hannah Farley (7-4254)</p>
<p>Sponsored Programs (Post Award): <i>Grants, Contracts, FES/DOE, FFG's, Service Centers, Effort Certifications, Grant Reporting, Policies & Procedures, etc.</i></p>	<p>Gina Vessels (7-7241)</p>
<p>Inventories, Surplus & Commodities: <i>Capital Equipment, Non-capital Equipment, Animals, Fuel, Grain, Disposal Info, Sales Info, Policies & Procedures, etc.</i></p>	<p>Andrew Gehring (254-1434 x244)</p>

For questions regarding items not covered in the above list, please contact Kim King at 7-7143.