

UK College of Agriculture, Food & Environment

Business Center News Notes

Business Center Web Site: <https://cafebusinesscenter.ca.uky.edu>

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FINANCIAL

FY18 Year-End Reminders

University Financial Services communicated the FY18 Fiscal Year closing reminders on March 7th. Details can be found here: <http://www.uky.edu/ufs/sites/www.uky.edu/ufs/files/yeclose.pdf>. The college will be publishing adjusted internal deadlines within the next week based on these dates, so please be on the lookout for that communication. Additional information will also be communicated regarding accruals later in June.

In preparation for yearend, it is imperative that units review all open/outstanding purchase orders, PRDs, JVs, and TRIP documents in SAP. Please ensure that all parked documents, goods receipts and invoices are processed timely to ensure posting to the appropriate fiscal year and fund source. Units should contact their business analyst with any questions.

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FEDERAL CAPACITY FUNDS

Uniform Guidance Procurement Standards

As previously communicated in the February UFS Advisor, effective 7/1/18, the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) Procurement Standards (2 CFR 200.317 -.326) will go into effect on all Federal and Federal flow-thru awards July 1, 2018. This includes federal capacity funds. The new requirements could have significant impacts for units that frequently make purchases from non-contracted vendors. UFS has been/will be offering town hall meetings to provide additional information as the university prepares for this transition. Standards will be conveyed for competitive pricing requirements, conflicts of interest,

travel, documentation required, etc. All units are encouraged to attend one of the Town Hall sessions for staff, and/or the Hand-in-Hand presentation on May 24th. Registration for Hand-in-Hand sessions can be completed in ESS using the Training link.

http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/UFS%20Advisor%20February%202018_0.pdf

Date	Location	Time
June 1st	Gatton Auditorium	9 to 11 AM
June 11th	WT Young UKAA Auditorium	9 to 11 AM
June 20th	Ag Cameron Williams Auditorium - Goodbard	9 to 11 AM
June 26th	220 Multi-Disciplinary Science Building	2 to 3:50 PM

HR

Performance Evaluation Update

Now that the 2017 Performance Evaluation process is complete, supervisors should be mindful of keeping position descriptions updated throughout the year. The information in the position description (in IES) populates the MJR section of the Performance Evaluation form. Therefore, it is very important to keep this information up to date.

Retirement Carrier Sessions

Sessions will be available by appointment at various UK locations.

In addition to other university locations, the College of Agriculture, Food & Environment locations include:

Fidelity - E.S. Good Barn on 4/25 and 5/22. N24B1 Ag Science Center North on 5/11 and 5/16. Reservations can be made by calling 800-642-7131 or by visiting www.fidelity.com/reserve

TIAA - E. S. Good Barn on 6/5 and 6/6. Reservations can be made by calling 800-732-8353 or by visiting <http://publictools.tiaa-cref.org/public/publictools/events/eventswelcome>

Benefits Open Enrollment

Benefits Open Enrollment will take place this year from April 24 – May 11. An Open House has been scheduled at the VDL on Bull Lea Road (Coldstream) for April 25 from 1:00 – 3:00 pm, and the Good Barn on May 3 from 1:30 – 3:00 pm. The complete Open House schedule is:

Chandler Hospital	April 24	9:00 am – 12:00 pm
CAFE, VLD, Bull Lea Road	April 25	1:00 pm – 3:00 pm
Eastern State Hospital	April 27	10:00 am – 11:30 am
Good Samaritan	April 30	11:30 am – 1:00 pm
Chandler Hospital	May 1	12:00 pm – 3:00 pm
CAFE, Good Barn	May 3	1:30 pm – 3:00 pm
Scovell Hall Lawn	May 8	1:00 pm – 3:00 pm
Whitehall Classroom Bldg	May 10	11:00 am – 1:00 pm

Payroll Retro Dates

The payroll earliest retro dates have been set to the following:

Biweekly Employees: 12/24/17
Monthly Employees: 1/1/18

NEW - Employee Exit Survey

The college has developed a new [Exit Survey](#). Please invite exiting staff to respond to the survey. The responses will be reviewed by college leadership and will help determine areas for employee retention improvements. To help facilitate this process, the survey link has been added to the [Employee Exit Checklist](#).

NEW - UK Appreciation Day – CAFE Off Campus T-Shirt Orders

Excited about a Free T-Shirt?



The t-shirts should arrive around the middle of May. The CAFE Business Center will soon be contacting the area coordinators regarding distribution.

ECRT Deadlines

4/17/18 thru 5/07/18 Pre-Review
5/08/18 thru 5/29/18 Confirmation

ZPAR/Workflow Updates/Reminder

Scheduled go-live for the personnel action workflow is May 2018. Resources are available on our site [here](#).

Subject To Loss Vacation Leave

The end of the fiscal year is quickly approaching. This is a good time to review all of your leave information. It is recommended that everyone log into myUK ESS, and review all of their leave balances, paying special attention to balances expiring on 6/30/18, and plan accordingly.

Staff Shared Leave Pool Program Donations

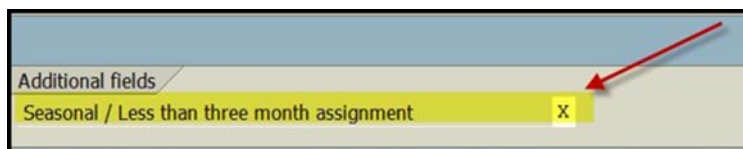
Not going to use all of that vacation leave? Don't waste it! Please consider helping out a fellow staff member who is facing a tough situation by donating to the Staff Shared Leave Pool. We have individuals in the college who benefit from this every year. The donation period is May 1 – September 30. Donating is quick and easy, via the online donation form. For additional information about this program, 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. New this year, eligible employees may request conversion through myUK. Log into myUK, access Employee Self Service, click the Working Time and Leave Request link, and then select the TDL to Vacation Conversion Link. For additional instructions, please click [here](#).

Seasonal Flag

As you know, due to ACA, temporary employees with an FTE of 75% or higher are offered the UK health insurance credit. However, there is an exception for seasonal employment (an assignment less than three months). In order for the UK Benefits Office to be aware that the employee is seasonal, please remember to **select the seasonal flag on screen 7** when processing the personnel action.



Staff Professional Development Fund – Update

The college established the Staff Professional Development Fund in FY18 to support professional development for CAFE staff. The fund achieves one of the college's strategic plan objectives to provide resources for continued staff education and training. Staff may use the funds for training courses, conference fees, development related travel, etc. Departments/units were able to request up to \$1,000 per proposal. The college accepted applications through March 15.

Fiscal Year 2018 Summary

Employees Awarded Funds	28
Departments/Units Represented	17

Announcements & Upcoming Events

New Names for Departments

Ag Business Center is now **CAFE Business Center**
Forestry is now **Forestry and Natural Resources**

Welcome New Staff in the College

We would like to welcome these new administrative staff members to the College:

Lauren McMahan	Plant & Soil Sciences
Abbie Cain	Plant & Soil Sciences
April Bridenbecker	Office of Philanthropy & Alumni Relations
David Kessler	Office of Philanthropy & Alumni Relations (Extension)

Next UG Meeting - Our next meeting is **tentatively** scheduled for Tuesday, May 22, 2018, at 9:00am, Gorham Hall, Good Barn.

Coming Soon – CAFE New Employee Orientation

For business analyst unit assignments for financial operations, please go to Business Center Financial Unit Assignments at: http://acsg.uky.edu/AgWeb2/Dept_Assignments.pdf.