

UK College of Agriculture, Food & Environment

Business Center News Notes

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CAFE Business Center

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TRAVEL

New Mileage Rate for 2016

New personal vehicle mileage reimbursement rate for 2016 is \$0.54 per mile. The \$0.39 rate has not changed.

FINANCIAL

Check Transmittals - If any department creates a check transmittal for a deposit of funds into the Dean's income account, 1013208860, please forward Kim a copy of the transmittal and supporting documentation for reconciling purposes.

Project Financial Reporting (AD419) - Reminder: Deadline for this reporting to be completed is January 15, 2016. Please contact your respective college business analyst should you have any questions.

Fund Balances - The state and income fund balances have all been returned. Budget transfers to return balances were processed in December. If you have any questions about your fund balances, please contact your college business analyst.

Summer School Income - The Ag Business Center is currently working on distributing summer school income from 2015 Summer I and Summer II. The budget transfers to distribute funds to the appropriate departments will be processed in January.

MISCELLANEOUS

Delegated Signature Authority - The college Delegated Signature Authority has been revised and is on the Business Center's web site. This is a reference document to assist in the routing of documents and requests. If you should have any questions, please contact the Business Center.

Equipment Inventory - Exceptions should be emailed to Kim King by Thursday, January 28, 2016. More detailed information about exception requirements has been or will be sent out to everyone this week.

SAP

Reminders

For new or transferring employees, a training plan should be submitted by the key administrative departmental staff person. The plan should include every course, role and access that the individual needs in their new position, regardless of whether or not the individual has taken the class in the past.

For employees who are separating from UK, a training plan should be submitted with the user's information on it **and** a note in the Special Instructions/Comments section that says "Employee is separating from UK; please remove all access and roles." Also, the "Remove Access" box should be checked.

STEPS employees and other individuals in a pooled group position cannot have SRM/PRD/HR access. In order to have a role in these systems, the employee must be in a non-pooled unique position.

RESEARCH & GRANTS

Federal Capacity Funds - All FFY15 funds have been closed in SAP, and the annual SF-425 financial reports have been submitted to NIFA. Please be cautious when updating DOEs and info type 0027 cost distribution screens which include any federal capacity projects (235-prefix). No entries should be made that could impact the reported balances on any FFY15 funds (025*15) at this time. This includes any new payroll entries/updates or additions (absences/vacation/holidays) on the '15 funds, as well as deleting or updating previous entries on the '15 funds. It is best to avoid duplicating any screens which contains FFY15 fund information for new payroll data entry. Please contact your unit's Business Analyst before making adjustments to payroll on the federal capacity projects for any dates prior to 10/01/2015. Any new entries made on the FFY15 funds will be monitored and/or transferred by the Business Analyst for the unit to either FFY16 federal or state funds based on the end date of the project and the nature of the expense being charged.

HR

W2 Forms Online

Remember that employees have the option to receive their **W2 forms** via [myUK ESS](#) (under Benefits and Payment). For employees that signed up in previous years, the election should still be effective. Employees that are new to UK this year, or did not get a chance to sign up last year, may do so now.

Employees are urged to use this time to also verify their mailing address and UK Alert information.

Resources:

- ◆ Click [here](#) for a step by step guide on selecting the online **W2's**.
- ◆ Click [here](#) for a step by step guide on updating your **address**.

- ◆ Click [here](#) for a step by step guide on updating your **UK Alert** selection.
- ◆ Click [here](#) for the College of Law's website for the Volunteer Income Tax Assistance (VITA) – appointments beginning in February, 2016.

Benefits to the W2 online election include:

- ◇ Earlier access to W2.
- ◇ Eliminate the possibility of your W2 being delayed or lost in the mail.
- ◇ Access to your W2 statement anytime (2013 and future W2s will remain online for multiple years).
- ◇ Contribute to UK's sustainability initiative (save paper and postage).

NOTE: For tax purposes this year, the UK Benefits Office will be mailing the new 1095 health care benefits forms to employees with UK benefits.

Performance Evaluations

Staff Performance Evaluations are now available in the myUK Employee Self Service portal. Here are a few reminders and resources:

The process begins with the employee's Self Evaluation. All employees must submit the form to their supervisors to move the process forward. In most instances it is a reasonable expectation that the Self Evaluation should be completed no later than December 23. This will allow ample time for the next 4 steps of the process to be completed on time. You may find it helpful to access the [Participating in Your Performance Evaluation Guide](#) and/or the [Completing the Online Process for Employees Guide](#). It can also be helpful to [access prior year performance evaluations](#).

If employees are not taken to the Home Page of the UK PE System, they will need to utilize the [Add Trusted Site Guide](#) to add SuccessFactors to their trusted sites.

Unless an earlier date has been established by your department head, the College of Agriculture, Food and Environment PE deadline is **February 26, 2016**. Supervisors may find it helpful to review the [Managing the PE Process for Supervisors Guide](#) and/or the [Get Feedback Option Guide](#). We appreciate department HR Administrators being available to provide guidance.

The Business Center will be sending out weekly status reports beginning in January.

Royster Memo Exemption (New Local City Tax Form)

The spring 2016 semester is fast approaching. Remember that a new [Local City Tax](#) form is required each semester for RA's, TA's, and GA's that are exempt from the local tax under the *Royster Memo*.

Emergency Closing

Since winter is here, department HR administrators should take a moment to educate themselves on the changes to the [University Emergencies](#) policy. The terminology in the policy has been changed from "essential employee" to "designated employee." Important changes include the following:

- **Non-designated employee:** These employees should not report to work unless specifically contacted and asked to do so. When the University announces an emergency with a suspension or alteration of normal operations, non-designated employees are required to report to work at the time the University establishes as the start time for normal operations. These employees are required to leave work when the University closes early.
- While some employees must still report to work during Plan B, in general, most campus employees will be non-designated. **Should non-designated employees work during Plan B, they will no longer receive emergency closing time off to be taken at a later date.**
- Employee designations may also change based on the needs of the University or individual departments and colleges. It is important to discuss your position and Plan B category with your supervisor.

I-9 Packet/Applicant Signature Changes

Effective December 1, 2015 departments no longer need to include a printed application with the ZPAR packet. This information is now captured in IES when the candidate applies to the job posting. However, the blue I-9 coversheet now needs to be included with the ZPAR packet, so the information can be stored in the employee's record.

New HR Contacts

Jeff Carmickle	Disability Benefits	257-0555
Sara Snowden	Benefits (R-Z)	257-8829
Katie Sallee	Employment Specialist	257-8948
Leah Castle	Employment, <u>Faculty</u> Posting	257-9628

/SPIN/ER Easy Reporter – QRG's

We would like to express our appreciation to all of the CAFE HR Administrators who attended the recent /SPIN/ER Easy Reporter training sessions. Many of you have commented on how useful the /SPIN/ER reporting tool is. Just a reminder that several /SPIN/ER Quick Reference Guides are available on the Business Center website.

New QRG's

For your convenience 2 new QRGs have recently been added to the Business Center website:

[Name Change Checklist](#) – Used for employees who have recently experienced a name change.

[SSN Instructions for International Students](#) – Only students/visitors with a payroll assignment are eligible for a Social Security Number.

Announcements & Upcoming Events

UK LiveWell Step Up Challenge

Don't forget the Step Up Challenge begins January 11, 2016. Earn UK gear by tracking your steps. Visit the [Wellness](#) site for additional information.

Next UG Meeting - Next meeting will be held on Wednesday, **February 10**, at **8:30am**, Gorham Hall, Good Barn.

New Email for BW Support - The support email address for BW reporting issues has changed to: analytics@uky.edu.

For business analyst unit assignments for financial operations, please go to [Unit Assignments](#).