

UK College of Agriculture, Food & Environment

Business Center News Notes

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

CAFE Business Center

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TRAVEL

TRIP

The new online travel system, TRIP, went live in October and appears to be going very well. Please ask all of your travelers not to submit the paper travel vouchers any longer. For our college, December 1 was the date to stop using the old method of submitting travel vouchers. When using TRIP, remember to check the cost object (account number) that is defaulted in the system for that particular traveler **before** submitting the travel expense report. This will save time later by avoiding completing JV's to correct the cost object.

Remember that only regular employees were added to the TRIP database. If you have graduate students who travel, you will need to add TRIP access to the student's HR 0017 screen to provide them with travel privileges. Use the start date of 07/01/16.

FINANCIAL

BPE'S

For Business Procedures Exception requests relating to travel, a copy of the TRIP travel expense report must accompany the BPE form. Simply print the report directly from the TRIP system and attach it to the BPE request before submitting to the Business Center. Remember to always include the department head's signature on the BPE form, even though there is no dedicated signature line on the form.

EQUIPMENT INVENTORY

Documentation for exceptions should be sent via email or campus mail to Andrew Gehring, S-103-A Ag North, 0091, by Friday, January 27, 2017, for review.

Also, the new Surplus Property Coordinator in PPD is Nathn Maiwald.

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Purchasing

Pro Card Editing

Pro card edit reports for expenses relating to meals and refreshments during conferences, meetings, workshops, seminars, etc. must include these items in order to establish a clear business purpose for the transaction:

- Original itemized receipt of items purchased;
- An agenda which includes the time, place and date of the event/meal;
- A statement regarding the business purpose of the event/meal; and
- A list of attendees (including the affiliations of each individual in attendance).

Even though this documentation remains in your department, these items are required by UK policy and must be included with your pro card edits to show compliance in the event of an audit.

Pro Card Applications

Pro Card Applications should continue to be sent to Kim King in the Business Center. Please remember to enter the Employee's Person ID, not their Link Blue ID, in the first field at the top of the form.

Vendor Applications

You may send vendor applications directly to Jody Reed in Purchasing, after searching the vendor database for the vendor and determining that the vendor doesn't exist in the UK Purchasing database. If the vendor needs a change of address, you may send that information in an email to Jody.

RESEARCH & GRANTS

FFY16 FUNDS CLOSED - All FFY16 Federal Capacity Grant (235-prefix WBS elements) funds were closed as of 11/30/16. The final financial reports have been prepared. No further changes/postings can be made on any FCG using the FFY16 funds that would impact the final reports. This includes payroll items such as 0027 screens, adding or removing effort, goods receipts, invoice postings, etc. Any postings after 11/30/16 will be removed by the Business Center. Please contact your business analyst with any questions.

Equipment Purchases on FCG's - As discussed in previous Users Group meetings, effective 10/1/16, general purpose equipment purchases >\$5000 on federal capacity grants must be pre-approved through the College Research Office by NIFA, the federal granting agency for the funds, before charging the project. The pre-approval requirement also includes funds that will be used to meet the matching requirements for the capacity grants. More details will be forthcoming from the Business Center. Until then, please work directly with your analyst for equipment purchases related to the federal capacity funds.

CHECK TRANSMITTALS ON GRANTS

If funds are received that need to be allocated to a grant, complete the check transmittal with the WBS element on it and submit the transmittal as usual. If you don't have a WBS element for the grant, contact Betty Newsom or Kim Hall to obtain the MIS # to identify the project.

HR

FLSA Update

UK has been working for several months to implement updates to the Fair Labor Standard Act (FLSA). Those changes went into effect, as planned, this past Thursday, December 1. Due to an injunction issued by a federal judge, there has been – and will continue to be – ongoing questions about this issue. Despite that uncertainty, the university believes it is appropriate and important to move ahead with these changes. Hundreds of employees and their supervisors have been notified about these changes and have taken actions to prepare for them. We believe it is the right thing to do to honor the commitments we have made.

For more details about FLSA and implementation, please visit: <https://www.uky.edu/hr/hr-home/fair-labor-standards-act>

W2 Forms Online

Remember that employees have the option to receive their W2 forms via myUK ESS (under Benefits and Payments). 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 begin in February, 2017.

Benefits to the W2 Online Election Include:

Earlier access to your W2.

Eliminating 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).

Contributes to UK's sustainability initiative (saving paper and postage).

NOTE: For tax purposes, the UK Benefits Office will be mailing the 1095 benefit 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. 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 your trusted sites.
- ◆ Unless an earlier date has been established by your department head, the College of Agriculture, Food and Environment PE deadline is **February 24, 2017**. 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 CAFE Business Center will be sending out weekly status reports beginning in January

Royster Memo Exemption (Renew Local City Tax Form)

With the Spring 2017 semester fast approaching, please 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 tax under the *Royster Memo*.

Emergency Closing

Since winter is here, department HR administrators should take a moment to review the [University Emergencies](#) policy. Important points include:

- While some employees must 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 or colleges. It is important to discuss your position and Plan B category with your supervisor.
- If an emergency closing does occur **hourly** employees would record that time by selecting the Emergency Closing code on the Timesheet.

Timesheet							
Previous Period		Next Period		Week from: 12/20/2015	Apply	Worklist	Work Schedule
Del...	Date	Att./abs. type	Planned	...	Hours
					32.00		8.00
	SU, 12/20	...	51...		▼ 0		0.00
	MO, 12/21	...	51...	HOURS WORKED	▼ 8		0.00 8
	TU, 12/22	...	51...	HOURS WORKED	▼ 8		0.00 8
	WE, 12/23	...	51...	EMERGENCY CLOSING	▼ 8		0.00 8

Change in Base Pay Pilot Update

The Change in Base Pay pilot is going well. Dozens of actions have been successfully processed. Remember that we are in pilot mode for a reason—so that we can test the system and make suggestions. So, please make sure to send any suggestions you have to Le Anne.

Resources:

- ◆ You may use transaction **SBWP** immediately after finishing the PA40 action to review/approve your work.
- ◆ You may check on the workflow status in PA40 via the workflow tab.
- ◆ You may also utilize the [/SPIN/ER – IT 0008 Locked Report](#), to check on the locked status.

New HR Contacts

Tassi Kennedy	Leave Administration (WC/LTD)	323-4258
Kelly Salyers	Compensation (E-K)	257-8641
Stephanie Francis	Compensation (S-Z)	257-8918

Phased Retirement Update

Please note that phased retirement forms no longer require notarization.

Post Retirement Appointment Update

Remember that the [Post Retirement Appointment Form](#) should be utilized for these requests. The form can be found on the forms section of the CAFE Business Center site. Completed forms should be returned to Megan Lucy at megan.lucy@uky.edu or to Room L104 Ag North, for processing. Also, the [Phased Retirement vs. Post Retirement Comparison](#) document can be a useful tool for discussing options with employees.

GSAS Form – Each Semester

As a reminder, the Graduate School has determined that, starting Fall 2016, it will be necessary for **GSAS** forms to be submitted for each semester that a student is serving in the capacity (TA/RA/GA) indicated on the form. For example, even if it is anticipated that a student will be a TA for both Fall and Spring semesters, a GSAS form will need to be submitted for the Fall semester and then a separate GSAS form for Spring semester.

Staff Degree Completion Form

As a reminder, the [Staff Degree Completion Form](#) is available to help maintain the accuracy of the staff degree information in SAP. Please share the form, as needed, with employees in your department who have recently completed a degree.

Miscellaneous

OUTLOOK Reminders

It would be very helpful if everyone would include a signature block on all emails (sent and replies) that includes their department, address and phone number.

Remember to set your Out-of-Office Reply on when away from your office for a day or more and who we can reach if we have an urgent need.

Please make sure that the global directory contains the correct department, address and phone number for your current position.

CONFERENCE/MEETING ROOMS

A link has been added to the Business Center and Dean's web site for all conference/meeting rooms in the college. This list has room capacity and contact information for each room. Here is the link to the list of rooms: http://acsg.uky.edu/AgWeb2/CAFE_Conference_Rooms.pdf

Announcements & Upcoming Events

Next UG Meeting - Our next meeting will be Wednesday, February 8, 2017, at 8:30am, Gorham Hall, Good Barn.

New Business Center Staff - We would like to introduce and welcome **Chris Fensin** who starts with us January 9, 2017, and will serve as the college HR & Payroll Specialist. Chris comes to us from the College of Fine Arts, where she served as a College HR Manager for over 3 years. Previous to her time there, she performed HR duties for the Department of Family Medicine. She also performed HR duties for The University Hospitals Case Medical Center for nearly 20 years. Chris brings a wealth of HR and university knowledge to our team. Chris' office will be located in S103A Ag North. Her phone number will be 8-3906, and her email address is christine.johnson@uky.edu. We are excited to have Chris join our team! Please plan to stop by and introduce yourself to Chris during her first week.

New Mail Courier - We would also like to introduce and welcome **Paul Anderson** as our new college mail courier, who began in late December. Paul comes to us from a lengthy career as a US postal carrier. Paul's office is located in C-12 Ag North. His phone number is 7-4637. We are still waiting for his email to be set up. We are very happy to welcome Paul to our college. Please plan to stop by and introduce yourself to Paul whenever you get a chance.

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