

UK College of Agriculture, Food & Environment

Business Center News Notes

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

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TRAVEL

TRIP

Travel expense reports should be completed, saved and submitted by traveler within sixty (60) days from the date of the return trip. This is considered within the allowable time frame. An Exemption from Taxation Form will need to be submitted and approved if the travel expense report exceeds that time limit. Any travel reimbursement that is deemed taxable will be reflected on the employee's W-2 form at the end of the year.

New Mileage Rates Effective January 1, 2018

The IRS mileage reimbursement rate is now \$.545 per mile. The State mileage rate (which changes quarterly) is now \$.41. Travel Services will make the necessary updates in TRIP to reflect the new rates in the system.

The link to the quarterly state mileage rate is:

<https://finance.ky.gov/Office%20of%20the%20Controller/ControllerDocuments/Mileage%20rate%20for%20website%20122017.pdf>

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FINANCIAL

Relocation Expenses

BPM E-7-8 has had a significant change due to the recently passed tax reform, which has eliminated the exclusion for qualified moving expense reimbursements. The policy has been updated to only provide for payment of a cash allowance through payroll as amounts will always be subject to tax withholdings. Policy is **effective immediately** since based upon date payments made. Any outstanding reimbursements for moves made during 2017 must be processed also as cash payments through payroll. AP will reject any PRD received.

Equipment Inventory

The capital inventory process for 2017 officially wraps up in January. Exceptions need to be finalized within eBARS and the paperwork supporting your exceptions should be submitted to by Wednesday, January 31, 2018. If your department has exceptions, you must complete an Annual Capital Equipment Inventory Certification Sheet.

In addition to the Annual Capital Equipment Inventory Certification Sheet, you must also attach the proper documentation for the exception disposition that you are selecting. Please see below:

- **Lost Equipment** - A Lost Equipment Report/Memo must be submitted to the CAFE Business Center, Attn: Andrew Gehring ,for initial review if you have lost items.
- **Stolen Equipment** – A Capital Equipment Theft report must be submitted and a copy of the Police Report attached. (May be sent directly to Capital Assets Accounting.)
- **Surplused Equipment** – Campus area units must submit a copy of the move order with the move order number on it. (May be sent directly to Capital Assets Accounting.)
- **Traded-In Equipment** – Provide the property number of the new equipment that was bought to replace it. A ‘Trade-In’ is when a vendor gives the University a cash value for the old equipment to use toward the purchase of new equipment. It must be listed as a ‘Trade in’ on the Purchase Order for the new equipment. This transaction is handled through Purchasing and Capital Assets Accounting must approve the trade-in. Equipment cannot be traded in without Capital Assets Accounting approval. See Trade-In policy in Business Procedures Manual E-12-4. (May be sent directly to Capital Assets Accounting.)
- **Destroyed for Parts** – A memo from the department head must be submitted that includes the property number and how the equipment was destroyed. (May be sent to Capital Assets Accounting.)
- **Other** – A memo or supporting documentation must be submitted for any unusual circumstances such as equipment being sent to vendor for repair. (May be sent to Capital Assets Accounting.)

REMINDER: Simply making the above selections in eBARS will not make changes to your inventory. You will need to complete and send in the appropriate forms above as well.

Z4 JV'S

A correction needs to be made to the User Group meeting notes from the November 7, 2017, relating to the completion of Z4 JV's. The notes indicate that "Each employee and each pay period is done on a separate JV." While each individual and pay period must be entered on separate lines on the JV, a separate JV is not required for each pay period. All pay periods for an individual can be entered on a single Z4 JV in SAP.

Hand-in-Hand Presentations

All administrative staff are urged to attend the UFS presentations when possible. These sessions are very helpful, especially for those in new positions.

HR

Performance Evaluations

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

- Employees are urged to complete the Self-Evaluation; however, even if you choose not to complete the self-evaluation, you still must go into the PE system and move your PE forward to your supervisor ("Send to Manager") in the work flow in order for your supervisor to complete your PE.
- The CAFE PE deadline is **2/23/18**.
- The [PE section](#) of the [Ag Business Center](#) site has been updated with new resources.
- The Ag Business Center HR Team will be distributing weekly status reports.
- Please refer to the [CAFE – Performance Evaluation – HR Administrator Guide](#) for further details.

Retirement Carrier Sessions

Sessions will be available by appointment at various UK locations.
College of Agriculture, Food & Environment locations include (additional locations available):

Fidelity - E.S. Good Barn on 1/3, 1/7, & 2/15. Reservations can be made by calling 800-642-7131 or by visiting www.fidelity.com/reserve

TIAA – E. S. Good Barn on 3/6, & 3/7. Reservations can be made by calling 800-732-8353 or by visiting <http://publictools.tiaa-cref.org/public/publictools/events/eventswelcome>

Payroll Retro Dates

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

-Biweekly Employees: 10/1/17

-Monthly Employees: 10/1/17

ECRT Deadlines

1/16/2018 - 2/5/2018	Pre-Review
2/6/2018 - 2/28/2018	Confirmation

ZPAR Updates/Reminder

SAP Name Entry – The employee name entered into SAP should match the social security card or passport exactly. Please include middle names when applicable.

Student Award Payments – Student awards cannot be paid through the payroll system. Those awards must be paid by PRD with a PBS form.

GSAS/LCT Form – Each Semester

As a reminder, new GSAS forms and [Local City Tax Forms](#) are required each 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.

LiveHealth Online

This service now allows UK health plan participants to connect with a medical professional online. Visits cost \$10 for members of all health plans, except the UK Indemnity plan, which is subject to the \$10 co-pay plus coinsurance. To get started, sign up at www.livehealthonline.com or download the app. You will need to have your health insurance card to enter data. For more information, view the short video at the above link.

Staff Professional Development Fund

New for 2018, a college fund has been established for staff professional development. The funds can be used for training courses, conference fees, development related travel, etc. Departments can make requests for funds via the following link:

http://acsg.uky.edu/forms/Staff_Professional_Development_Fund_Request_CAFE.pdf

Request forms should be submitted to agbusinesscenter@uky.edu.

W2 Reminders

- ◆ Employees have the option to receive the **W2(s)** via *myUK ESS*. If you signed up previously, the election should still be effective. Employees that are new to UK this year, or did not get a chance to sign up previously, **can do so now**.
- ◆ If an employee's **mailing address** has changed this calendar year, please ask them to update their address. Please note that address changes, for W2 purposes, will need to be made **prior to January 13, 2018**.
- ◆ It is also a good time to verify that their contact information for **UK Alerts** is up to date.
- ◆ Remember that, depending on county of residence, some employees will have **two** W2 documents to print, while others will have only one.
- ◆ Anyone who signed up for online W2's and has separated will no longer have access to myUK. A hard copy W2 will be mailed to the address listed in SAP.
- ◆ For separated employees, the department HR Administrator has access to enter address updates in SAP as needed.

Resources that you can use to help employees in your department(s):

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, 2018.

Click [here](#) for the SAP Address Update QRG.

Remember that benefits to the W2 online election include:

- * Earlier access to W2.
- * Elimination of 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).

NOTE: For tax purposes, as in previous years, the UK Benefits Office will be mailing the 1095 benefits forms to employees with UK benefits. Employees with federal benefits will also be receiving their 1095 via mail.

Emergency Contact

The Emergency Contact feature may be one of the most underutilized features in the portal. However, it can be a very useful tool. Maintaining the SAP emergency contact screen is very important so that emergency contact information is easily accessible. Collecting and entering the emergency contact screen should also be part of the new employee onboarding process. Then the data should be maintained to make it possible to generate an accurate emergency contact list at any given time. CAFE department HR Administrators can utilize SAP transaction ZHR_Addresses to generate a department emergency contact list.

We recommend that each department spend some time, at least yearly, getting this information updated. We appreciate your assistance in spreading the word about this very useful tool.

Tools:

[ORG - ESS - Creating an Emergency Contact](#)

[ORG - ZHR Addresses \(Creating a Department Emergency Contact List\)](#)

Emergency Closing

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

- While some employees must still report to work during Plan B, in general, most campus (non-healthcare) employees will be non-designated. **Should non-designated employees work during Plan B, they will not 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.
- If an emergency closing does occur, **hourly** employees would record that time by selecting **the Emergency Closing code on the Timesheet.**

Example:

Timesheet						
Previous Period		Next Period		Week from: 12/20/2015	Apply	Worklist Work Schedule Favorite
Del...	Date	Att./abs. type	Planned	Hours
				Σ	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

Announcements & Upcoming Events

Welcome New Staff in the College

We would like to welcome this new administrative staff member to the College:

Ty Back

Fiscal Compliance Officer for Extension Field Programs

Next UG Meeting - Our next meeting is tentatively scheduled for Tuesday, February 13, 2018, at 8:30am, Gorham Hall, Good Barn.

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.