

UK College of Agriculture, Food & Environment

# Business Center News Notes

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

## CAFE Business Center Staff

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## Staff in the Spotlight

**Debbie Gutierrez**—Administrative Services Assistant, Sr.—Forestry & Natural Resources  
Recently Debbie caught an accounting error by a central office, totaling over \$150,000 that impacted 14 CAFE departments. By identifying the error, it has allowed us to request JV's be done to return the funds to the various departments.

**Ryan Redmarker**—Administrative Staff Officer II—Veterinary Diagnostic Lab  
The VDL went through a pro card audit in August and the findings were very positive. The auditors specifically mentioned that the business manager had done an “outstanding” job of reviewing and approving pro card transactions. The fact that VDL had such a great audit is directly related to attention to detail that Ryan displays in his work.

**Erin DesNoyers**—Administrative Support Associate II—Equine Programs  
Erin created and implemented an electronic method of performing, reviewing and approving monthly reconciliations for her department! Her peers and co-workers consistently describe Erin as smart, hard-working, motivated, productive, helpful, nurturing and the “glue of our office”.

## HUMAN RESOURCES

### Inside this issue:

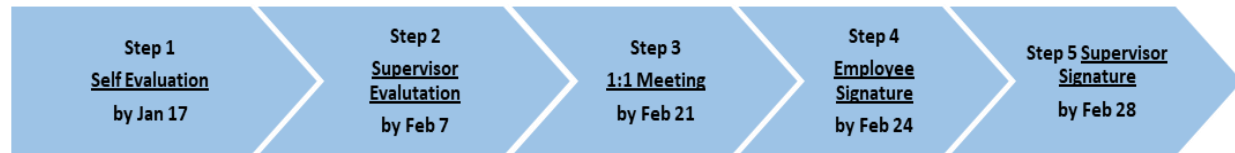
HR	1-5
Research & Grants.....	5-6
Financial and Other	6-7
Announcements & Events	7



### Performance Evaluations

Staff performance evaluations are now available. All regular staff who worked in the 2019 calendar year will complete a PE. The first step is the Self Evaluation. Employees must submit the form to the supervisor level in order to begin the process. Chrome provides the best viewing options. The CAFE performance evaluation deadline is **February 28, 2020**.

## Recommended Timeline



**Tip:** You may find it beneficial to show this video at an upcoming staff meeting:  
<http://www.uky.edu/pe/how-participate-your-university-self-evaluation>

## Tools & Resources:



Supervisor Resources: <https://cafebusinesscenter.ca.uky.edu/content/supervisor-resources>



Employee Resources: <https://cafebusinesscenter.ca.uky.edu/content/employee-resources>



HR Admin Resources: <https://cafebusinesscenter.ca.uky.edu/content/hr-administrator-resources>

## Payroll Retro Dates

Following the biweekly payroll run on 2/18/20, Payroll Services will change the earliest retroactive date for all bi-weekly employees to 12/22/19.

Following the monthly payroll run on 2/25/20, Payroll Services will change the earliest retroactive date for all monthly employees to 1/1/20.

## FES Deadline & Resources

The deadline for payroll distributions in FES to be in the “Submitted to College” tab is 1/15/2020.

**New** - Please note that new FES resources have recently been added to the [HR Administrator](#) page on our web site. Resources include FAQs, QRGs, and an FES Manual.

## ECRT Deadline

Pre-Review deadline for FY20 Q2 will be from January 21 – February 10, 2020. Confirmation period will be from February 11 – March 3, 2020.

## GSAS/LCT Form – Each Semester

As a reminder, new online GSAS forms and the exemption under the Royster Memo [Local City Tax Forms](#) are required each semester. The forms for the Spring semester need to be completed by January 22, 2020.

## 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.



## Lunch & Learn Professional Development Series – **Coming Soon!**

The college held a Lunch and Learn session in November on the topic of Employee Education Program. The event was such a success that the Business Center is currently working on developing additional HR Lunch and Learn sessions. So stay tuned!

## W2 Reminders

Remember that employees have the option to receive their **W2's** via [myUK](#). If they 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 sign up now](#).

### Reminders:

- If an employee's **mailing address** has changed, please ask them to update their address. Please note that address changes, for W2 purposes, will need to be made prior to January 14, 2020.
- It is also a good time to verify that their **UK Alert** information is up to date.
- Depending on county of residence, some employees will have **two** W2 documents to print, while others will have just have only one.
- Employees who have separated will no longer have access to myUK. A hard copy W2 will be mailed to the address listed in SAP. For separated employees, HR Administrators have access to enter address updates as needed.
- The UK Benefits Office will mail the 1095 benefits forms to applicable employees.

### 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 will begin in February 2020.
- Click [here](#) for the SAP Address Update QRG.

#### **Benefits to the myUK W2's - Safe, Swift, Sustainable - W-2 program**

- 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 W2's will remain online for multiple years).

#### **Emergency Closing**

- While some employees must still report to work during Plan B, in general, most 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 the 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.

For your convenience the [ORC - Recording Emergency Closing Hours](#) is available on the [Employee Resources](#) section of our web site. Please feel free to share this link as needed.

#### **Mentor Program Enhancements**

The [CAFE Mentor Program](#) page is now available. Check out the FAQs, testimonials, nomination form, and manual. Mentors receive support throughout the 6-month program, including a web based orientation course, weekly email tips, and a monthly newsletter. Know someone that would be a good mentor? Click [here](#) to submit a nomination.

#### **UK Appreciation Day – CAFE Off Campus T-Shirt Orders**

The Business Center will again be coordinating the Off-Campus T-Shirt order. Additional information will be sent out in a few weeks.

#### **Family Medical Leave Application**

This application has been updated. The latest version has been linked to forms, employee resources and supervisor resources on our web site.



## Service Awards

The college is recognizing 237 staff who reached a service milestone in 2019. The Business Center is currently collecting service award orders and working on a few program enhancements. The awards will be distributed in early spring.

## New Form

The [Post-Doctoral Appointment Form](#) has been updated. The latest version has been linked to the [forms page](#) of our site for your convenience.

***Coming Soon—New Post Doc Resources!***

# RESEARCH & GRANTS

## FFY19 FUNDS CLOSED

All FFY19 Federal Capacity Grant (235-prefix WBS elements) funds were closed as of 12/17/19. The final financial reports have been prepared. No further changes/postings can be made on any FCG using the FFY19 (025\*19) funds that would impact the final reports. This includes payroll items such as 0027 screens, Z4 JVs, adding or removing effort, goods receipts, invoice postings, etc. Any postings after 12/17/19 will be removed by the CAFE Business Center. Please contact your business analyst with any questions.



## Become an AD419 – Subject Matter Expert

CAFE Business Analysts will be conducting a training and open lab for ALL departments that have Federal Capacity Grants. The training will take place January 6, 2020 from 1:30 – 3:30pm. There will be time at the end of the session for an open lab so you can work with your analyst on the AD-419 process as well as time provided for a general Q&A session. We will be hosting the training in room 246 Barnhart so we will be at computer stations for your convenience. We would like for you to log in to the program and follow along as we work through the materials. By the end of the session you will become a ***Subject Matter Expert.***

## Project Financial Reporting (AD419)

Deadline to complete your departmental edits in the system is January 13.

# FINANCIAL, PROCUREMENT & OTHER

## Position Budget Review

In January, CAFE Business Center will begin sending out the unit reports on every position for the department to review for the 1018's (position cost distribution) to be corrected, if necessary. The freeze date (snapshot of the position budget) will take place at the end of January. The snapshot is used to set the budget for the FY21 budget prep, so it is important that corrections are made in the system to ensure the FY21 base budget is correct.

## Recurring Budget Cut-off Date

The deadline to enter recurring budget transfers will be at the end of January, date is still to be determined. All recurring budgets involving operating expenditures or positions must be entered into the system prior to the deadline. We would encourage departments to meet with their Business Analyst to review any errors that need to be corrected or position changes you would like to make to your current year budget.

## Browser Update

The Purchasing Division announced in October that a system-wide upgrade was performed by the Enterprise Applications Group (EAG) for the Supplier Relationship Management (SRM) system. The upgrade also applies to the Payment Request Document (PRD) system. The upgrade improved navigation among various browsers and connections to e-catalogs. The removal of the SAP pop-up box for Chrome users and the correction of dropdown menu navigation issues for Firefox users were among some of the structural improvements they made to the system. Thus, users should now be able to use either of these browsers for their SRM and PRD transactions without issues. ***Please relay this to your departmental lab employees who have purchasing responsibilities.***

## Disbursement Request Forms

These DR forms are used for wire transfers and for agency account payments. They must be signed by two employees in your department. For agency account payments, one of the signatures must be the responsible person listed on the agency create form. These forms do **NOT** need to be routed through the Business Center; they may be sent directly to Accounts Payable. If any questions, please contact Kim in the Business Center.

## **DUO-FACTOR LOG-IN**

By now, most employees have implemented their duo-factor log-in security feature, which is linked to a personal electronic device. If, for some reason, you do not have your cell phone or other device with you and you need a password to access your computer, you should contact the CNS Help Desk at 218-4357, Option #2. You will be asked to provide some type of ID information (including your employee ID number), and they will provide you with a 9-digit temporary code to use for the day.

## **EQUIPMENT INVENTORY UPDATE**

The Equipment Inventory scanning period ended December 13, 2019. All exceptions must be finalized by January 31, 2020. **Please ensure that all Lost Reports and accompanying memos are routed through your business analyst.** All other exception documentation may be sent directly to AFRS, Attn: Steve Strunk, 371 Service Building, 0005. If any questions, please contact Andrew in the Business Center.

# **Announcements & Upcoming Events**

## **Personnel Updates**

The college welcomes Catherine Anderson as the new College Business Analyst Senior in the Business Center. Her office is located in N106G Ag North.

Rhesa King has transferred from Ag Comm to the position of Financial Administrative Services Assistant in the Department of Plant Pathology.

Dr. Brian Lee has been named Associate Dean for Faculty Resources, Planning & Assessment. His office is located in Room L104 Ag North.

**Next Users' Group Meeting : February 11, 2020.**