

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

Please pay close attention to the year-end reminder emails that are being sent out every week or so from the Business Center.

Review of Parked Documents/Encumbrances for Fiscal Year End

It is the department's responsibility to review all open/outstanding items on a timely basis. As part of the monthly reconciliation process, encumbrances and parked documents should be reviewed for accuracy. Delayed clearing or closeout of encumbrances can cause late payment to vendors, delayed expense postings, reduce amount of funds available for other purchases, or possible balance sheet issues which prevent closeout of grants. Encumbrances can be identified using GR55 in SAP or the Monthly Rollup Reports in BW. Parked JVs can be reviewed using t-code FBV3. **Any remaining unposted/parked SA or Z4 documents created in FY18 will be deleted as part of the fiscal year closing process in late July/early August.** These documents will not roll forward to FY19 in SAP. Please remember to indicate "Old Year" or "New Year" on all documents submitted after 6/30/18. For old year documents created after 7/1/18, please be certain to use a posting date of 6/30/18. Additional details regarding review of open items can be found under the February 2017 User Group meeting notes <http://cafebusinesscenter.ca.uky.edu/files/ughandouts020817.pdf>. Units should contact their college business analyst with any questions.

Training Plans

Each departmental business manager is responsible for submitting training plans for the employees in his/her department. No one should do their own training plan. If a training plan is needed for the business manager, the Business Center

will submit the training plans for them. The training plan quick reference guide can be found on the Business Center's web site at http://cafebusinesscenter.ca.uky.edu/files/sap_training_plan_qrc.pdf.

Advance Approval Forms

Remember to complete an advance approval form for certain purchases over \$1,000, specifically outlined on the college form. These are to be submitted to Kim in the Business Center. The forms will then be routed accordingly. Once the forms are completely signed, they will be returned to the department for attaching to the payment document.

Check Transmittals

You should now be entering your 7-digit Locator Code in the top portion of the check transmittal form. This will automatically populate the department assignment code that you were previously entering on the form. For example, if your department code was 181070, you will now put a zero in front of the number so that it will now be a 7-digit code. We hope to have a new QRG distributed soon about deposit instructions

JV Header Info

The "Ref Doc" field in the Journal Voucher header should always be either "AFRS" (for transfers only relating to cost centers) or "RFS" (or transfers which include a grant on them). No other document reference indicators should be used in that field. This helps us route these appropriately.

Awards

For Student or Employee awards, please contact Kim in the Business Center for the award template to use when requesting new, or changes in existing, awards. These awards now require the Dean's approval; the Business Center will obtain all approvals and will then notify the department when the award has been approved.

Travel

Enforcement of timely travel documents goes into effect July 1, 2018. Per BPM E-5-1, employees are required to complete and submit travel expense reports within sixty (60) calendar days of the date when business travel ends. Beginning 7/1/18, travel expense reports which are beyond the 60-day period will be subject to taxation in order to improve UK's compliance with IRS accountable plan rules.

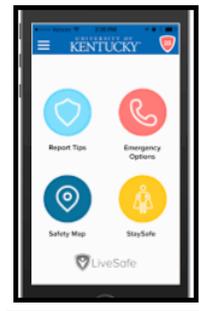
HR

UK Appreciation Day – CAFE Off Campus T-Shirt Orders



The first year of the UK Appreciation Day CAFE Off Campus T-Shirt orders was a success! More than **1,000** t-shirts were ordered and distributed! We really appreciate the CAFE volunteers who contributed to the ordering and distribution of the t-shirts.

Live Safe Mobile Safety App



LiveSafe is a free app designed to help prevent crime and to enable better incident response. The LiveSafe technology includes an app for smartphone users. Officials in the UK Police Department dispatch center monitor the dashboard. [Click here](#) for more information. Three easy steps will get you started.

Retirement Carrier Sessions

Sessions will be available by appointment at various UK locations.

TIAA – E. S. Good Barn on 9/4 and 9/5. Reservations can be made by calling 800-732-8353 or by visiting <https://shared.tiaa.org/public/publictools/events/eventswelcome>.

Staff Degree Completion Form

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.

Student Wage Scale for FY19

There are no changes to the [Student Wage Scale for FY19](#).

GSAS Form – Each Semester

As a reminder, the Graduate School requires a new GSAS form each semester.

Payroll Retro Dates

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

Biweekly Employees: 4/1/18
Monthly Employees: 4/1/18

FES Deadline

Changes to faculty cost distribution dating back to 4/1/2018 can be made in FESClient for FY2018 until the earliest retro date is changed in August to 7/1/2018.

ECRT Deadlines (Quarter 4 FY18)

Pre-Review 7/17/18 thru 8/6/18
Confirmation 8/7/18 thru 8/29/18

ECRT Deadlines (Quarter 1 FY19)

Pre-Review 10/16/18 thru 11/5/18
Confirmation 11/6/18 thru 11/27/18

ZPAR/Workflow Updates/Reminder

Summer is a busy hiring season for CAFE. Please remember to include the STEPs exemption number under your comments on the ZPAR when hiring temporary employees for the summer.

Also, remember to attach the Experience & Education calculator to all new hire ZPARs. Re-hires kick off the workflow, so please remember to attach the Experience and Education calculator as an attachment.

Staff Professional Development Fund

The college established this fund in FY18 to encourage ongoing staff development and achieve 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 and related travel, etc. Departments/units were able to request up to \$1,000 per proposal, with departmental cost-sharing as a required element.

Fiscal Year 2018 Summary

	Number
Employees Awarded Funds	28
Employee Groups Represented	3
Departments/Units Represented	17

Total Funds Awarded: \$23,317

Pending budget decisions will determine if the fund can be offered again in FY19. If it can be made available, we will open the application process earlier in the fiscal year and encourage applications from staff employees in all job categories.

Staff Professional Development & Training Opportunities Resources

The [Employee Resources](#) section of our site now features a Professional Development & Training Opportunities resource document. Click [here](#) to view.

CBMI Scholarship

CBMI is an intensive course of study in business and financial management and offers staff the opportunity to meet colleagues from around the country, learn about business practices in higher education, understand the history of higher education, and view first-hand the inner workings of UK. The program

is designed to provide participants with an overview of current issues and procedures applicable to universities over a three year period of participation. The institute will again take place here at UK July 29 through August 3, 2018. The program is nationally known and is an excellent professional development opportunity for CAFE business and administrative staff. We are pleased to announce that the Dean's office is providing 13 registration scholarships for regular, full-time staff members to participate in this program. First year scholarship recipients will also be provided a registration scholarship to complete years two and three of the institute as long as they continue to be full-time, regular employees of our college.

The CBMI scholarship program fits with our college's Strategic Plan Goal 3B: Full-time faculty and staff will attend at least one professional development, continuing education, or business-procedure training on an annual basis. By ensuring professional development for all staff, the college aims to improve employee recruitment, retention, and leadership capacity. Employees participating in the CBMI program will fulfill the requirement to include professional development activity in their major job responsibilities (MJR) for performance evaluation.

Know Your Rx Coalition

Another great benefit that UK offers, but you may not be aware of, is the "Know your Rx Coalition". UK Employees qualify for a pricing discount when you have a prescription written by a UK clinician, have had a clinic visit within the last 365 days and are able to pick up the prescription from one of UK's 6 pharmacies. The coalition will do all the work for you to transfer all of your prescriptions from a retail pharmacy to a UK pharmacy. Please call a pharmacist with the Know Your Rx Coalition at 859-218-5979 or 855-218-5979 for information specific to your medication, formulary and costs.

HR Contacts—Compensation ZPAR Processors

A-D	(Vacant)	7-8955
E-K	Beverly Taulbee	7-0584
L-R	Dinah Miller	7-8952
S-Z	Stephanie Francis	7-8918

CAFE New Employee Orientation

One initiative toward our college Strategic Plan Goal Three—*Recruit, Develop, and Retain Exceptional Faculty and Staff*—is to develop policies and procedures to promote hiring and retention of high quality faculty and staff. In support of this initiative, the CAFE online new employee orientation course has been rolled out.

New staff hires receive an email that contains a button directing them to the course link.

The course includes a pre-assessment, four short videos introducing general information about CAFE and the land-grant mission areas, and is followed by a post-assessment. The assessment is only used to track course completion; the scores are not used to “grade” employees in any way. The videos will be reviewed and updated, as needed every couple of years.

The [CAFE Staff Onboarding Checklist](#) has been updated to include the course.

New K-4 Form

Please note that the K-4 form has changed. The current version is available on the forms section of our site [here](#). If you have a printed stock pile of the old version, please recycle those.

With the new [KY 5% Flat Tax](#), replacing the bracket income tax system with a standard 5% rate for everyone, there are now only **two** reasons that a new employee would want to submit a K-4 form:

Reason #1 to complete a K-4 - If the employee would like to claim exempt for one of the four following reasons:

<input type="checkbox"/>	1. Kentucky income tax liability is not expected this year (see instructions)
<input type="checkbox"/>	2. You qualify for the Fort Campbell Exemption Certificate. I am a resident of <input type="text"/> State
<input type="checkbox"/>	3. You qualify for the nonresident military spouse exemption
<input type="checkbox"/>	4. You work in Kentucky and reside in a reciprocal state
Additional withholding per pay period under agreement with employer \$ <input type="text"/>	

Reason #2 to complete a K-4 - If the employee would like an additional amount withheld (above the 5% standard).

We anticipate there will likely be a significant decrease in the volume of K-4 forms being completed, but we wanted to make sure that everyone was using the current version of the form when needed. The form is available on our web site at the following link: <https://revenue.ky.gov/Forms/42A804%20Form%20K-4%20Kentucky%27s%20Withholding%20Certificate.pdf>

Announcements & Upcoming Events

Next UG Meeting - Our next meeting is scheduled for Tuesday, August 14, 2018, at 9:00am, Gorham Hall, Good Barn.

Reminder— The business center mailboxes have moved to N106. Kim's office has moved to N106-A. Chris Shotwell has moved back to S101-A.

Save the Date - September 26 - CAFE Staff Appreciation Day

Coming Soon - UK LiveWell Check In - Coming this Fall. Click [here](#) to learn more.

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.