

UK College of Agriculture, Food & Environment

Business Center News Notes

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

CAFE Business Center

Fax: 323-3842

Susan Campbell	7-5934
April Collier	7-4254
Andrew Gehring	254-1434 <i>X244</i>
Le Anne Herzog	7-2981
Kim King	7-7143
Tina Navis	7-7241
Chris Shotwell	7-7194
Stephen Sizemore	7-4722
Christine Tawasha	8-3906
Tina Ward	7-0132

TRAVEL

Reminders

Foreign travel is not allowed on federal capacity grants (235-) without advance approval from Dr. Henning or Dr. Bennett. An email approval attached to the voucher is sufficient.

Please review all travel documents carefully before submitting them, making sure that the vouchers are complete with employee's ID, correct dates, amounts, cost objects, signatures and attached receipts.

More than one trip may be entered on one travel voucher; however the voucher should be submitted to the Business Center within approximately 40 days after the return date of the first trip.

All travel vouchers, including the ones for department heads, should be submitted to the Business Center. They will be routed appropriately from here.

Inside this issue:

Travel	1
Financial	1-2
Procurement	2
SAP	3
HR	3-4
Announcements & Events	4-5

FINANCIAL

FFY15 Year-End Closing Schedule

The Business Center will be reviewing reports for all FFY15 Federal Capacity Grant Programs (i.e. Hatch, Smith Lever, etc) for any unallowable expenses. In the event that any are found, we will contact the appropriate department to notify them of the required removal.

If any department is aware of any potential issues related to FFY15 year-end, please contact the Business Center and we will work with you to resolve them. Please check with us first before making any changes to payroll or before processing any JV to make corrections.

JV's > 120 Days - All JV's that are 120 days old or more and which involve 304-grants require the following be sent to the Business Center:

- The JV with three departmental signatures (**business staff, PI and chair**);
- Supporting documentation **including the JV Explanation Form**;
- An exception/explanation memo from the PI or the chair, **addressed to Jennifer Miles** (in SPA), explaining why the JV is 120 or more days old.

Once the JV is reviewed by the Business Center, the Dean's signature will be obtained, and all documents will be forwarded to SPA.

JV Description - Please remember to include a description on all JV's explaining why the correction is being done.

BPE's - Please use the current version of the BPE form that is on the Business Center's web site. Guidelines are on the site as well. BPE's must include the department head's signature, and they must include a statement to address what action the department is taking to prevent a similar occurrence in the future.

Check Transmittals - Deposits for reduction of expenditures should include a copy of the original expense, if possible, and a copy of the ledger (KSB1) where the expense originally posted.

PROCUREMENT

Pro Card Editors - The Business Center maintains the tables that give editors appropriate access. If you have changes, deletions or additions to your editors, please contact your team leader in the Business Center.

VWR / Fisher - A new e-catalog had been added to the Supplier Relationship Management (SRM) e-procurement system for purchase of scientific supplies and equipment from Fisher Scientific. The e-catalog contains items exclusive to Fisher Scientific. The e-catalog is automatically loaded to the Add Item menu for SRM Shoppers and can be used immediately for ordering items that cannot be purchased from VWR. Departments should conduct all purchases of Fisher Scientific exclusive items via the e-catalog. As a reminder, effective October 1, 2015, purchases may no longer be made from Fisher Scientific (or VWR) using the departmental procurement card. Departments may create an SRM Free Text Shopping Cart for items needed from Fisher Scientific that are beyond the e-catalog exclusive items.

SAP

SAP Training Plans - A training plan should be submitted for every employee (SAP/BW user) when they separate from the university. Check the "removal" box on the on-line training plan form and submit through the usual method.

HR

Retirement Carrier Sessions

TIAA-CREF will be holding counseling sessions in the Weldon Suite of the Good Barn on October 27, 28, & 29. Call 1-800-732-8353 to register.

Fidelity will be holding counseling sessions in the Culton Suite of the Good Barn 10/12, 10/20, and 11/3. Visit www.fidelity.com/reserve or call 1-800-642-7131 to register (additional dates/locations may be available).

Part-Time Instructor SOP

The Provost Office has distributed a Part-Time Instructor (PTI) Standard Operating Procedure for use by all colleges/units. The purpose is to have standardized procedures for the following:

- * Standardized FTE for PTI's (based on course credit hours)
- * Common start dates for all semesters/sessions (August 1st for fall semester, January 1st for spring semester, etc.)
- * Separation actions - Summer leave status (when a summer leave action would be applicable)
- * Common separation dates - (January 1st for fall semester, June 1st for spring semester, etc.)

To assist CAFE departments that employ PTIs, the [QRG – Part Time Instructor SAP Entry](#) has been added to the Business Center site. The QRG includes several examples. Please familiarize yourself with the new procedures.

Awards and Certificates

CAFE has had good participation in the [UK Business Procedures Certification Series](#). Once an employee receives the certificate, a copy may be sent to Employee Records to be added to the personnel file. This applies to other UK awards and certifications as well. However, please note that the employee ID number will need to be added to the certificate prior to sending to Employee Records.

Special Holiday/Bonus Days

As a reminder, to receive the **special holidays/bonus days** this year, an employee must be employed on or before November 1, 2015, in a regular full-time or part-time position. Regular part-time employees will be granted holiday benefits on a pro-rated basis. Click [here](#) to view the official 2015-16 Staff Holiday Schedule and to obtain additional details on the special holiday/bonus days.

MJR Review

Staff Performance Evaluation forms will be available in the *myUK Employee Self Service* portal in late fall. So now is a good time to encourage supervisors to review Position Descriptions for their team, to ensure that the Performance Evaluation forms will be populated with the correct MJRs for their employees. Supervisors may access instructions for reviewing MJRs by clicking [here](#). After reviewing MJRs, some supervisors may determine that some minor updates are needed. Departmental HR administrators should assist with entering these Position Updates in IES.

/SPIN/ER HR Reporting Tool

As many HR administrators in the college have come to realize, /SPIN/ER is a very useful HR/Payroll reporting tool. Recently two new reports have been added, and the two related Quick Reference Guides have been loaded to the Business Center website. The [QRG – Locked Payroll Report](#) will help HR administrators monitor the payroll locked status in order to ensure a smooth on-boarding process for new hires/rehires. The [QRG – End of Orientation Report](#) will help HR Administrators monitor upcoming end-of-orientation dates.

Overloads for Graduate Students

Graduate Students are not permitted to work more than .50 FTE; therefore, any overload assignment must be approved through the Graduate School. This includes assignments in addition to full-time institutional fellowships. A Graduate Student Overload form (located on the Business Center website) should be submitted to the Graduate School in the event an overload is needed. Remember to check the Personnel Assignment Details in PA40 to determine if other assignments exist for that individual. The Graduate School advises that overloads are not encouraged and that they could slow down the student's progress towards completing their degree.

Announcements & Upcoming Events

Business Center Structure

The Business Center structure has been modified in order to provide additional and better support to the departments. Our primary mission is to serve and support the departments while ensuring policies and procedures are followed. Some of these changes are minor and hopefully will go unnoticed. In fact, several of the staff in the office will not have any change to their duties.

We now have 3 primary groups serving the departments:

- Administrative Support Services
- HR & Payroll Operations
- Business & Financial Operations

The newly formed Business & Financial Operations group is where you will find the most change. As previously announced, we hired Tina Navis in the Business Center as a Senior Business Analyst. She and April Collier, our other Senior Business Analyst, will serve as team leads and will work to support the business and financial functions of the 50+ departments in the college. Also working within these teams are two Business Analyst Leads. Andrew Gehring will be working with April Collier, and Jason Hardin, who will join us on November 2, will be working with Tina Navis. These teams will work to provide service and support to the departments which have been divided as per the chart below.

Business & Financial Operations Teams

Tina Navis (Sr. Business Analyst)	
Jason Hardin (Business Analyst)	
ACADEMIC DEPARTMENTS	
81040	Ag Economics
81050	Biosystems & Ag Engineering
81060, 81061	Plant & Soil Sciences
81070	Animal & Food Sciences
81080, 81081	Entomology
81090	Forestry
81110, 81111	Horticulture
81120, 81121	Plant Pathology
81130	Community & Leadership Development
81140, 81141	Veterinary Science
81150	Landscape Architecture
HUMAN ENVIRONMENTAL SCIENCES	
81330	Family & Consumer Sciences
81500	Dietetics & Human Nutrition
81600	Family Sciences
81700	Retailing & Tourism Management
81800, 81801	School of HES Administration
CENTERS & OTHER DEPARTMENTS	
81018	Ag International Programs
81025	Center for the Environment
81026	Food Connection
81115	Arboretum
81310	CEDIK

April Collier (Sr. Business Analyst)	
Andrew Gehring (Business Analyst)	
Tina Ward (Field Programs - Admin Staff Officer)	
ADMINISTRATION	
81010	Dean's Office
81016	Office of Advancement
81020, 81021	Assoc Dean for Research
81022	Assoc Dean/Academic Programs
81023	Assoc Dean/Extension
81030	Business Center
FACILITIES MANAGEMENT	
81200	Facilities Management Administration
81210	Robinson Station (RCARS)
81220	Western Kentucky Station
81235	Engineering Division
81400	Motor Pool / Fleet Services
81270	Central KY Farms
CENTERS & OTHER DEPARTMENTS	
81045	Small Business Development Center
81240	Regulatory Services
81250	Veterinary Diagnostic Laboratory
81280	Ag Data Center
81350	Ag Communications Service
81800	KTRDC
EXTENSION DEPARTMENTS	
81170	Program & Staff Development
81300	Extension Field Programs
81355	E-Extension
81380	Agricultural Programs
81360, 81361, 81363, 81365, 81367	4-H Central Operations & Camps

Should you have any questions about our new structure, please do not hesitate to contact us.

Business Center Email Distribution Lists - Contact Kim if there are any staff in your department who need to be added to or deleted from any of our distribution lists.

Next UG Meeting - Next meeting will be held on Wednesday, **November 11, 2015**, at **9:00am**, Gorham Hall, Good Barn.

Congratulations - Congrats to several staff in the college who recently completed the Business Procedures Certification Series.