

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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FINANCIAL

Pro Cards

Applications for Enhanced Pro Cards must have a **discretionary** cost center listed as the primary cost object on the application; and a secondary cost center is required on “Enhanced” applications. The Pro Card Administrator also advises that it is highly recommended to include two cost centers on every pro card application.

Changing the department number on an existing pro card is not allowed. If an employee changes departments, they must cancel their existing card and apply for a new pro card.

Business Procedure Exceptions

When there is a need to submit multiple BPE's for the same reason for several employees, **one** BPE form may be submitted with an attached list of employees (including ID's, TRIP #'s, etc.) for which the same exception applies at the time of submission.

Delegated Signature Authority

There have been a couple of changes on the College Delegated Signature Authority:

- Single Source Justification Forms now go directly to your business analyst.
- Space Lease Request Forms should be forwarded to Orlando Chambers, Associate Dean for Administration.

The DSA is posted on our web page under the College Links at the following url: http://cafebusinesscenter.ca.uky.edu/files/college_dsa_091218.pdf. It's important that everyone become familiar with this list to ensure proper routing of all documents.

JV's Over 120 Days

After these JV's have all college signatures, and before they are forwarded to RFS, a scanned copy of the JV only will be sent back to your unit so that you will have a fully signed copy for your records.

PRD/SRM Delivery Date for Workflow Approval

Please ensure when creating new PRDs or SRM Shopping Carts that the Delivery Date is **at least** two business days later than the date of creation. This will allow ample time for the routing of approvals in workflow without errors requiring the delivery date to be changed by the approver. SAP will default to the current date, however the field can be overwritten by the creator.

Change in Workflow Routing for Level 1 Approvals on FCG

Effective 10/1/18, SRM/PRD Level 1 workflow approvals on federal capacity grants (235- prefix) will now route to the department for approval. The responsible funds centers have been updated to reflect the responsible unit as reflected in GMGrantD for the project. All Level 2 approvals will still route through the college. Any items that were created prior to 10/1/18 will still route to the Business Center for Level 1 approvals. Please contact your analyst with any questions.

HR



Become a Personnel Action Workflow – *Subject Matter Expert*

CAFE HR Administrators have been invited to become a workflow SME. The Business Center HR Team is hosting an interactive open lab on October 12 from 10:30 – 11:30. If you haven't done so already, make sure you rsvp to the email invite for this event. By the end of the hour you will be a ***Subject Matter Expert***.

Special Holiday/Bonus Days

As a reminder, to receive the special holidays/bonus days this year, an employee must be employed on or before October 28, 2018, in a regular full time or part-time position. Regular part-time employees will be granted holiday benefits on a pro-rated basis. For additional details, please visit the [FY19 Staff Holiday Schedule](#).



LiveWell Check-In

This fall, employees have an opportunity to participate in an integrative health screening. If you're on a UK health insurance plan, you'll receive a \$100 rebate for participating. [Click here](#) to learn more about this opportunity and to schedule an appointment. Sessions are available from September 12 through December 12.

MJR/Essential Function Review

Staff self-evaluation forms will be released in late fall. Now is the perfect 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/Essential Functions for their employees. Supervisors may access the instructions for reviewing by clicking [here](#). After reviewing the PD's, some supervisors may determine that some minor updates are needed. Department HR Administrators should assist with the Position Updates in IES.

UK Planning Your Retirement Conference

Save the date: Friday, October 12, 2018. Click [here](#) for more information.

Retirement Carrier Sessions

Sessions will be available by appointment at various UK locations.
TIAA - E. S. Good Barn on 12/4 and 12/5. Reservations can be made by calling 800-732-8353 or by visiting <http://publictools.tiaa-cref.org/public/publictools/events/eventswelcom>

Payroll Retro Dates

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

Biweekly Employees: 6/24/18

Monthly Employees: 7/1/18

FES Deadline

The deadline for payroll distributions in FES to be submitted in the “Submitted to College” tab for October processing is Monday, October 15, 2018.

ECRT Deadlines (Quarter 1 FY19)

Pre-Review	10/16/18 thru 11/5/18
Confirmation	11/6/18 thru 11/28/18

Staff Professional Development Fund

The college established this fund in FY18 to encourage ongoing staff development and to achieve one of the college’s strategic plan objectives, which is 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.

Fall 2018 Summary

	Number
Employees Awarded Funds	23
Employee Groups Represented	3
Departments/Units Represented	10

Total Funds Awarded: \$16,300.58

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

New HR Contacts

New Family Medical Leave Administrator:
 Phillip Neeley-Morrison
 Email: phillip.neeley@uky.edu
 Phone: 859-323-4259
 Fax: 859-257-1679

Announcements & Upcoming Events

CONGRATULATIONS - To all college staff who were nominated for and who won a college Outstanding Staff Award last week!!!

Next UG Meeting - Our next meeting is scheduled for Tuesday, November 13, 2018, at 9:00am, Gorham Hall, Good Barn.

New Mail Slots — For your convenience, we have now installed mail slots in several doors to the following offices of the Business Center staff in the South hallway of Ag North:. Feel free to use these mail slots to drop off mail anytime the offices are closed.

Room S101-A	Chris Shotwell
Room S101	Susan Campbell
Room S103	Le Anne Herzog
Room S103-A	Business Center (Chris Fensin, Melissa Horton)
Room S105	Tim West

New Lactation Space

New dedicated lactation space is now complete and is located in Room 207 KTRDC Building (the second floor women's restroom suite). For more information click [here](#), and view the interactive map for additional locations.

Business Center Web Site

We are continually updating our web site and trying to make improvements in the location of items on our home page. Therefore, in the next few months, you may see some things moved to other locations/ sections of our web page in order to make things a little easier to navigate.

Staff Update

Michelle Cooper is the new business manager in Ag Communications, replacing Adriane Russell. Michelle's office is located in N-3 Ag Science Center North.

Lisa Bowen joined the staff of the CAFE Business Center in August. She will be responsible for working with Extension travel (TRIP) and distance learning programs. Lisa previously worked in the E-XTension department in the college.

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.