CAFE ADMINISTRATIVE USER'S GROUP MEETING

Agenda Items

1. **Research & Grants**
   a. Grants Review 101 – *The business center will begin offering training sessions to assist departments with their post-award grants management. The first one will be a basic class, Grants Review 101, and will be offered on March 17 in Room 246 Barnhart from 1:30-4:00pm. The training session details about registering for these sessions will be announced soon.*
   b. AD 419 Update – *The AD 419 process wrapped up at the end of January. Overall it went very well. The department's management of the federal capacity grants throughout the year really helped to have a smooth process. A reminder for next fiscal year-end, the quicker we can close out the year, the sooner the business center can provide access to the AD 419 system to begin the allocations.*
   c. GM_AVC Update – *The "lightning bolt / cherry bomb" on this t-code is NOW working again.*
   d. Closing Status on FCG's – *April and Catherine have begun closing out FCG's and state matching cost centers for expired projects. All units are urged to get all 0027 screens updated and to clean up any outstanding encumbrances related to those projects.* **Once a project expires, the state matching cost center should no longer be used during the fiscal year**.

2. **Procurement & Travel**
   a. Trip Review – *It is very important that units review and continue reviewing all pending travel reimbursements in their department so that all Trips can be taken care of before the move to the new Concur system. Units are urged to identify and correct all issues as soon as possible to clean up all Trips in the current system. The business center will be conducting a review of all outstanding TRIPs and will work with units on the clean-up process.*
   b. Concur Pilot Update – *The new Concur will involve travel reimbursements* **and** *pro card edits. The pilot group is still meeting regularly and more info should be distributed soon, with a targeted date of April 1 for the pilot to begin. Our entire college, with the exception of most county offices, will be part of the pilot program. The business center will work on assuring that the appropriate individuals are involved in the process, and it appears that the college will be able to access and manage the table of approvers within the college. Training will be provided as needed. We have been told that the training will include on-line SOP's, Web-based training and open labs.*

3. **HR & Payroll**
   a. Performance Evaluation Update – *Most self-evaluations have been completed. The college deadline for staff evaluations to be totally completed is February 28. Weekly status reports will continue to be sent out by the business center. After the process is complete, score reports will be provided to department heads.*
   b. Benefit Enhancement Changes
      i. TDL Usage for Parental Leave – *Beginning January 1, 2020,eligible regular staff employees are able to use up to 12 weeks of accrued sick time for parental leave (includes birth, adoption and foster care). See attached handout for more details.*
      ii. Staff TDL Usage for Well-Being Days – *Effective January 1, 2020, regular staff may now use up to 2 days per fiscal year as TDL – Well-Being Days. This type of TDL has its own leave code, 7184. For FY20, these will not be prorated—may use both days through June 30, 2020. More info about this benefit enhancement is included in the attached handout.*
      iii. Retirement Enrollment – *Beginning July 1, 2020, all new eligible employees will be automatically enrolled in the UK matching retirement savings plan. Current employees under the age of 30 are encouraged but not required to participate in the plan until reaching the age of 30.*
      iv. New Minimum Hourly Rate – *The new minimum hourly salary rate for* **regular** *employees will increase to $12.50 per hour beginning July 1, 2020. The data set and further details will be forthcoming.*

NEXT MEETING: Tuesday – May 19, 2020, 9:00 am (Gorham Hall, Good Barn)

c. Upcoming Lunch & Learn Session – CAFE Resources – *As a part of these professional development opportunities for all college staff, a Lunch & Learn session on CAFE Resources will be offered on February 27 at noon in Room N24B Ag North. This is a free workshop and includes lunch! However, space is limited, so registration is required. There is a zoom option as well. To register, please email Chris Fensin. See attached handout.*

d. Staff Professional Development Fund – *There are still college funds available for staff to attend special training or conferences for professional development purposes. Find out more on the web site at:* https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund

e. New W-4 Form – ***New employees hired after 1/1/20 and rehires*** *(and current employees whose personal or financial situation has changed) will complete this new one-page W-4 form. In most instances, the employee only has to complete Steps 1 and 5. More information is included on the attached handout.*

f. Payroll Retro Update – *Units are urged to pay close attention to the schedule of payroll Earliest Retro Date (ERD) deadlines. There are always two ERD's in effect (one for biweekly payroll and one for monthly payroll). A sample of this schedule has been added as a separate handout in a larger image for better viewing.*

g. FES Deadline - *The deadline for Cost Distributions to be in the "Submitted to College" tab is Monday, February 17, 2020.*

h. eCRT Deadlines – *The FY20 Payroll/Pre-Review/Confirmation Dates are shown on an enlarged separate handout to serve as a resource guideline schedule of payroll-related calendar items. If anyone needs training, please contact Chris Fensin at* christine.fensin@uky.edu.

4. **Miscellaneous**

a. Upcoming SME – Records Retention Overview – *The business center is planning a Subject Matter Expert session sometime this summer. Virginia (Ginny) Daley, UK Librarian, will come speak to our group on the retention of records.*

b. College Delegated Signature Authority – *The DSA document for the college has been updated and is attached as a handout to assist departments with the routing and required signatures for various forms and requests. The revised document is also on the business center's web site under College Links.*

c. Upcoming Training - Cash Handling – *The business center has recently asked the units to provide a list of every employee in their department who has any duty related to cash handling and their current level of training in this area. The list revealed that there are over 150 employees who need up-to-date training on the UK cash handling policy. Treasury Services has agreed to develop a training class to be offered to our college. They will inform us when they are ready to present this training to our group, and we will announce the details to the units when we get them. In the meantime, if your unit needs immediate training for a new employee, please sent them to the current training offered by Treasury Services. The session for our college may not be held until summer or fall.*

d. Extension Restructuring – *As a result of a two-year review, Extension is in the process of revising their current administrative structure in the state from 7 districts to 3 districts with 28 areas. This was needed to increase agent time available for programming, to increase supervisor mentoring opportunities, to streamline fiscal compliance and to reduce staff-to-supervisor ratios. Three new regional directors have been named: Daniel Wilson (East), Natasha Lucas (Central), and Anna Porter (West). The posting, interviewing and hiring process of all of the area directors will be ongoing throughout 2020. A brief overview of the restructuring is attached as a handout. The Extension website that includes information on the transition is located at:* https://extension.ca.uky.edu/extension-transition.

5. **Budget & Finance**

a. SAP Workflow Status – *A couple of new SAP programming changes will be rolled out in 2020. The first will be the Journal Voucher (JV) on-line workflow, which is targeted to begin in early March. The second change relates to the 0027 payroll cost distributions, which will also be an on-line workflow in SAP and will likely begin sometime this fall. There have been conversations that indicate that the workflow approver table will be managed within the college. More info will follow.*

b. Fund Balances – *The business center has now received the fund balances from the Provost. The state and mandated funds were taxed at 6%, no change from last year. The email BT notifications will be sent to the units as soon as the budget transfers are completed. The transfers will post to GL 590000.*

c. FY21 Budget Prep – *The tentative budget calendar has been received from the PBO, and emails will be sent to the units with information, instructions and the deadlines as each one approaches. The general fund income estimates will be due* ***February 28****. As usual, units must give explanations of significant changes in estimates (greater than 10% and greater than $10K). Restricted and auxiliary estimates are due around the first week of April, with all budgets projected to be balanced by May 5. Begin discussing new year projections with those in your unit who are responsible for those cost objects.*

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6. **Other**
    a. Reminder - Sign-In Sheet
    b. Relay meeting info to other departmental staff

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