

UK College of Agriculture, Food & Environment

Business Center News Notes

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

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TRAVEL

TRIP

Remember to double-check the cost center each and every time you enter a travel expense report to assure that the travel is being paid on the correct cost object.

If the traveler needs to delete a trip and the traveler cannot delete it, your business analyst should be contacted.

Individuals may create a substitution rule to allow for delegation of Supervisor or Budget Officer role. **By policy, the traveler may not delegate own approval for his/her travel.** If an individual has created a substitution rule as Supervisor or Budget Officer and a proxy creates the TRIP document, the travel document will exist in the UWL of the delegate. It will clearly show that the needed approval is the TRAVELER in the subject of the workflow item, and thus the delegate should not take action. As with all financial transactions, it is important that the approvers and delegates/proxies understand their role, and ensure that at least two individuals review and approve each item.

FINANCIAL

FY17 Year-End Accounts Receivables

A list of revenue for goods and/or services provided by your department prior to July 1 for which payment has not yet been received is due to your analyst by noon on July 5, so that an accounts receivable accrual may be recorded in old

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year. A memo must be sent via email to your business analyst and must include the cost object, G/L account, amount, justification and supporting documentation for recording the accrual.

FY17 Year-End Accounts Payables

Departments that have received goods and/or services purchased by PRD on or before June 30, but have not processed a payment document because an invoice has not been received from the vendor must request that a payable be established for the items received, regardless of cost object, including grants. All requests to establish payables are due to your business analyst by **noon on July 28**. The request must include the PRD number, cost object, G/L account, amount, purpose of the expense, and justification for the accrual.

FY17 Year End Parked Documents/POs

As discussed at the February 2017 User Group meeting, units are responsible for monitoring all parked documents and encumbrances for their respective cost objects (handouts available at <http://acsg.uky.edu/AgWeb2/UGHandouts020817.pdf>). As the fiscal year end approaches, please be mindful that any FY17 parked JV (SA document type) in SAP not posted will be deleted by UFS as part of the year-end financial closing process. Outstanding JVs should be resubmitted with the appropriate documentation and signatures if not processed within 10 business days given the restrictive deadlines. Please be sure to note “Old Year” or “New Year” on documents to ensure timely processing in the appropriate fiscal year.

Units should also review all encumbrances for POs, PRDs, and TRIP items to determine if the items are still appropriate or additional information is needed to complete the posting process. Any open POs after the June financials close will roll forward to FY18. Units should contact their business analyst if there are any questions or assistance is needed.

Financial Reconciliations

UFS presented information at a recent Hand-In-Hand learning session related to the required monthly financial reconciliation process. Units are expected to reconcile all cost objects monthly per [BPM E-17-6 Reconciliation and Review of Financial Transactions](#). While review and reconciliation of expenses is typically performed by the administrative staff in the department, fiscal management rests with the department chairs, deans, directors, principal investigators or organizational managers (referred to as the unit leader). Thus the reconciliation process should be documented, reviewed, and approved by at least two people by either hardcopy or electronically. A reconciliation should include a monthly review of payroll

postings as well as non-labor financial transactions to ensure compliance with internal/external guidelines to ensure that expenses are charged to the correct cost objects. Additional tips and tools can be found on the UFS website <http://www.uky.edu/ufs/hand-hand-presentations>. Units should partner with their business analyst to determine the best practice for their respective cost objects.

BPE'S

A new form, **Request for Exemption from Taxation**, will be in place or about July 1, 2017, for requesting a policy exception for not submitting a travel report within 60 days after return from the trip. The University Financial Services Office advises that, if an employee prepares their own travel report or approves one completed by a proxy within the 60 days, he/she has met the accountable plan rules, and no exemption form will need to be submitted. This form will be on the UK Forms Page within a week or so. More information from the UFS to be distributed soon regarding the new form.

Other types of exceptions will continue to be submitted on the normal BPE form.

Pro Card Edit Reminders

The next two pro card edit dates are July 3 (for May transactions) and July 12 (for June transactions).

Please remember that on 7/1/2017 the fiscal year in Enterprise Services on the search criteria screen will default to 2018 Fiscal Year. **Therefore, editors must search for transactions in both 2017 and 2018 fiscal year through the 7/12/2017 pro card deadline.**

The Pro Card Editing Schedule for the upcoming fiscal year is posted on the UFS web site at the following link: <http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Procard%20Transaction%20Edit-Deletion%20Schedule.pdf>

Delegated Signature Authority

The college DSA was updated recently. Please refer to this document for the college signature authority and routing guidelines for all forms. The DSA document can be found on the business center web site at the following link: http://acsg.uky.edu/AgWeb2/College_DSA_02-17.pdf

Training Plans

The administrative business person in each department is responsible for entering all training plans for the employees in their department. The only exception is that an employee cannot do his/her own training plan. The Business Center will assist with those that the department cannot do. For SLCM access, contact Jamie Dunn in the Center for Student Success. The guidelines for entering a training plan can be found at the following link: http://acsg.uky.edu/AgWeb2/SAP_Training_Plan_ORC.pdf. For any questions relating to training plans for your employees, please contact Kim in the Business Center.

HR

Payroll Earliest Retro Dates

Biweekly payroll area will be set to 3/19/17.

Monthly payroll area will be set to 4/1/17.

Retirement Carrier Sessions

Sessions will be available by appointment at various UK locations.

TIAA

Reservations can be made by calling 800-732-8353. The College of Agriculture, Food & Environment location (at the Good Barn) includes the dates of July 20 and 21.

Fidelity

Reservations can be made by calling 800-642-7131 or by visiting www.fidelity.com/reserve.

The College of Agriculture, Food & Environment location (at the Good Barn) includes the dates of July 10 and August 2.

New HR Contacts

Compensation ZPAR Processors:

A-D	Tara Smith	7-8955
E-K	Kelly Salyers	7-0584
L-R	Dinah Miller	7-8952
S-Z	Stephanie Francis	7-8918

New Faculty—Benefit Sessions

When a new faculty member joins your department, please contact Cara Tackett in the UK Benefits Office (7-8813) or by email at cara.tackett@uky.edu to set up an individual benefits information session.

New Form

There are now two versions of the [Local City Tax Form](#). Please take a few moments to review the changes. Going forward, please use the appropriate version of the form.

[Local City Tax Form – Royster Memo Exemption](#)

[Local City Tax Form – Work Location](#)

Student Wage Scale for FY18

There are no changes to the [Student Wage Scale for FY18](#).

GSAS Form – Each Semester

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

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.

MISCELLANEOUS

OUTLOOK SIGNATURE BLOCK

Just a reminder that if you haven't already done so, please take a few minutes to create a signature block for your email messages (both sent and replies) to include your name, title, department, address and phone number. This is a big help to the Business Center in communicating and corresponding with departmental staff. Here's the QRG link: http://acsg.uky.edu/AgWeb2/MS_Outlook_Signature.pdf.

DEPARTMENT NAME CHANGE

The Associate Dean's Office for Academic Programs has changed it's name to **Center for Student Success**. Their offices are located on the ground floor of Ag North (in multiple locations) and in Erikson Hall. Here is a current listing of their staff and office locations:

Larry Grabau	Associate Dean for Instruction	N6 Ag North	7-3469
Emily Brenzel	Administrative Support Associate	N24C Ag North	7-3468
Wayne Centers	Director of Student Relations	N8 Ag North	7-3469
Jamie Dunn	Director of Student Support & Retention	N24C Ag North	7-3430
Lesli Hall	Exploratory & Pre-Professional Advisor	N24C Ag North	8-0432
Seth Riker	Marketing & Communications Manager	N6 Ag North	7-3469
Deb Ramey	Scholarship & Financial Manager	N8 Ag North	7-7731
Amanda Saha	Director of Career Development/Enrichment	N8 Ag North	7-3356
Megan Tennison	Academic Living & Learning Coordinator	N24C Ag North	7-3735
Megan Devoto	Graduate Assistant	N8 Ag North	7-3469
Chelsea Belote	Director of Academic Progress & Achievement	112 Erikson Hall	7-1020
Louise Gladstone	Director of Student Services	112 Erikson Hall	7-2855
Helen Johnson	Staff Support Associate	112 Erikson Hall	7-2855

EMERGENCY PREPAREDNESS

Please familiarize yourself with the CAFE “BEAP” plan for your building/location. It can be found at: <http://administration.ca.uky.edu/building-emergency-action-plans>

Announcements & Upcoming Events

Welcome New Staff in the College

In addition to the new staff members in our Center for Student Success Office, we would like to welcome these new administrative staff members:

Paige Brown	Dean’s Office (STEPS)
Tom Hanna	Associate Dean—Research Office
Cathy Bowers	Associate Dean—Research Office (transferred within college)
Sawyer Pelesasa	Plant & Soil Sciences
Charlotte Wood	Plant Pathology
June Horn	CLD (STEPS)
Linda Wheatley	KTRDC (STEPS)
Denise Nally	Regulatory Services
Molly Tabor	Family & Consumer Sciences
Kaye Hawkins	Family & Consumer Sciences
Kathleen Crozier	Family & Consumer Sciences
Tymory Davis	Entomology

Next UG Meeting - Our next meeting will be Wednesday, August 9, 2017, at 9:00am, Gorham Hall, Good Barn.

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.