

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

For pro card expenses that are related to travel in the TRIP system, please use 530019 for all domestic travel expenses and 530039 for all foreign travel expenses. All of the old travel G/L's (approximately 30) have not gone away but at some point will be discontinued. Accounts Payable strongly urges travelers to use the two new G/L's for pro card travel expenses, as this is the only way to accurately report on travel expenses in the TRIP module.

FINANCIAL

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Old Deposit Ticket Books

If you still have any of the old deposit books, please return those to the Business Center so that they can be returned to Treasury Services.

Financial Document Routing

All JV's, BPE's, cost center requests, renovation requests, SRM/PRD issues, and TRIP issues should be sent directly to your business analyst.

Advance Approval Forms, Pro Card Applications (as well as pro card editor changes), and Training Plan issues/questions may come directly to Kim.

Pro Card Applications

For “Enhanced” pro card applications, please state on the application if you are requesting a brand new pro card or if you are requesting an existing card be made “Enhanced” (and, if this is the case, please write the P number of the current card on the application and highlight it. This will make it clear to the pro card administrator what your intentions are and avoid delaying the process.

BPE Forms

Remember to use the new Exemption from Taxation Form for all travel exceptions for the 60-day policy. It can be found on the UK Forms page under “R”. Here is the link:

<https://www.uky.edu/hr/sites/www.uky.edu.hr/files/eForms/Request%20for%20Exemption%20From%20Taxation.pdf>

There is also a new form called “Retroactive Payroll Adjustment Request” which is for payroll exceptions. It is also found on the UK Forms page at the following link:

<https://www.uky.edu/hr/sites/www.uky.edu.hr/files/webform/RETROACTIVE%20PAYROLL%20ADJUSTMENT%20EXPLANATION%20FORM%207-20-17%20%28Fillable%29.pdf>

We are working on updating the guidelines document for these forms; it will soon be posted on our web site.

HR

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 29, 2017, 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 [FY18 Staff Holiday Schedule](#).

MJR/Essential Function Review

Staff self-evaluation forms will be released in late fall. Now is a 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 these Position Updates in IES.

Retirement Carrier Sessions

Fidelity sessions will be available by appointment at various UK locations.

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

College of Agriculture, Food & Environment locations include:

- E.S. Good Barn Oct. 25, Nov 1, and Nov. 14
- Ag Science Center North, Room N24-1B Oct 4 & Oct 17

Additional locations are available.

Payroll Retro Dates

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

- Biweekly Employees: 6/25/17
- Monthly Employees: 7/1/17

ECRT Update

We have successfully completed one full year of EcrT Pre-Review and Confirmations. We would like to thank all of the Primary Department Effort Coordinators and their Back-up Coordinators for their patience and hard work. We anticipate pre-review for FY18 Q1 to begin October 17 and run through November 6; and Confirmation will run from November 7 through November 28. Please mark these dates on your calendar. A new [eCrT](#) section has now been added to the Ag Business Center site.

ZPAR & Separation Sheet Reminder

When submitting ZPARs and Separation forms to the Business Center, please remember to make one copy to go with the Original ZPAR and/or Separation form. All forms should be submitted to the Business Center by 10:00am on the payroll deadline date. Please refer to the first column of the [Payroll Schedule](#).

Family Medical Leave Application Routing Reminder

Determine eligibility:

Qualifying employment history:

- Employed at UK for at least 12 months (not necessary consecutive months).
- Has worked at least 1,250 hours during the previous 12 months.



Qualifying event:

- Pregnancy
- Missing work/incapacitated for more than 3 days.
- Absent on an intermittent basis for a health condition.
- Hospitalization
- To care for a qualifying family member.
- To care for a qualifying family member of the armed forces.

Supply Application:

<http://www.uky.edu/hr/employee-relations/forms/request-for-family-and-medical-leave>

Route Application:

Staff



Lindsey Powell

Faculty



Lisa Collins

Everyone Else



Supervisor/Dept HR

Announcements & Upcoming Events

Welcome New Staff in the College

We would like to welcome these new administrative staff members:

Judy Blackburn	Community & Leadership Development
Kara Hahus	Community & Leadership Development
Scott Reynolds	Entomology
Julie Tarter	Plant & Soil Sciences
Jessica Jump	Human & Environmental Sciences
Whitney Rogers	Human & Environmental Sciences
Charlotte Mitchell	Family Sciences (will begin 11/6/17)

Next UG Meeting - Our next meeting will be Tuesday, February 13, 2018, tentatively at 8:30am, 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.