COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

May 21, 2014
9:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Monica Willett (Ag Communications) – Qualtrics – *Monica presented a brief overview of Qualtrics, a survey software for which UK has a contract. It is similar to Survey Monkey, only easier to use. It is free to employees who log in as a UK user with a UK ID. Attached is a Qualtrics quick reference handout. It includes several links for logging in, signing up, training instructions, information, a research security statement and a support email and number.*

1. **Sponsored Programs** – *Gina / Betty*
   a. Pro-Rated Effort on DOE's – *All DOE's for FY14 should be completed or nearly completed at this time. Be sure to keep in mind the grant ending month when calculating the DOE percentages, as the grant months are not always equal to the months in our fiscal year. For assistance with effort percentages, you may refer to the calculation example on the Research web site or contact Betty Newsom, Kim Hall or Gina Vessels.*
   b. Year-End Checklist for Grant Accounts
      i. *It's always a good idea to provide your faculty with a BW grant report in the last quarter of the fiscal year so that they can see the grant spending status as compared with the overall grant budget.*
      ii. *Check Cost Share.*
      iii. *Remember to prepare JV's to recover other departments' portion of the cost share if there are co-PI's involved with the grant.*
      iv. *Review encumbrances and pending items.*
      v. *Do correction JV's as soon as possible and pay careful attention to the Business Center year-end submission deadlines so that we can get all JV's submitted to SPA on time for year end.*
      vi. *Payroll on Grants*
         - *Review labor distributions and correct any payroll issues <u>as soon as possible</u>. If the payroll is prior to the lock-out date for retros, a BPE is necessary. Please note that it is becoming more difficult to retro payroll that occurred prior to that cutoff date. Those errors require special authorization to process and often require a JV be completed, not a retro.*
         - *Payroll errors need to be corrected by **June 19 for monthly employees** and **June 30 for biweekly employees**. If you are correcting faculty payroll, DOE's are due to the Ag Business Center by the close of business on Monday, June 9.*

2. **Purchasing & A/P** – *Kim*
   a. Transitioning Duties – *Procurement issues/questions are being transitioned to Kim. This includes pro cards, vendors, PRD's and SRM's.*
   b. Vendor Transmittal Forms – *These forms should be sent directly to Accounts Payable. They do not need to be routed through the Business Center.*
   c. Accruals – *See attached handout regarding end of year accrual procedures. Important things to remember are highlighted on the handout. The accrual policy is the same as it was last year. Contact Kim with questions.*
   d. Marking Documents – *The most important time during the year-end closing to mark "Old Year" and "New Year" documents is the last week of June and the first two weeks of July.*
   e. End of Year Pro Card Schedule
      i. *June 2 – for April transactions*
      ii. *July 1 – for May transactions*
      iii. *July 9 – for June transactions*

f. JV's for Temporary Parking Permits – *Remember to add a post-it note to the JV that the document needs to go to Parking, not G/A. It would also be helpful to include a pre-addressed campus envelope to Parking & Transportation with the JV.*

3. **Travel** – *Hannah*
    a. Electronic Version Coming Soon – *The on-line travel voucher system is still in the works. Hannah is on the travel advisory committee, which is currently obtaining input from different areas on campus. The Business Center will keep everyone posted about this as more information becomes available.*

4. **HR & Payroll** – *Le Anne / Susan*
    a. May Monthly Payroll Deadline – *Because of the holiday, the monthly payroll final ran on May 22.*
    b. IES Update & Training – *Formerly called OES, the on-line employment system is now called IES (Integrated Employment System), and it will go live on June 18. Anyone in a hiring capacity must take the mandatory training classes. An IES training handout is attached. There are regular emails being sent out by the IES training team. All of these emails and other IES information is on the HR web site at the following link:* http://www.uky.edu/hr/employment/ies-resources. *A Quick Reference Guide for the IES system is currently being uploaded to the Business Center web site.*
    c. Student Wage Scale – *A few categories of students have changed. The new information about this has been uploaded to our web site. Those students who will be getting paid over $10.25 per hour will need an on-line exception form completed and sent to us. We encourage you to submit the form directly from our web site.*
    d. Cell Phone Allowance Forms – *Allowances for FY15 are due to the Business Center by 5/23/14. Scanned or faxed copies are acceptable. Logs or other documentation should be kept internally in the departments for business usage of cell phones.*

5. **Budget & Finance** – *Susan / Hannah*
    a. FY14 Year-End Closing (Overview and Major Deadlines) – *Hannah presented a brief overview of the FY14 Year-End Closing procedures and schedule. The link to the entire Year-End Training Presentation can be found at:* http://www.uky.edu/EVPFA/Controller/files/YearEndTraining.pptx. *The link to the Controller's Year-End Schedule can be found at:* http://www.uky.edu/EVPFA/Controller/files/yeclose.pdf. *However, please pay close attention to the College's due dates. Attached handouts include the College Due Date Schedule and Major Deadline Schedule. The Business Center will send out weekly reminders during the next several weeks advising staff about upcoming deadlines. Please plan ahead in order to get all documents in on time and to make sure that your department has adequate staff available in the event problems/issues arise that we need your help with during year-end close.*
    b. FY15 Budget Update –
        i. *Budget should be balanced by May 22.*
        ii. *There will be a 1.5% state budget cut that UK will absorb at the Provost and University levels.*
        iii. *A two-year 8% increased tuition plan was approved (5% in FY15 and 3% in FY16).*
        iv. *A 2% salary increase pool for faculty and staff was approved for FY15.*
        v. *The anticipated date for salary letters to be distributed to employees is June 2.*
        vi. *Fringe benefits will change; attached is a benefits rate schedule for FY15.*
        vii. *There is no news (no recent activities to report) on the new budget model that will soon be implemented. As soon as more information becomes available, it will be shared with everyone.*

6. **Other**
    a. Outlook Email Signatures – *The Business Center would like to request that all staff in the college set up an Outlook signature block for all emails (sent messages, replies, forwards, etc.) which would include your department, address, email, and phone number. This will help with efficient communication between the departments and the Business Center. Instructions to set this up are attached. In addition to adding the signature block to your Outlook emails, it is also very important to activate the Out-of-Office Auto Reply feature in Outlook when you will be out of the office. This is helpful in the event of time sensitive communication notices, such as payroll cut-off dates.*
    b. Business Center Contacts (Revised) – *See attached handout. Some contacts have changed. Please keep this document as a reference.*
    c. Meeting Schedule for FY15 – *See attached handout.*

qualtrics.com

Quick Reference for Q

1 Qualtrics Login
uky.qualtrics.com

2 Qualtrics University-Training & Tips
www.qualtrics.com/university/researchsuite/

3 Qualtrics Sign Up
download.uky.edu

4 UK Qualtrics Support & Sign-up Instructions
www.uky.edu/ukit/help/support/qualtrics

5 Additional UK Qualtrics Information
www.uky.edu/acadtrain/stats/qualtrics

6 UK Qualtrics Research Security Statement
www.uky.edu/ukit/atg/qualtrics

Qualtrics Support:

support@qualtrics.com
1-800-340-9194

Accruals

Please be aware that we need to ensure that all revenues and expenditures are recorded accurately and in the year they were earned or incurred. Accruals are one mechanism that allows us to ensure we are able to record all revenues and expenses appropriately. Below is some general information regarding accruals:

Expense Accruals:

- ***Accounts Payables*** – used when goods or services are purchased and received before July 1, but for which payment has not been made to the vendor by June 30.
  - Ex: Travel for an employee is completed on June 28, but reimbursement to the employee will not be made until sometime in July.
  - Accruals will be automatically set up based on invoice date for all transactions received in Accounts Payable by July 30 and on PO's when receiving is done by July 2.
    - **Pro Cards:** If the charge does not show up on OLD YEAR for editing but for which the goods have been received before July 1, a payable should be requested.
    - **SRM:** If no invoice has been received by July 30, a payable should be requested.

- ***Prepaid Expenses*** – used when goods or services are purchased and paid for before July 1, but for which the good or service will not be used until after June 30.
  - Ex: Registration for a conference is paid on June 25, but the conference will not be held until August 15.
  - Prepaid expenses should be recorded regardless of fund source but only when the amount exceeds $5,000.

Revenue Accruals:

- ***Accounts Receivables*** – used when goods or services are provided before July 1, but for which payment has not been received from the customer by June 30.
  - Ex: Lab testing service provided on June 25, but payment from the customer is not expected until July 15.
  - Accounts receivables should be recorded regardless of amount or fund source.
  - An aging of the accounts receivables should be provided and reviewed to determine if write-offs are necessary

- ***Deferred Revenues*** – used when revenues are received before July 1, but for which the goods or service will not be provided until after June 30.
  - Ex: Revenue from customer for attendance in a workshop is received on June 25, but the workshop will not be held until July 25.
  - Deferred revenues should be recorded regardless of amount or fund source.

In order to request one of these accrual entries, send an email to Kim King along with the following:

- ✓ **description of the item that needs accrued**
- ✓ **account number and G/L the accrual needs to be posted to**
- ✓ **amount**
- ✓ **vendor, PO#, etc**
- ✓ **brief description as to the need for the accrual**
- ✓ **any supporting documentation (copy of invoice, PRD, TV, estimate, etc)**

IES Go Live 6/19/14

For more details and the latest updates, visit http://www.uky.edu/hr/employment/ies-resources

Training Information

IES Training Overview

To manage and post positions, system users must complete required training.

- Users involved *only* with faculty, student or temporary positions should complete all three online training courses indicated below.
- Users involved with regular staff positions should complete all three online courses PLUS classroom training specifically focused on staff positions.

Online Training (Student/Other, Faculty, STEPS):

Required for all users

These web-based training sessions are intended to familiarize users with the process for hiring **Student/Other** (e.g. positions on a student wage line, non-STEP temporary positions, or other non-benefited), **Faculty**, and **STEPS** positions. After completing these sessions you will understand the process for posting positions, reviewing applications, requesting pre-employment screening, closing positions, and submitting STEPS temporary job requests.

Register through myUK using search term "IES Training" for **each** of the following:

- IES Training: 101 Student Positions (expected time commitment: 45 minutes)
- IES Training: 102 Faculty Positions (expected time commitment: 30 minutes)
- IES Training: 103 STEPS Positions (expected time commitment: 15 minutes)

Classroom Training:

Required for Regular Staff Hires (Position Description + Posting)

These instructor-led sessions are intended to familiarize users with the hiring process for regular staff positions within campus and healthcare (UKHC Position Management users). Topics include:

- Entering Position Descriptions (online JAQ)
- Entering UKHC Position Management Request
- Posting Positions
- Reviewing Applications
- Submitting a Hiring Proposal (formerly called the Salary Recommendation Form)
- Requesting Pre-employment Screenings
- Entering Disposition / Turndown Reasons

Classroom Training Dates

Course Dates

Course dates for the next 120 days:

Schedule	Room	Start Time
05/27/2014 - 05/27/2014	King Library Computer Lab Room 213F	09:00 AM
05/28/2014 - 05/28/2014	College of Ag 246 BH Bldg	01:00 PM
05/29/2014 - 05/29/2014	College of Ag 246 BH Bldg	09:00 AM
05/30/2014 - 05/30/2014	College of Medicine Computer Room	01:00 PM
06/02/2014 - 06/02/2014	W. T. Young Library Room B108A	09:00 AM
06/03/2014 - 06/03/2014		01:00 PM
06/04/2014 - 06/04/2014	College of Medicine Computer Room	09:00 AM
06/05/2014 - 06/05/2014	King Library Computer Lab Room 213F	01:00 PM
06/06/2014 - 06/06/2014	W. T. Young Library Room B108A	09:00 AM
06/09/2014 - 06/09/2014	King Library Computer Lab Room 213F	09:00 AM
06/10/2014 - 06/10/2014	College of Medicine Computer Room	09:00 AM
06/11/2014 - 06/11/2014	King Library Computer Lab Room 213F	09:00 AM
06/13/2014 - 06/13/2014	W. T. Young Library Room B108A	09:00 AM

COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT
FY14 YEAR-END CLOSING SCHEDULE

AG Due Date	Type	Business Transaction	Dept.	Contact Information		
4/7/2014	Req/ PO	Shopping carts/requisitions for furniture, vehicles or for lease purchases where the first payment is requested from FY14 funds.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
4/14/2014	Req/ PO	Shopping carts/requisitions for goods, services or equipment in excess of $40,000 which are not on price contract and will be delivered prior to July 1.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
5/23/2014	Req/ PO	Shopping carts/requisitions for equipment and supplies which are on price contract and will be delivered prior to July 1.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
5/30/2014	Travel	Travel vouchers related to expenses incurred prior to June 1 are due to Business Center.	ABC	Kim King	7-7143	skking1@email.uky.edu
6/2/2014 (noon)	Pro Card	Pro card edits for transactions occurring in April are due by noon.	Accounts Payable Purchasing	Laura Payton Leslie Hanich	3-4404 7-1024	lcsala2@uky.edu lahani1@email.uky.edu
6/2/2014	Req/ PO	Shopping carts/requisitions for small dollar purchases for commodities where informal quotes (phone or fax) may be obtained and the items will be delivered prior to July 1.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
6/2/2014	PRD/Invoice	PRD's, imprest cash reimbursements, sub-contract payments and purchase order invoices related to expenses incurred prior to June 1.	Accounts Payable	Cara Nelson	7-5251	cjnels0@email.uky.edu
6/2/2014 (noon)	JV	Corrections for cash receipts posted prior to June 1.	ABC	Hannah Farley	7-4254	hmfarl2@uky.edu
6/2/2014 (noon)	JV	JV's for goods and services provided prior to June 1 for cost objects 304xxxxxxx and 10438xxxxx are due to the Business Center. (GRANTS and SERVICE CENTERS)	ABC	Gina Vessels	7-7241	rmvess2@uky.edu
6/2/2014 (noon)	JV	JV's for goods and services provided prior to June 1 for all cost objects **except** 304xxxxxxx and 10438xxxxx are due to the Business Center.	ABC	Hannah Farley	7-4254	hmfarl2@uky.edu
6/12/2014 (noon)	FES	Faculty Distribution of Effort forms for old fiscal year should be delivered by noon to the Business Center.	ABC	Gina Vessels	7-7241	rmvess2@uky.edu
6/19/2014	JV	JV's for cost objects 304xxxxxxx and 10438xxxxx related to expenses incurred June 1 to June 15 are due to the Business Center. (GRANTS and SERVICE CENTERS)	ABC	Gina Vessels	7-7241	rmvess2@uky.edu
6/19/2014	JV	JV's for all cost objects except 304xxxxxxx and 10438xxxxx related to expenses incurred June 1 to June 15 are due to Business Center.	ABC	Hannah Farley	7-4254	hmfarl2@uky.edu
6/19/2014	Capital Projects	New capital project establishment forms for FY14 projects are due to the Business Center.	ABC	Kim King	7-7143	skking1@email.uky.edu
6/19/2014	Travel	Travel vouchers related to expenses incurred June 1 to June 15 are due to the Business Center.	ABC	Kim King	7-7143	skking1@email.uky.edu
6/20/2014	PRD/Invoice	PRD's, imprest cash reimbursements, sub-contract payments and purchase order invoices related to expenses incurred June 1 to June 15.	Accounts Payable	Cara Nelson	7-5251	cjnels0@email.uky.edu

AG Due Date	Type	Business Transaction	Dept.	Contact Information		
6/20/2014	Cash receipts	**11:00am** cut-off for Lexington locations to deliver cash and transmittals for cash on hand through June 20. *****(GIFTS to Office of Advancement due 6/19/2014)*****	Treasury Services	Joe Faulkner	7-3453	jbfaul4@email.uky.edu
6/20/2014	Cash receipts	Out-of-town locations must deposit all cash on hand prior to close of business. Imprest funds are excluded. *****(GIFTS to Office of Advancement due 6/19/2014)*****	Treasury Services	Joe Faulkner	7-3453	jbfaul4@email.uky.edu
6/23/2014	FES	Final DOE deadline to correct errors on the DOE and the changes are a net zero balance of debits and credits for the fiscal year. Changes that cannot be processed via the off-cycle payroll must be submitted via JV for review.	ABC	Gina Vessels	7-7241	rmvess2@uky.edu
6/30/2014	Subaward	Due date for sponsored project subaward/subcontract invoices for expenses incurred through May 31. Departments should request agencies with quarterly invoicing frequency to submit an invoice for expenses incurred April 1 through May 31. Vendor Invoice Transmittals should be delivered to Accounts Payable.	Sponsored Projects Accounting	Paige Brown	7-1750	paige.brown@uky.edu
6/30/2014	PO/Goods Receipts	Due date to enter online receipts for all goods and services received prior to or on June 30 for purchase orders 43xxxxxxxx and 47xxxxxxxx.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
6/30/2014	Vacation Accrual	All vacation and temporary disability leave taken June 30 or earlier must be entered in SAP by **5:00pm**.	Payroll	Zoe Morley	7-3946	zlbert1@email.uky.edu
7/1/2014	Cash receipts	Cash transmittals for cash/checks on hand through June 30 for Lexington locations are due in Treasury Services by **11:00am**. Cash transmittals, deposit tickets for out-of-town locations and deposits made directly to PNC Bank must be faxed or delivered to Treasury Services at (859) 323-9911 by 4:30pm. *****(GIFTS to Office of Advancement due 6/30/2014) *****	Treasury Services	Joe Faulkner	7-3453	jbfaul4@email.uky.edu
7/1/2014 **(noon)**	Pro Card	Pro card edits for transactions occurring in May are due by **noon**.	Accounts Payable Purchasing	Laura Payton Leslie Hanich	3-4404 7-1024	lcsala2@uky.edu lahani1@email.uky.edu
7/2/2014	Encumbrances	Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2014-15 budget. Encumbrances for purchases made with a purchase order are automatically established by the online purchasing system on June 30. Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward to FY15 and will need to be re-created by the department in the new year. Departments are responsible for cancelling any open shopping carts/requisitions to release pre-encumbrances. Departments must contact Purchasing to release encumbrances on an open shopping cart/purchase order. If you have questions about encumbrances, please contact the Business Center.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu

AG Due Date	Type	Business Transaction	Dept.	Contact Information		
7/2/2014	PO/Goods Receipts	Online confirming/receiving for all goods and services received prior to or on June 30 must be posted by 4:30pm for SAP purchase orders 45xxxxxxxx and 48xxxxxxxx, SRM purchase orders 75xxxxxxxx and 78xxxxxxxx and all 88xxxxxxxx purchase orders. SAP report ZMM_BA_RPT is available to assist in managing shopping carts/requisitions and to identify open purchase orders.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
7/2/2014	BW/SAP Reports	Review June transactions for non-project cost objects in SAP/BW so that corrections may be made prior to the preliminary close.				
7/2/2014	JV	JV's related to expenses incurred June 16 to June 30 for cost objects 304xxxxxxx and10438xxxxx are due to the Business Center.	ABC	Gina Vessels	7-7241	rmvess2@uky.edu
7/2/2014	JV	JV's related to expenses incurred June 16 to June 30 for all cost objects **except** 304xxxxxxx and 10438xxxxx are due to the Business Center.	ABC	Hannah Farley	7-4254	hmfarl2@uky.edu
7/2/2014 (noon)	AR	A list of revenue for goods and services provided by UK prior to July 1 for which payment has not been received is due to the Business Center by noon so that an accounts receivable may be recorded in old year. The memo must be sent by email or delivered to Kim King, and it must include the cost object, G/L account, amount, justification and supporting documentation for recording the accrual.	ABC	Kim King	7-7143	skking1@email.uky.edu
7/3/2014	Payroll	Record payroll accrual for payroll advances in old year for work done June 28 or prior by 5:00pm. It should reference the PRD number used to pay the advance, the cost object(s) to which the payroll should be charged, the amount relating to old year, and the employee's name and employee ID number.	Payroll	Zoe Morley	7-3946	zlbert1@email.uky.edu
7/3/2014 (noon)	Capital Projects	June transactions on capital project cost objects MUST be reviewed in SAP and all corrections (JV's) delivered to the Business Center by noon.	ABC	Kim King	7-7143	skking1@email.uky.edu
7/3/2014 (noon)	Grants	June transactions posted to grants on or after the July 1 deadline MUST be reviewed in SAP and corrections (JV's) delivered to Business Center no later than noon. Only corrections for these specific errors will be posted to grant and contract WBS elements (304XXXXXXX) at this time. Other JV's received for grants will not be processed in old year, even if the offset cost object is a cost center or internal order. All JV's not processed will be reviewed and returned to departments with instructions regarding the ability to re-enter for consideration of new year posting.	ABC	Gina Vessels	7-7241	rmvess2@uky.edu
7/3/2014 (noon)	Travel	Travel vouchers related to expenses incurred June 16 to June 30 are due to the Business Center.	ABC	Kim King	7-7143	skking1@email.uky.edu

AG Due Date	Type	Business Transaction	Dept.	Contact Information		
7/3/2014 (noon)	Grants	All JV's to transfer funds to cover Cost Share expenses must be received in the Business Center by **noon**. Funds not transferred by this time will be transferred from the department's CAS cost center.	ABC	Gina Vessels	7-7241	rmvess2@uky.edu
7/5/2014	BW/SAP Reports	June preliminary monthly BW reports and detail transaction reports are available for viewing.				
7/5/2014	Posting period	Close posting period 12 and open posting period 13 for online corrections and completion of pro card edits.				
7/7/2014	PRD/Invoice	PRD's, imprest cash reimbursements, sub-contract payments and purchase order invoices related to expenses incurred June 16 to June 30.	Accounts Payable	Cara Nelson	7-5251	cjnels0@email.uky.edu
7/9/2014 (noon)	Pro Card	Due date for editing June procurement card transactions. This will be the last day to edit and post old year transactions. Any remaining transactions will be deleted and the charges will remain on the default cost object of each procurement card. If you need assistance with procurement card issues, please contact Leslie Hanich at 257-1024. If you need assistance with transaction edits, please contact Laura Payton at 323-4404.	Accounts Payable Purchasing	Laura Payton Leslie Hanich	3-4404 7-1024	lcsala2@uky.edu lahani1@email.uky.edu
7/9/2014	Capital projects/ Grants	No corrections to any project cost objects - capital projects and grants can be made in old year beginning this date.				
7/9/2014	JV (Corrections to Ledgers)	All JV corrections to June ledgers (with the exception of corrections to capital projects and grants) are due to the Business Center. **Corrections received after this date will not be posted to old year.**	ABC	Hannah Farley	7-4254	hmfarl2@uky.edu
7/10/2014	Subaward	Due date for sponsored project subaward/subcontract invoices for expenses incurred through June 30 (grant continues beyond June 30). Vendor Invoice Transmittals should be delivered to Accounts Payable.	Sponsored Projects Accounting	Paige Brown	7-1750	paige.brown@uky.edu
7/10/2014	Budget	Non-recurring budget transfers must be posted by Area Fiscal Officers.	ABC	Hannah Farley	7-4254	hmfarl2@uky.edu
7/11/2014	JV	No corrections to any funds or cost objects can be made in old year beginning this date. Posting period 13 is closed.				
7/12/2014	BW/SAP Reports	June monthly BW reports and detail transaction reports (after corrections) are available.				
7/30/2014	Subaward	Due date for sponsored project subaward/subcontract invoices for expenses incurred through June 30 (when this is the final invoice for the award). Vendor Invoice Transmittals should be delivered to Accounts Payable.	Sponsored Projects Accounting	Paige Brown	7-1750	paige.brown@uky.edu

AG Due Date	Type	Business Transaction	Dept.	Contact Information		
7/30/2014 (noon)	Subaward	Departments that have not received an invoice for sponsored project subaward/subcontract expenses incurred prior to June 30 must obtain the unbilled amount and request that Accounts Payable establish a "payable". The payable must be based on actual unbilled expenses and not overstated. All requests to establish payables are due in to the Business Center no later than **noon**. The request must be sent by email to Gina Vessels, and it must include the purchase order number, cost object, G/L account, amount, purpose of expense and justification for the payable accrual.	ABC	Gina Vessels	7-7241	rmvess2@uky.edu
7/30/2014 (noon)	PRD	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 Accounts Payable establish a "payable" for the items received regardless of cost object, including **grants**. All requests to establish payables are due in to the Business Center no later than **noon**. The request must be sent by e-mail to Kim King, and it must include the PRD number, cost object, G/L account, amount, purpose of expense and justification for the payable accrual.	ABC	Kim King	7-7143	skking1@email.uky.edu

Note: Unless otherwise stated, all deadlines are 4:30pm on the due date indicated.

COLLEGE OF AGRICULTURE FY14 YEAR-END CLOSING SCHEDULE (MAJOR DEADLINES)		
Due Date	**Type**	**Business Transaction**
5/23/2014	Req/ PO	Shopping carts/requisitions for equipment and supplies on price contract and will be delivered prior to July 1.
5/30/2014	Travel	Travel vouchers related to expenses incurred prior to June 1 are due **to Business Center**.
6/2/2014 **(noon)**	Pro Card	Pro card edits for April transactions are due.
6/2/2014	Req/ PO	Shopping carts/requisitions for small dollar purchases for commodities.
6/2/2014 **(noon)**	JV	JV's for services and corrections for all activity posted prior to June 1 are due **to Business Center**.
6/19/2014	JV	JV's for services and corrections for all activity posted June 1 - June 15 are due **to Business Center**.
6/19/2014	Travel	Travel vouchers related to expenses incurred June 1 to June 15 are due **to Business Center**.
6/30/2014	Vacation Accrual	All vacation and temporary disability leave taken June 30 or earlier must be entered in SAP.
7/1/2014 **(11:00am)**	Cash Receipts	Cash transmittals for cash on hand through June 30 for Lexington locations are due in Treasury Services by 11:00am. ***(Gifts are due to Office of Advancement 6/30/14.)***
7/1/2014 **(noon)**	Pro Card	Pro card edits for May transactions are due.
7/2/2014	JV	JV's for services and corrections for all activity posted June 16 - June 30 are due **to Business Center**.
7/2/2014	PO/Goods Receipts	Online confirming/receiving for all goods and services received prior to or on June 30 must be posted by 4:30 pm.
7/3/2014 **(noon)**	Travel	Travel vouchers related to expenses incurred June 16 to June 30 are due **to Business Center.**
7/5/2014	Ledger Sheets	Online June ledger sheets available for viewing Saturday afternoon.
7/9/2014	Pro Card	Pro card edits for June transactions are due. ***This is the last day to edit and post old year transaction.***
7/9/2014	JV	All JV corrections to June ledgers (excludes capital projects and grants) are due **to Business Center**. ***Corrections after this date will not be posted to old year.***
7/12/2014	Ledger Sheets	June ledgers after corrections available to campus.

University of Kentucky
Benefits for Budgeting Purposes
FY 2014-15
Health Increase = 2%

		Budget Benefit Rates - FY 2013-2014						Proposed Budget Benefit Rates - FY 2014-2015						Diff
	Employee Category	**FICA**	**Retire**	**Health**	**Life**	**MBR**	**Total**	**FICA**	**Retire**	**Health**	**Life**	**MBR**	**Total**	
1)	Faculty Reg/Temp FT (Incl >.74 FTE)	6.161%	10.000%	7.187%	0.120%	3.200%	26.668%	6.286%	10.000%	7.574%	0.048%	3.400%	27.308%	0.640%
2)	Faculty Reg PT	7.413%	0.000%	0.000%	0.000%	1.743%	9.156%	7.442%	0.000%	0.000%	0.000%	1.736%	9.178%	0.022%
3)	Civil Service Faculty**	1.450%	10.000%	0.000%	0.120%	0.900%	12.470%	1.450%	10.000%	0.000%	0.048%	0.800%	12.298%	-0.172%
4)	Hourly (Non-Exempt) Staff Reg/Temp FT	7.322%	10.000%	16.665%	0.120%	3.300%	37.407%	7.324%	10.000%	15.610%	0.048%	3.400%	36.382%	-1.025%
5)	Hourly (Non-Exempt) Staff Reg/Temp PT	6.772%	0.000%	0.000%	0.000%	1.200%	7.972%	7.264%	0.000%	0.000%	0.000%	1.207%	8.471%	0.499%
6)	Monthly (Exempt) Staff Reg/Temp FT Includes Exempt Biweekly	6.774%	10.000%	9.531%	0.120%	3.300%	29.725%	6.858%	10.000%	9.697%	0.048%	3.400%	30.003%	0.278%
7)	Monthly (Exempt) Staff Reg/Temp PT Includes Exempt Biweekly	7.132%	0.000%	0.000%	0.000%	1.690%	8.822%	6.708%	0.000%	0.000%	0.000%	2.261%	8.969%	0.147%
8)	Civil Service Staff**	1.450%	10.000%	0.000%	0.120%	0.900%	12.470%	1.450%	10.000%	0.000%	0.048%	0.800%	12.298%	-0.172%
9)	Retiree			*INCLUDED IN MBR*						*INCLUDED IN MBR*				
10)	Post Docs	4.980%	0.000%	13.003%	0.120%	0.900%	19.003%	5.798%	0.000%	13.837%	0.048%	0.800%	20.483%	1.480%
11)	Housestaff	7.465%	0.000%	12.347%	0.120%	0.900%	20.832%	7.239%	0.000%	12.748%	0.048%	0.800%	20.835%	0.003%
12)	Other*	0.987%	0.000%	0.000%	0.000%	0.900%	1.887%	0.870%	0.000%	0.000%	0.000%	0.800%	1.670%	-0.217%

Benefit Rates represent the percent that is applied to the position budget

Note:* Includes Students, & LTD

**Civil Service employees can receive all the benefits from UK above except health. Most (98%) receive the Medicare Tax only (not social security).

C:\Users\skking1\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\3KWVITDR\2014-15 Benefits Budget Rates

Create and add an email message signature

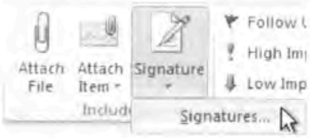
You can create personalized signatures for your email messages that include text, images, your **electronic business card**, a logo, or even an image of your handwritten signature.

NOTE This article is for Microsoft Outlook 2010. This information is also available for Microsoft Office Outlook 2003 and Microsoft Office Outlook 2007.

Your signature can automatically be added to outgoing messages, or you can manually add the signature to only the messages that you choose.

Create a signature

1. Open a new message. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.



2. On the **E-mail Signature** tab, click **New**.
3. Type a name for the signature, and then click **OK**.
4. In the **Edit signature** box, type the text that you want to include in the signature.
5. To format the text, select the text, and then use the style and formatting buttons to select the options that you want.
6. To add elements besides text, click where you want the element to appear, and then do any of the following:

OPTIONS	HOW TO
To add an electronic business card	Click **Business Card**, and then click a contact in the **Filed As** list. Then click **OK**
To add a hyperlink	Click **Insert Hyperlink**, type in the information or browse to a hyperlink, click to select it, and then click **OK**
To add a picture	Click **Picture**, browse to a picture, click to select it, and then click **OK**. Common image file formats for pictures include .bmp, .gif, .jpg, and .png.

7. To finish creating the signature, click **OK**.

NOTE The signature that you just created or modified won't appear in the open message; it must be inserted into the message.

Add a signature to messages

Signatures can be added automatically to all outgoing messages, or you can choose which messages include a signature.

NOTE Each message can contain only one signature.

Insert a signature automatically

1. On the **Message** tab, in the **Include** group, click **Signature**, and then click **Signatures**.

2. Under **Choose default signature**, in the **E-mail account** list, click an email account with which you want to associate the signature.
3. In the **New messages** list, select the signature that you want to include.
4. If you want a signature to be included when you reply to or forward messages, in the **Replies/forwards** list, select the signature. Otherwise, click **(none)**.

Please add your signature block on reply and forward messages as well as your outgoing messages

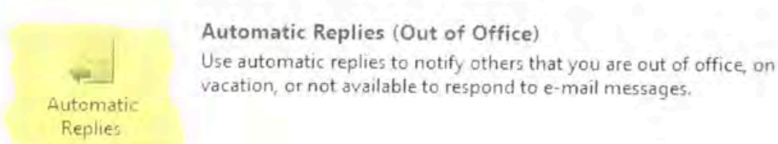
Insert a signature manually

- In a new message, on the **Message** tab, in the **Include** group, click **Signature**, and then click the signature that you want.

TIP To remove a signature from an open message, select the signature in the message body, and then press DELETE.

OUT-OF-OFFICE AUTO REPLY

When clicking on the "File" drop down in Outlook, you should see an option for Automatic Replies as shown below:



AG BUSINESS CENTER

Subject Matter Contacts List

Subject Matter	Contacts
Budget & Financial Management: *Dean's Commitments, Revisions, Transfers, Position Budgets, JV, Accruals, Communications Charges, Use of funds, Reconciliations, Cost Centers, Internal Orders, etc.*	Hannah Farley (7-4254) Susan Campbell (7-5934)
HR & Payroll: *PAR's, Compensation, Position Descriptions, Position Create/Update, Time Entry, Leave Entry, OES, HR Reporting, Policies & Procedures, etc.*	Le Anne Herzog (7-2981) Susan Campbell (7-5934)
Employment & Federal Benefits: *Position Descriptions, Salary Recommendations, OES, Federal Benefits, etc.*	Rosemary Veach (7-9833) Susan Campbell (7-5934) Le Anne Herzog (7-2981)
Procurement & Travel: *SRM, Approvals, Confirmations, PRD, Procard, SPV, DR, Vendors, Policies & Procedures, Travel, & BPM's, etc.*	Kim King (7-7143) Hannah Farley (7-4254)
Sponsored Programs (Post Award): *Grants, Contracts, FES/DOE, FFG's, Service Centers, Effort Certifications, Grant Reporting, Policies & Procedures, etc.*	Gina Vessels (7-7241)
Inventories, Surplus & Commodities: *Capital Equipment, Non-capital Equipment, Animals, Fuel, Grain, Disposal Info, Sales Info, Policies & Procedures, etc.*	Andrew Gehring (254-1434 x244)
Mail Distribution: *Mail run, mail distribution, etc.*	Michael Bush (7-4637) Hannah Farley (7-4254)
Other: *SAP/BW/myUK Access, CNS Access, Pinnacle Access, BPE Requests, Awards, Advance Approvals, Parking Permits, Cell Phone Allowances, Plant Funds, Renovations, Cash Handling, etc.*	Kim King (7-7143) Hannah Farley (7-4254)

*For questions regarding items not covered in the list above, please contact Kim King (7-7143).

AG USER GROUP
MEETING DATES FOR FY15

August 13, 2014

November 12, 2014

February 11, 2015

May 20, 2015

- **All meetings will begin at 9:00am and will be held in Gorham Hall, E.S. Good Barn, unless otherwise notified.**
- **Please make arrangements for at least one person from your department to attend every meeting.**
- **Any topics you wish covered at these meetings should be emailed to Kim, Hannah or Le Anne.**