COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

November 12, 2014
9:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Tammy Akin (Wellness Specialist) – *The UK LiveWell Program replaces HealthTrac Rewards as the new health management program for UK employees. The UK LiveWell initiative is the foundation of a 5-year strategic plan that aims to improve health and wellness of the UK community, with the first step being to register on the check-in site, which can be found on the following link:* http://www.uky.edu/hr/wellness/ongoing-support/uk-livewell-check-in

Megan Lucy (Assistant Dean Collins' Office) – *The faculty database will now be centralized and maintained in the CAFE's Assistant Dean for Academic Administration's Office. The implementation took place at the end of October, and the go-live date is November 21. Dr. Collins' updated web site contains information and instructions about new faculty appointments. Also, a handout which includes the guidelines and the new faculty database worksheet form are attached. The link Megan shared at the meeting is:* http://administration.ca.uky.edu/newfaculty

Dylan Merida – House Bill 5 / Data Security Breach – *As a UK IT Security Analyst, Dylan gave a power point presentation on data security laws that will affect state and government entities and that will become effective January 1, 2015. He wants to raise security awareness to campus IT and colleges before the law goes into effect. More on data security (and best practices) at a future Users Group meeting. In the meantime, if you have any data security issues or questions, please contact your IT staff person.*

1. **Sponsored Programs** – *Gina*
   a. DOE –*The deadline has passed for federal grant corrections on DOE's. Next DOE deadline is December 9.*
   b. Federal Year-End Updates – *No more federal grant corrections on any transactions for FFY14 after November 30. If there are any remaining balances on purchase orders for FFY14, please liquidate those amounts. Check your postings for FFY14 accruals. If any questions, contact Gina.*

2. **Procurement & Travel** –*Kim*
   a. Purchasing Newsletter Info
      i. *Read carefully Purchasing's quarterly newsletters for info updates and changes in policies and procedures.*
      ii. *An updated approved caterer list is on Purchasing's web site. Questions, contact Wendy Brown.*
      iii. *When hiring independent contractors, refer to BPM E-7-3. A summary of E-7-3 is attached as a handout.*
      iv. *The vendor database undergoes regular maintenance and removes vendors that are no longer active. A vendor which has not been used for two years will require a new vendor app.*
      v. *More punchout catalogs in SRM will be available soon.*
   b. SRM and Internet Explorer – *A handout is attached that includes instructions for users to follow to help SRM and IE be more compatible when making purchases from punchout catalogs.*
   c. Establishing Cost Centers – *Attached is a handout of procedures for establishing cost centers. This is also on our web site.*
   d. Travel Policy Changes – *A few travel policies were changed in early October. On 10/20/14, an email was forwarded to everyone that included a copy of BPM E-5-1 policy with changes highlighted.*
   e. Mail Procedures – *A three-page handout is attached with CAFE mail courier procedures, mail box list and courier route locations. Please make sure that personnel in your department handling your mail distribution see these handouts. The business center will assess whether it's feasible to add a couple of additional locations to the courier's current mail route.*

3. **HR & Payroll** – *Le Anne / Susan*
   a. Bonus Holiday Load Reminder – *There is an attached handout which includes HR and payroll info dates. November 2 was the cut-off date for new hires to receive special holidays/bonus days. If you load an eligible new hire into SAP after November 2, email* saphrsupport@uky.edu *to request that the appropriate holiday hours be manually loaded.*

b. Performance Evaluations Release Date – *Evaluation/Entry dates are from December 2 through February 16. Always make sure that all JAQ's are up to date. Specialists must be evaluated every year. One new change is that users do not need a different password for the PE system. The user's link blue ID and password for their computer access will also be used for the PE system.*

c. ZPAR/Holiday Payroll Schedule – *Review attached handout for ZPAR deadlines and changes in the payroll schedule during the upcoming holidays.*

d. W2 Online Option / Address Update Reminder – *Employees still have the option of receiving their W-2 forms online. Once employees have opted for this, they do not have to sign up for the online version again. There are many advantages of electing the online version (see attached handout). Also, employees are reminded that this is a good time of year to make sure their home addresses are up to date in SAP.*

e. Directory Information Instructions – *Employees should make sure that their addresses (including speed sorts), phone numbers, and email addresses are correct in both Outlook and the UK Campus People Directory. See attached handout for instructions on how to update your directory information; the handout also includes a helpful link to the directory.*

4. Budget & Finance – *Susan*

a. Fund Balances – *The FY14 fund balances have been carried forward. The transfers to the departments should be done the first week of December.*

5. Other

a. Business Center Update

i. New positions/locations – *The following positions have now been filled in the business center:*

- ***Christine Tawasha** (Administrative Services Assistant Senior) will be located in S103-A Ag North, with a start date of November 17, 2014.*
- ***April Collier** (Administrative Staff Officer II) will be located in S103-A Ag North, with a start date of December 1, 2014.*
- ***Chris Shotwell** (Director of Budget Operations & Financial Analysis) will be located in S101A, with a start date of January 5, 2015.*

ii. Introduction of CFO and other new staff

- ***Stephen Sizemore**, CAFE Chief Financial Officer, located in S103C, started on September 8, 2014. Since arriving in the business center, he has been meeting with the department heads and participating in the hiring and interviewing of candidates for the vacant positions in the business center. He advised everyone that we are all still waiting to learn more about the budget model and hope to have more information about that at an upcoming meeting.*
- *Other new college staff were announced/introduced to the group: **Adam Lybarger** in 4-H, **Erin Pyrek** in KTRDC, **Robin Atkerson** in Vet Sciences, **Paula Cole** in Animal & Food Sciences, and **Jayme Ware** in the Dean's Office.*

b. New department – *The Food Connection (81026) is the newest department in the college. It is a campus-wide program, as it was established as a partnership between our college, UK dining services, and Aramark. Currently, former Dean Smith is heading up this department. It will focus on student research and Kentucky Proud food products.*

c. Breakfast Meeting in February – *The next Users Group meeting, on February 11, 2015, will include a breakfast and will begin at 8:30am.*

d. Sign-In Sheet

e. Relay meeting info to other departmental staff

f. Equipment Inventory – *Toni Kirkner (Plant Assets) held a breakout session for the users that are responsible for their department's equipment inventory. There are a few new changes, including the scanning equipment, that are outlined on the attached handout. If the staff member(s) who handle inventory were not present at the meeting, the handout and information provided by Toni should be relayed to the appropriate departmental personnel following this meeting.*

FACULTY DATABASE GUIDELINES

Our original target for this change was January 2, but we are moving the implementation date up to October 27.

Here are the changes that will occur October 27 regarding the FDB:

1. For those with Update access to the system, access will be changed to View.
2. For new faculty appointments (including adjuncts and PTIs), departmental users will now include the attached completed form with the appointment packet (this form and new instructions will be posted on the Administrative website as soon as possible). After an appointment packet is reviewed in the assistant dean's office, a scanned E02 appointment form and any other needed forms will be emailed to the departmental user for faculty member and chair signatures. Remember electronic signatures and scanned correspondence are accepted.
3. All faculty actions that currently are addressed to Ruth Cremeans should now be addressed to Megan Lucy, L-104 AgN, 0091
4. College personnel will no longer be collecting or entering SSNs or other data in the FDB
5. In addition, any staff personnel actions, such as retirements, post-retirements, phased retirements, will also be handled by the assistant dean's office. Please address this paperwork to Megan Lucy.
6. Please note, the changes in administration of the FDB do not affect the GSAS system or the TADB system. No changes for these two systems are planned at this time.

New Faculty Demographic Worksheet

UKAg
Assistant Dean for
Academic Administration
L104 Ag Science- North
Lexington, KY 40546-0091
859-257-7249

*Upon appointment of a new faculty member, first enter the faculty member into IRIS SAP, and then submit this form along with all required attachments to **Megan Lucy** in **L104 Ag Science-North**.*

The information will be entered into the Faculty Database.

Last Name ______________________________________ **Suffix** _____________

First Name ______________________________ **Middle Name** _______________

Birthdate _________ **Gender** Unspecified **Ethnicity** Unspecified

Race (select all that apply)

☐ American Indian or Alaskan Native	☐ Asian	☐ Black
☐ Native Hawaiian or Other Pacific Islander	☐ White	☐ Other

IRIS Person ID # _______________ **Department** 81040- Agricultural Economics

Title Series Adjunct **Initial Rank** Lecturer

For Associate or Full, is the faculty member tenured upon appointment? ◯ **Y** ◯ **N**

Effective Employment Date _____________ **Assignment Period** 9 month

At what level will the faculty member teach? ☐ **Undergrad** ☐ **Grad** ☐ **Neither**

Required attachments for <u>all</u> new appointments:

- ☐ **Signed offer letter**
- ☐ **Career CV**
- ☐ **Original, official transcripts of highest degree***
- ☐ **Other relevant documents**

Additional attachments required for full time faculty appointments:

- ☐ **Correspondence indicating the dean has approved filling the position**
- ☐ **Chair's memo requesting to fill the position**
- ☐ **Position announcement**

For Adjunct appointments only:

- ☐ **List of all full time faculty members in department and their written opinions on the appointment.**

*If the faculty member's highest degree does not match the discipline of the hiring department, also attach transcripts of the next highest degree(s), regardless of discipline(s). If the faculty member has more than one terminal or professional degree, attach these transcripts.

Purchasing Newsletter – October 2014

William Harris
Director

Updated Catering Information

The University has updated the approved caterers list in an effort to ensure the safety and well-being of University students, faculty, staff and guests. Departments must select from the Approved Caterers for provision of food services to University-sponsored programs. The formal definition of catering has been revised along with changes to procurement card policy for catering purchases. The current approved list and related information can be found on the Purchasing website at: http://www.uky.edu/Purchasing/catererslist.htm. Questions can be directed to Wendy Brown, phone: 257-5404, email: wlholl2@uky.edu.

Reminder – Independent Contractor Forms

Reminder: Transactions involving purchase of services from individuals must follow the Independent Contractor process outlined in Business Procedures Manual Reference E-7-3 (http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf). An independent contractor providing services to a department must be approved by Human Resources-Compensation via submission of a completed Worker Status Evaluation Form prior to beginning work. If approved by HR as an Independent Contractor, the Scope of Work form must also be completed and attached to the ECC Requisition/SRM Shopping Cart or PRD. The BPM reference fully outlines the process and contains web-links to current versions of both forms.

Toner Scams

In recent weeks the University has encountered an increase in attempted toner scamming of departments. Scam toner companies may randomly target and call University departments claiming their copier is due for new toner. They may (fraudulently) claim their company is the toner provider for the University. Some scam companies also attempt to sell copier manuals to departments. Examples of scam companies which have targeted the University are Internal Business Systems Inc., Supply Services Inc., and IDCServco. Remember, toner and maintenance for all copier units on the Managed Print Services (MPS) program are automatically provided at no additional charge by Ricoh-USA. An MPS machine is identified by a See Blue-Print Green sticker with the machine ID number. Additional information can be found at: http://www.uky.edu/Purchasing/docs/tonerscams.pdf. If you are contacted by what you believe is a potential scam company, please convey the details to ukmps@uky.edu.

Cleanup of Vendor Database

In conjunction with an Internal Audit initiative and in order to maintain clean and manageable data, the University vendor database now undergoes a regular cleanup process for entities which are no longer active. The program runs on a continual basis and invalidates any vendor for which no orders have been placed for two or more years. Any vendor which has not been used within the previous two years will require completion and submission of a new vendor form (http://www.uky.edu/eForms/forms/vendapp-sap.pdf) to be reloaded.

Recent Changes in Commodity Assignments

Some larger commodity groups recently have been reassigned within the division. Debbie Konichek now manages all purchases related to laboratory and scientific goods and services, along with industrial and commercial gases, waste management, and pest control. If needed, Debbie's contact information is phone: 257-5792, email: dkonichek@uky.edu. Along with other commodities, Becky Purcell now manages all purchases related to commercial printing, promotional items, advertising services, and agricultural needs, along with the OfficeMax office supplies contract. Becky's contact information is phone: 257-5479, email: rpurcell@uky.edu.

The updated Commodity Assignment listing can be found on the Purchasing Division website at: http://www.uky.edu/Purchasing/docs/commoditylist.pdf.

Reminder – SRM Punch-out Catalogs

Four punch-out catalogs (OfficeMax, Dell, CDW-G, and MoreDirect) are now available for use through the Supplier Relationship Management (SRM) procurement system, with additional catalogs to be loaded within the coming months. With the exception of hospital areas, all purchases from these four suppliers, regardless of dollar amount, should be conducted through the SRM e-procurement system; other than hospital areas, procurement card should not be used for purchases from the above suppliers. Additional information and help cards for the punch-out catalogs can be found on the Purchasing website at: http://www.uky.edu/Purchasing/SRM.htm.

PAYMENTS TO INDIVIDUALS
(Based on BPM E-7-3)

Independent Contractor – an individual that provides services for an established fee to the general public on a consistent basis and must also meet the conditions in E-7-3.II (Definitions).

Honorarium – gratuitous payments of an amount determined by UK made to visiting speakers, guest lecturers or others, solely to express appreciation for their service to UK when no contract exists and payment is not expected or legally due.

Independent Contractor Payment Procedures

- Complete a Worker Status Evaluation Form (prior to retaining the individual) and submit form to HR Compensation. HR will return the form to the department with the appropriate classification. If the individual is determined to be an independent contractor, proceed to next step.

- The individual should complete the Independent Contractor/Client Scope of Work form **and** a Vendor Application form or a W-9 form (if not already in the UK Purchasing database).

- Submit the vendor form **or** the W-9 form to Purchasing to establish a vendor number in the database for the individual.

- Select the appropriate method of payment for the type of service being provided by the individual, using the ***Purchasing/AP Quick Reference Guide***. Create either a PRD or an SRM shopping cart.

- Attach the Worker Status Evaluation Form **and** the Independent Contractor/Client Scope of Work form to the PRD or shopping cart. Also, attach the vendor's invoice to the PRD, or route the invoice (with a Vendor Transmittal Form) to AP if paid by purchase order.

Honorarium Payment Procedures

- A Worker Status Evaluation Form is **only** required if the honorarium is greater than $2,000.

- No Independent Contractor/Client Scope of Work form is required.

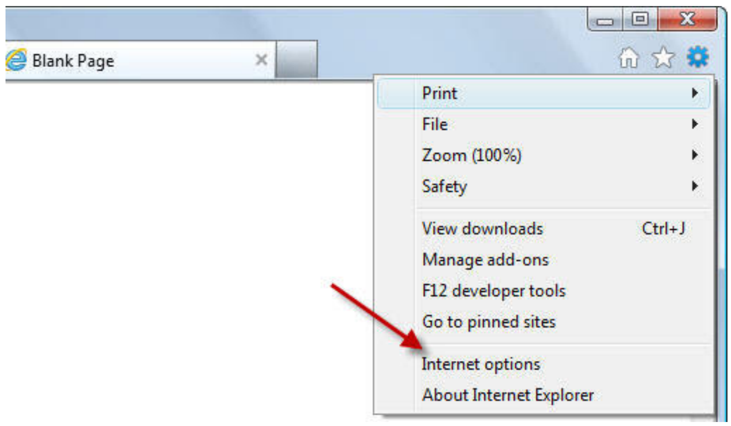
- Complete a Vendor Application Form or a W-9 Form and submit to Purchasing.

- Create a PRD for the gratuitous payment, using PRD catalog code #90000030 and G/L 530141.

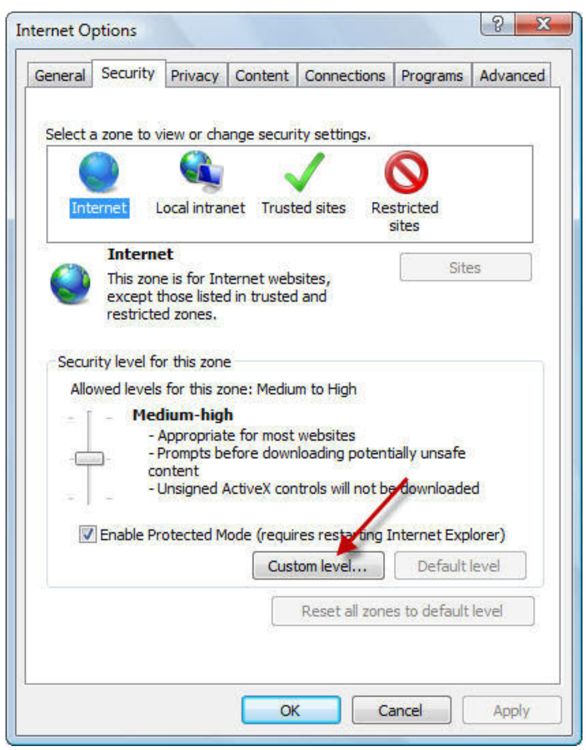
IE Mixed Content Settings and Compatibility View

Some web sites allow you to access it using the secure connection (HTTPS), yet show both the secure (HTTPS) and insecure (HTTP) content. If you access such a web site using the Microsoft Internet Explorer web browser, you might get a warning prompt — only secure content is displayed. This is because that web site is showing mixed content - both the secure and insecure content. Enable displaying of the mixed content permanently. Here is how

1. Click on the gears like toolbar icon in the top-right corner of the browser. Select **Internet Options** from the popup menu.

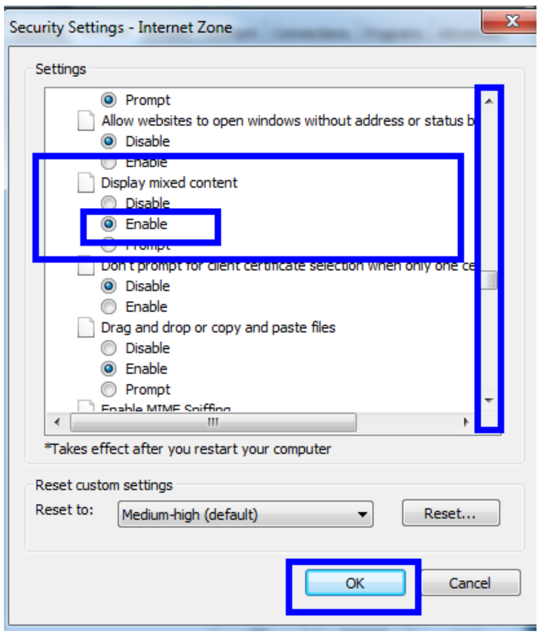


2. In the **Internet Options** window, select the **Security** tab.
3. Click on the button labeled **Custom level...** while the **Internet** zone is selected.

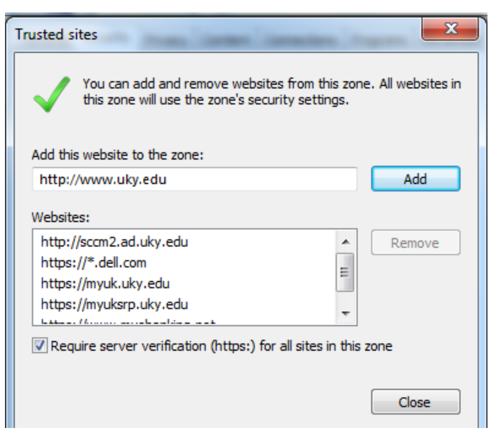


4. Scroll down the list of options and for the **Display mixed content** select **Enabled** in each zone: Internet, Local Intranet and Trusted Sites

5. 

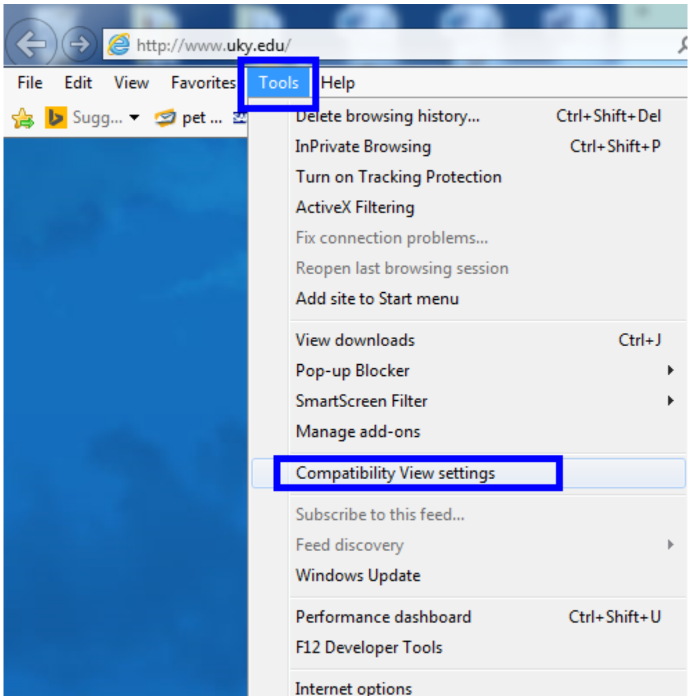


6. Add the following to the trusted sites:
   1. https://myuksrp.uky.edu
   2. https://myuk.uky.edu
   3. https://*.dell.com

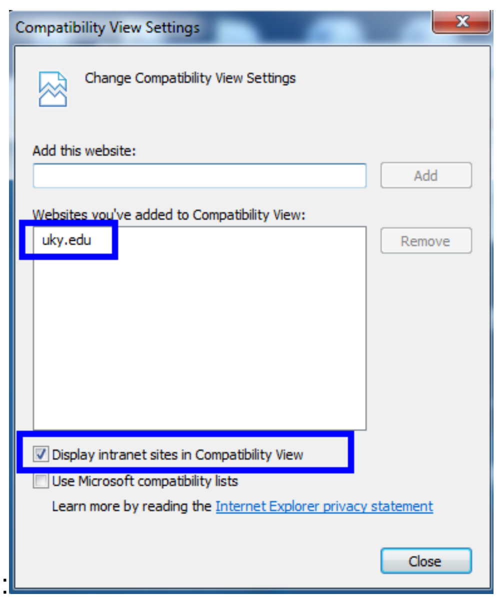


7. Delete browsing history
8. Turn off pop-up blockers

COMPATIBILITY VIEW



Add the following**:** **uky.edu** and set the “check” to display intranet sites in compatibility view setting.



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PROCEDURES FOR CREATING NEW COST CENTERS

Information Needed from Department

When new cost centers need to be created, please email Kim King (skking1@email.uky.edu) in the Ag Business Center the following information and she will complete and process the form for you:

- Type of cost center (state, income, gift, auxiliary, etc.)*
- Title of the cost center (name of the account)
- Department number
- Name and phone number of a contact person (in case there are questions)
- What is the source of the funds? (Contract or agreement is required for income-supported cost centers.)
- What is the purpose of the funds? (i.e. Instruction, Research, Extension, Student, Administration); give as much detail as possible
- Who will be using the funds?

*Agency cost centers are set up by the departments and have a different set of guidelines. Kim can assist with instructions on completing the agency cost center form.

*Income-supported cost centers require a special revenue questionnaire form and business plan be submitted prior to the cost center request form completion. Departments should request these forms through the Business Center.

Back-Up Documents Required (send to Kim)

For ***restricted/gift*** cost centers (1215xxxxxx), we need the following

a) Copy of check;
b) Copy of check transmittal;
c) Copy of donor letter; and
d) Any other supporting documentation you may have

Note 1: *These gift accounts cannot be set up until the first gift is received. And, General Accounting will not set up a gift account until a significant dollar amount has been received (generally between $500-$750). (Usually, they will accept a solicitation letter and a small gift in lieu of one larger gift, in order to initially set up the account.)*

Note 2*: Discretionary cost centers must have supporting documentation from the donor stating his/her desire for the funds to be used at the discretion of the department, and they* ***cannot*** *be research-related.*

Approval and Signature Process

Once the cost center request form is prepared and signed in the Ag Business Center, it is scanned and emailed to the Provost Budget Office. They sign and approve the document and send a scanned copy of it to General Accounting. Someone in General Accounting will notify the Ag Business Center when the cost center has been established and they will give us the new account number. This information will then be forwarded to the department as well as to the Ag Office of Advancement and Central Development. This process, from beginning to end, usually takes about two weeks.

November 18, 2014

CAFE MAIL PROCEDURES

In the AG North Business Center (Room S103-A), there is a mail area which consists of the following:

- **Individual mailboxes include the following (see attached for complete list):**
  - All Deans' offices
  - Ag Data Center (Library)
  - Extension District Directors
  - KTRDC and VDL
  - Equine Initiative
  - Facilities Management
  - USDA
  - Most CAFE academic departments
  - All Business Center staff

- **Mail courier tub which is for:**
  - Off-Campus Mail (both stamped and metered)
  - All campus mail including mail to other CAFE departments/units that do not have a specific mailbox in the Business Center.

Please do not place mail in the courier tub for those departments that have individual mailboxes in the business center. This creates a delay in delivery of your mail.

All mail in the courier's tub is picked up around 1:30pm each day and sorted by our mail courier and either delivered to the locations on the courier's daily schedule (see attached) or held in the Ag North mailroom for the next morning's mail pickup by the UK post office courier around 9:00am each day.

For the locations on the courier's schedule, mail is delivered to, **and** picked up from, each of these locations and either delivered to the Service Building or brought back to Ag North for distribution into the mailboxes in the Business Center, which is usually in the mailboxes by 3:30 or 4:00 each afternoon.

On the very rare occasions that there is no courier mail service, an email notice will be sent as early as possible from the business center to our most inclusive email distribution list.

NOTES:

- Mail going to the AG Office of Advancement should be given directly to Kim, as there is no longer a mailbox for the Advancement Office.

- All mail in the courier's tub is locked in the vault each evening.

- All outgoing mail (if it doesn't have a stamp on it) must have a domestic meter card attached to the mail with your department's postal code (and account number on it). If your department does not have a postal code assigned to it, please contact the UK Post Office.

- The Business Center is generally open from 7:30am until 5:00pm Monday through Friday, including through the lunch hour. If the business center staff are attending a meeting or event and need to lock the door during normal business hours, there will be a sign on the door; the mail can be placed under the door, and it will be distributed accordingly by the business center staff.

AG MAILBOXES

DEAN'S OFFICE

ASSOC. DEAN RESEARCH

ASSOC. DEAN ACADEMIC PROGRAMS

ASSOC. DEAN EXTENSION/PROG & STAFF DEV

AG DATA CENTER

AG BUSINESS CENTER

AG ADMIN INFORMATION TECHNOLOGY

EQUINE INITIATIVE

AG PROGRAMS

DISTRICT DIRECTORS / CES PERSONNEL

KTRDC

VETERINARY DIAGNOSTIC LAB

FACILITIES MANAGEMENT

USDA /ARS Lab

AG ECONOMICS / CEDIK / AG INTERNATIONAL PROGRAMS

ANIMAL & FOOD SCIENCES

BIOSYSTEMS & AG ENGINEERING

COMMUNITY & LEADERSHIP DEVELOPMENT

ENTOMOLOGY

HORTICULTURE / LANDSCAPE ARCHITECTURE

PLANT PATHOLOGY / AGTC

PLANT & SOIL SCIENCES

VETERINARY SCIENCE

BUSINESS CENTER
COURIER SCHEDULE

Mail will be delivered to and picked up from these locations daily:

BUILDING	CAMPUS DEPARTMENT
Good Barn **(only if there is mail to deliver)**	**Office of Advancement**
Regulatory Services Building	Regulatory Services
Scovell Hall	Compensation
	4-H Programs
	Ag Communications
Erikson Hall	HES (includes RTM, FCS, DHN, & FS)
	Ag Student Services
Funkhouser Building	Admissions
	Financial Aid
	Registrar
Service Building	General Accounting
	Accounts Payable
	Payroll
	Treasury Services
	Sponsored Projects Accounting
	Risk Management
Sturgill Building	Office of Development
Cooper Building	Forestry Department
North Farm & VDL	**(Only on Tuesdays, Wednesdays & Fridays)**

All mail from these departments will be returned to the Business Center in S103-A Ag Science Center North.

10/16/2014

HR & Payroll Important Dates

-As a reminder, to receive the ***special holidays/bonus days*** this year, an employee must have been employed on or before ***November 2, 2014*** in a regular full-time or part-time position. Regular part-time employees will be granted holiday benefits on a pro-rated basis. Click here to view the official 2014/15 Staff Holiday Schedule and obtain additional details on the special holiday/bonus days.

-The Christmas Day, 5 Bonus, and New Year's Day holiday accrual were loaded into SAP on **November 2**. If you load eligible new hires into SAP after that date, please email saphrsupport@uky.edu to request that the appropriate holiday hours be manually loaded.

-The online Performance Evaluation forms are currently scheduled to be released on **December 2**.

-**Payroll Schedule & ZPAR Deadlines for the Holidays**:

*BW 25 ZPARs will be due Tuesday, 11/25 at NOON, and the payroll final will be NOON on Tuesday, 12/2

*MTH 11 pay date will be Wednesday, 11/26

*BW 1 ZPARs will be due Monday, 12/22 at NOON, the payroll prelim will be Tuesday 12/23, the payroll trial will be 12/24 & 12/28, and the payroll final will be NOON on Monday, 12/29.

*Mth 12 pay date will be 12/31 – The Ag Business Center will mail any paper stubs to the employee's home address (as listed in SAP).

W2 Online Option/Address Update Reminder:

Employee Tips:
-Remember that you have the option to receive the **W2**(s) via *myUK ESS* (under Benefits and Payment). If you signed up last year, your election should still be effective. If you are new to UK this year, or did not get a chance to sign up last year, you can do that now.
-If your **mailing address** has changed this calendar year, please take a moment to log into *myUK ESS* (under Personal Settings) to verify that your *permanent residence* address is listed correctly.
-It is also a good time to verify that your contact information for **UK Alerts** (under UK Accounts & Service) is up to date.

Employee Resources:
*For a step by step guide on selecting the online **W2**(s): http://www.uky.edu/hr/hr-home/myuk-online-guide/w-2
*For a step by step guide on updating your **address**: http://www.uky.edu/hr/hr-home/myuk-employee-self-service-guide-ess/update-your-info-addresses
*For a step by step guide on updating your **UK Alert** selection: http://www.uky.edu/hr/hr-home/myuk-employee-self-service-guide-ess/enroll-or-edit-uk-alert

Benefits to the W2 online election include:
*Earlier access to W2.
*Eliminate the possibility of your W2 being delayed or lost in the mail.
*Access to your W2 statement anytime (2013 and future W2s will remain online for multiple years).
*Contribute to UK's sustainability initiative (save paper and postage).

Tips for Department HR Administrators:

- If an employee's move involved a county of residence change, then the employee will need to let you know so that you can update that field in PA30. This information does not update through ESS.
- Please take some time to verify that the "county of employment," "mail code," and "work address" are all entered correctly for all of the employees in your department.
-For W2s that need to be forwarded to an international address, the campus address should be entered in SAP. Then you will receive the W2, and mail it to the appropriate international address.

Department HR Administrators Resources:
To access the Quick Reference Card that is available for infotype 6 (addresses) updates: http://myhelp.uky.edu/rwd/HTML/HR/QRC_PA30_Changing_A_Permanent_Address.pdf

Directory Information for On-Campus Employees: How to Ensure Your Information is Correct

WHAT

UK maintains two directories:
- -Outlook
- -UK Campus People Directory

WHY

Having correct information in both directories is important because:
- It allows all of the college's land-grant mission constituents, including colleagues, students, citizen stakeholders, alumni, and others to be able to easily find CAFE personnel email addresses and phone numbers; and
- CAFE maintains individual on-campus building listservs and an "all" on-campus listserv used to send announcements/notifications to employees.

In order for an individual to automatically be added to their appropriate building listserv, it is important that the zip code plus the building speed sort be entered. The full 9-digit zip code is the ultimate, sure way that personnel are placed on the appropriate building listserv.

Further, the building listservs feed the CAFE on-campus listserv. The CAFE on-campus listserv is a composite of all the building listservs. If someone isn't on the appropriate building listserv, they won't be on the on-campus listserv either.

The on-campus listserv zip codes and speed sorts are:

40506-0050	Erikson Hall
40506-0054	Funkhouser Building
40506-0302	Dorotha Smith Oatts Visitor Center
40506-0312	Plant Sciences
40546-0064	Scovell Hall
40546-0073	Thomas Poe Cooper Building
40546-0076	Dimock Animal Pathology
40546-0088	Agriculture Motor Pool
40546-0091	Agriculture Science Center North
40546-0092	Seed House
40546-0097	E. S. Good Barn
40546-0099	Gluck Equine Research Building
40546-0184	Agricultural Machine Research Lab
40546-0215	W. P. Garrigus Building
40546-0229	Agricultural Distribution Center
40546-0236	Kentucky Tobacco Res & Devel Ctr
40546-0275	Bruce Poundstone Reg Servs Bldg
40546-0276	Charles E. Barnhart Building

Room numbers, phone numbers, and correct email addresses are also important.

HOW

Employee directory information is entered by departmental payroll staff during the hiring process. However, sometimes at the time of hiring some details regarding office phone numbers, email addresses, etc. might not have been finalized.

To be certain your directory information is correct:

Conduct a self-check in Outlook by:
- -clicking on "new email"
- -clicking on the "to" button
- -searching by last name, first name
- -right clicking on the blue line where your name appears
- -clicking on "properties"
- -reviewing your directory information

Conduct a self-check in the UK Campus People Directory **by**
- -clicking on the drop-down box and choosing "name"
- -entering Last Name, First Name

To correct your directory information in MyUK, see Update Your Info: Addresses.
In about three days, following these instructions should update your information in both the Campus People Directory and the Outlook directory. Remember to enter the full zip plus speed sort, office phone number, and room number. Another way to get directory information corrected is to work with departmental payroll staff who can enter corrections on SAP payroll screen PA30.

Questions: If you have questions, please get in touch with your departmental payroll staff member.

2014 Equipment Inventory

- Equipment inventory scanning period: November 3, 2014 - December 15, 2014.
- Please ensure that adequate personnel have been assigned to this task to enable timely completion of the equipment inventory process for your department(s).
- Exceptions (unscanned items) need to be finalized and paperwork supporting Exceptions needs to be submitted to General Accounting by Friday, January 30, 2015.
- [FOR PROVOST AREA DEPARTMENTS ONLY: ALL LOST EQUIPMENT REPORTS must be submitted NOT to Plant Assets, but directly to the Provost Office of Resource Management by January 30, 2015 to be processed for approval.
  - ALL OTHER EXCEPTIONS are to be submitted to Plant Assets Inventory according to their instructions.
  - If you have ONLY Lost Equipment Report (and NO other Exceptions), then include your original Annual Capital Equipment Certification Sheet with your Lost Equipment Report.
  - If you have other Exceptions, send your original Annual Capital Equipment Certification Sheet to Plant Assets with that packet, and send a copy to us with your Lost Equipment Report.]
- Documents & step-by-step guides for doing equipment inventory using the eBARS system are found here: http://www.uky.edu/EVPFA/Controller/plant.htm
- Guides are for either the old scanning technology (Symbol Palm) or the new (iOS).
- Plant Assets lends out new & old scanners, but NOT Apple devices (contact Derek Hitt)
- Anyone wishing to use the new scanning software must have an iPod Touch, iPad or iPhone (mobile Apple device) supporting iOS7.1 or higher.
  - It is up to the department to acquire the Apple device.
- The optional handheld scanner is available for purchase from the vendor for $203.69 (plus S&H.)
  - Please contact Joe Puschautz of Barcodes Inc.
    - Email: jpuschautz@barcodesinc.com or Call: 312-582-4821
    - Tell him you are ordering for the University of Kentucky and he will provide the discounted price for the scanner(s) you are ordering.
    - The scanner model that General Accounting ordered can be found here.
- For those who choose not to purchase a mobile Apple device this year, it is possible to use the old scanning technology for fiscal year 2014-15 equipment inventory process.
- However, departments need to get ready to switch to the new scanning technology in fiscal year 2015-16 because the old scanning technology will be phased out after fiscal year 2014-15.
- I was one of the beta testers of the new scanning technology and mobile app. I have become familiar with it and am happy to (attempt to) answer any questions about it that I can… Anything I can't, I will refer to Derek Hitt.
  - We are also lending out new & old scanners, but not Apple devices (contact me)
  - "Spaced out" tags at this time, can only be scanned with the old Palm scanners
  - I can help you (try to) get your old Palm scanner back up & running, with software, etc. (contact me)
  - I send "Inventory Matters" emails as needed to anyone who wants them (email me to receive these)
- Also, I am happy to field any other inventory questions you may have, since I have likely encountered them before. Any I can't answer, I will refer to:
- Please direct any other general equipment inventory questions to Derek Hitt at 859-257-8638, HaoXin Zhang at 859-257-3355 or Bill Coleman at 859-257-1111.

contact me:

Toni Kirkner, 323-8547, toni.kirkner@uky.edu
Inventory Control Coordinator
Provost Office of Resource Management
502 Margaret I. King Library, 0039
179 Funkhouser Drive
Lexington, Kentucky 40506-0039

(My primary role in the Equipment Inventory process is to assist departments in the Provost Area by facilitating the processing of Lost Equipment Reports, once it is determined by their Department Head that an item isn't just "missing," but truly "Lost." So, ideally, you don't want to have reason to work with me on that process, but if you do, I am here to assist, and that process begins once your Exceptions are finalized. Also, I am always happy to provide other assistance with Inventory, including lending out scanners, sending out helpful information, and answering any questions about the inventory process.)