M-G CAFE Business Center Newsletter
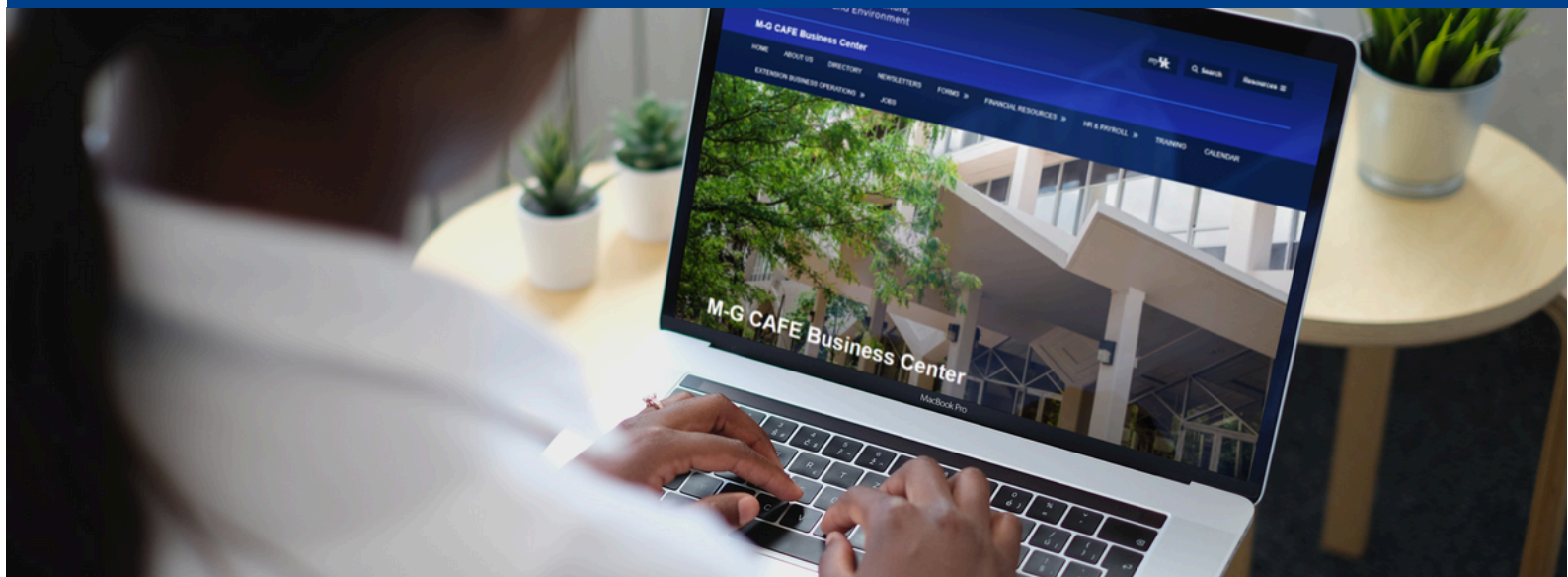
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https://cafebusinesscenter.ca.uky.edu/newsletters

Business Center Staff

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- Adam Pickerill   8-5222
- Kayla Mincks   8-3906
- Sarah Dodds   7-8967
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STAFF SPOTLIGHT

January

2024 Calendar Year Participants:

Kayla Mincks

Melissa Feddes

Natalie Simpson

Kaleb Grey

Anthony Smith

Angie Fogle

Sarah Habel

Julie Tolliver

Cindy Stidham

Alec Steckler

Kelley Beverley

Cheyenne Davis

Katie Allen

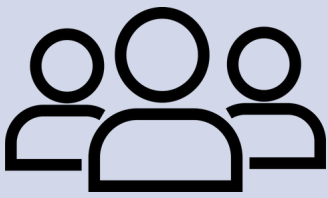**Business Function OVERTIME POOL**
MG-CAFE Business Center

Huge shout out to those (past and present) who have shared their expertise and helped another M-G CAFE unit experiencing an extended leave or vacancy.

One department chair said:

"The Pool has been a godsend for us. Everyone in our department has been impressed. I just wanted to let you know that this could not have been any more helpful. Thanks for arranging to have her help us. It is much appreciated."

Thank you for all you do at M-G CAFE!

Human Resources HUDDLE

The first HR Huddle, group training session, of 2025 is coming up on March 19th.

We can't wait to see everyone again and enjoy some interactive learning and networking time along with some snacks!

__Click here__ to register now!

SERVICE AWARDS

This year, the college is recognizing 255 staff and faculty who have reached a service milestone. Recipients are given the opportunity to select from a variety of awards, including options for pins, charms, and products from the RCARS Wood Utilization Center. Those awards will be distributed along with individual certificates and letters from Dean Stephenson recognizing their hard work and dedication to the Martin-Gatton College of Agriculture, Food and Environment in early spring.

New Resource – The college Service Award web page is now available. The page features award images, FAQs, and more.

STAFF PERFORMANCE EVALUATIONS

Staff Performance Evaluation season is in full swing.
The FAQs and Timeline/Resources documents can help.
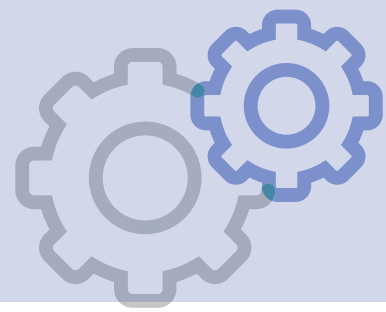Find additional, shareable, resources on the college Employee and Supervisor pages.

Weekly tips and reports will be distributed beginning in January.
In the meantime, let us know if you have any questions.

Hire Blue Student Job Fair

We are looking forward to promoting your student job, career, and internship opportunities at the upcoming Hire Blue Job Fair on February 26th. We will be talking with hundreds of UK students and sharing the QR code to the college jobs page. So, please make sure your postings are up to date, including opportunities that you would like to feature for summer employment.

GSAS/LCT Form – Spring Semester

As a reminder, new GSAS forms are required each semester, deadline for Spring is 1/13/2025and Royster Memo Local City Tax Forms are also required each semester..

Pro Tip – Conduct a quick active employee review, and make sure all graduating grad students/student workers have been separated/assignments ended.

Staff Degree Completion Form

As a reminder, 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.

Staff Professional Development Fund

The Staff Professional Development Fund is now accepting applications. To find out more please click here. The application process is quick and easy. You can access the application here.

Dates to Know

Payroll Earliest Retro Dates will set to the following:

Bi-Weekly   12/15/24   Effective 2/11/25
Monthly 1/1/25   Effective 2/18/25

ECRT Deadlines for FY25, Quarter 3

Pre-Review: 1/14 – 2/3
Confirmation: 2/4 – 3/4

Events

Mentor Appreciation Award Drawing – 1/27
Spring Internship & Career Fair – 2/26
HR Huddle, Session 1 – 3/19
Service Award Distribution – Early spring

Upcoming Holiday

Martin Luther King Jr. - 1/20

Tuition

Reminder to be sure that ALL the criteria below is meet before March to ensure that the tuition will charge the grants.
In April you will want check CAS overrun accounts for tuition that wasn't able to charge the grants and see if it can be transferred to the grant.
To charge GRA tuition and fees to a sponsored project, all the following criteria must be met:

1. The individual must be in an active graduate research assistant position; and
2. The sponsored project must be active at the midterm date of the semester (March 17, 2025) being charged; and
3. The student must have effort on the sponsored project no later than the midpoint (March 17, 2025) of the semester being charged; and
4. Tuition must be allocable, allowable, necessary, and reasonable for the sponsored project with sufficient available budget, and
5. Tuition charges to the sponsored project follow the effort proportionately; and
6. The GSAS must be submitted, student accepted, and final sponsored project cost object(s) to charge must be submitted to the Graduate School by their established deadline.

Please review your specific sponsored project award to determine if budget is needed in sponsored class E537110. Contact your College Grant Officer (CGO) and/or Office of Sponsored Projects Administration (OSPA) Research Administrator (RA), with questions regarding budget requirements or available balances.

Recent email topics from RFS list serve include :

Internal Controls
What are internal controls? Processes designed and implemented to provide reasonable assurance regarding the achievement of objectives in effectiveness and efficiency of operations, reliability of financial reporting for internal and external use, compliance with applicable laws and regulations, and safeguarding of assets.

Sponsored Project Financial Closeout
What is a sponsored project financial closeout? It is a process of reviewing all applicable expenditures (direct, indirect and cost share) for required work to meet the project's scope of work. Receiving sponsor funds requires financial accountability as a recipient. The project closeout period is the timeframe in which to finalize expense postings. Outstanding corrections, including identification of absent project related expenses, and active encumbrances, need to be resolved and/or processed for posting.

Reminder

Use the FAQs page for the following information on Sponsored Projects Financial Management

- Benefit to the Project
- CDEM, ECC and Z4s
- Costing Guidelines
- Incurred Date
- Internal Controls
- Open Items
- Period of Performance
- Unallowable Expenses
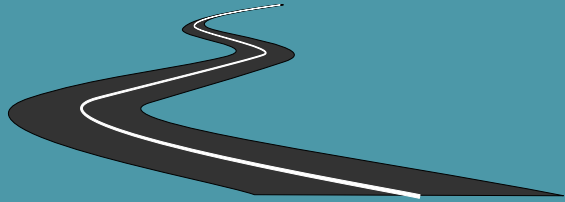- Sponsored Project Financial Closeout

Click this link to view each topic:
Home / Sponsored Projects Financial Management - FAQs

FI NEWS

FINANCIAL RESOURCE PAGE

The IRS Standard Business Mileage Rate for 2025 is now 70 cents per mile. This is an increase from the 67 cents per mile rate in 2024. The rate has been updated in E-5-1

Reimbursement of Travel Expenses and posted to the BPM webpage.

The link covers current procedures on the reimbursement of Travel Expenses including:
Purpose
Responsibilities
Definitions
Policy
Procedures

Please keep this document to facilitate reimbursement and in planning travel.

In partnership with **AAA Corporate Travel**, we are excited to announce the implementation of a hotel price assurance solution within our travel program. This will ensure you always receive the best hotel rates.

How Does AAA HotelSaver Work?

Booking: Book your hotel just as you do today on the Concur Online Booking Tool or with AAA agents.

Monitoring: AAA HotelSaver electronically monitors hotel prices for your same hotel up until the cancelation deadline (typically 24-48 hours prior to check-in date), ensuring the same hotel, room category, smoking/non-smoking, included meals, and kitchen facilities if applicable. Minor changes to other features and amenities are permitted – see the attached FAQs for details.

Automatic Rebooking: If a lower rate is found, your hotel is automatically rebooked at the lower rate without any action required from you.

Threshold: Your hotel will only be rebooked at the lower rate if the net savings to the department is $50 or greater, including the service (success) fee.

Notification: You will receive a new itinerary/invoice via email with the updated rate and confirmation number.

What Does It Cost?

AAA HotelSaver works on a shared savings model. When a lower rate is booked, a portion of the savings is retained by AAA HotelSaver in the form of a service fee added to the rebooked itinerary.

What Should You Expense?

When expensing the trip, include:

Cost of the hotel based on the bill at check out

Service (success) fee (labeled as Service Fee on the invoice)

We are confident this new hotel solution, combined with the air solution already in place, will enhance your travel experience by ensuring the best rates and effortless savings. For more details, see the attached FAQs. If you have questions, reach out to **travelservices@uky.edu.**

HELPFUL TIPS

Multi-factor authentication required for Zoom starting January 9

On Thursday, January 9, University of Kentucky Information Technology Services (UK ITS) implemented an additional security measure to the University's instance of Zoom (uky.zoom.us), which requires all UK Zoom accounts to use multi-factor authentication (MFA) when logging into the video communications platform.
UK ITS recommends giving yourself ample time to log in to a Zoom meeting or course link for the first time after the January 9 implementation.

UK uses Duo Mobile for MFA — a smartphone app that prompts users to enter a code or approve a push notification generated from the app.
While Zoom undergoes this change, Zoom services will not be disrupted. Adding MFA to Zoom is necessary to provide an additional layer of security when using the platform.

For instructions and frequently asked question, click here. text
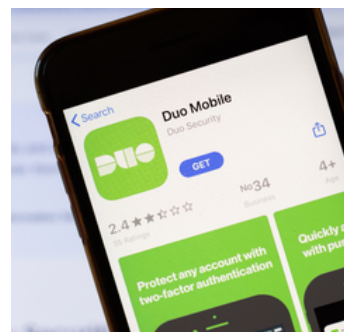
HELPFUL TIPS

ATTENTION UK EMPLOYEES & STUDENTS

WALK SAFE This Winter!

We care about your safety! Consider these **smart choices** to help you travel on campus safely during snowy or icy conditions:

Smart Shoes

Choose **snow boots, hiking boots** or **shoes with textured soles.**

NOT dress shoes or high heels.

Smart Steps

When Walking:
- Shuffle flat-footed.
- Keep your hands free (out of pockets) for balance and - just in case - to break your fall.

When Parking or Leaving the Bus:
- Exit slowly and hold on to the car door or bus rail for balance.
- Use extra caution on (or avoid, if possible) the top floors of parking structures. These areas freeze (and re-freeze) first. Despite our best efforts and equipment, these areas often remain hazardous.

Smart Routes

Choose priority WalkSafe sidewalk and building entrance routes. These walkways are the first ones cleared and treated by the UK Physical Plant division.

Visit uky.edu/hr/walksafe for WalkSafe pathway maps & more tips.

The UK WalkSafe campaign is a service of UK Environmental Health & Safety, UK Human Resources and other campus partners.

University of Kentucky

Remember that you can report ice spots or any other danger to snow@uky.edu or visit:
https://hr.uky.edu/general/uk-walk-safe-winter