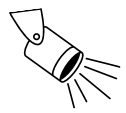


M-G CAFE Business Center Newsletter



Staff Spotlight



Calendar Year to Date
Participants (as of
publication date):

Kelley Beverly
Kaleb Grey
Angie Fogle
Natalie Simpson
Kayla Mincks
Melissa Feddes
Julie Tolliver
Cindy Stidham
Alec Steckler
Anthony Smith
Sarah Habel

We appreciate you!

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

"The Business Function Overtime Pool helped my department tremendously over the last year. As a new department director, I had vacancies that limited the department's ability to complete daily business functions, current employees did not have the capacity to fulfill the roles of the vacancy. The pool saved me and the department not once, but twice! at important times of the year, through hiring employees, high volume of programmatic tasks, and at the federal year-end."

Business Center Staff

- Susan Campbell 7-5934
- Le Anne Herzog 7-2981
- Maggie Maynard 7-7143
- Adam Pickerill 8-5222
- Kayla Mincks 8-3906
- Sarah Habel 7-8967
- Jason Hardin 562-2994
- Christie Henson 8-5223
- Angela Knapp 7-9833
- Shelby Verhoeven 8-5374
- Mary Hammons 7-4722
- Cristin Costello 8-6680

Extension Business Operations

- Rebecca Amsler 7-7194
- Tina Ward 7-0132
- Zach Waller 7-4254
- Lindsay Poore 323-4499
- Ryan Martin 7-7241
- Natalie Simpson 7-1553

Inside this Issue

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- HR Updates 3-7
- FI Updates 8-12

GENERAL COLLEGE UPDATES

April 2024

CONSTRUCTION UPDATES

Below is the logistics plan released by our facilities team for upcoming construction to several M-G CAFE buildings. Please be aware that these plans are still tentative and subject to change. The areas in light green, purple and orange will be fenced when the construction projects get started for the Martin-Gatton Agricultural Sciences building (likely in April), the new research building (likely in May) and the USDA building (later this summer).

For questions or concerns, contact Associate Dean for Administration, [Orlando Chambers](#).





OPPORTUNITIES TO LEARN ABOUT BENEFITS

Take advantage of two opportunities to learn about Open Enrollment.

Employees are invited to join us for a Lunch & Learn Benefits Open Enrollment April 9 at 12 p.m. EDT.

[<Click here to Register>](#)

The Martin-Gatton
College of Agriculture, Food and Environment



Additionally, Benefits Open Enrollment Open houses will occur in May. Employees may drop in at their convenience to talk with vendors and pickup materials. Maybe even snag some swag! Mark your calendar:

Featured:

- May 1 from 11am -1 p.m., VDL Coldstream campus
 - May 3 from 11am-1 p.m., E.S. Good Barn
 - Click [here](#) for a complete list.



HR NEWS

April 2024

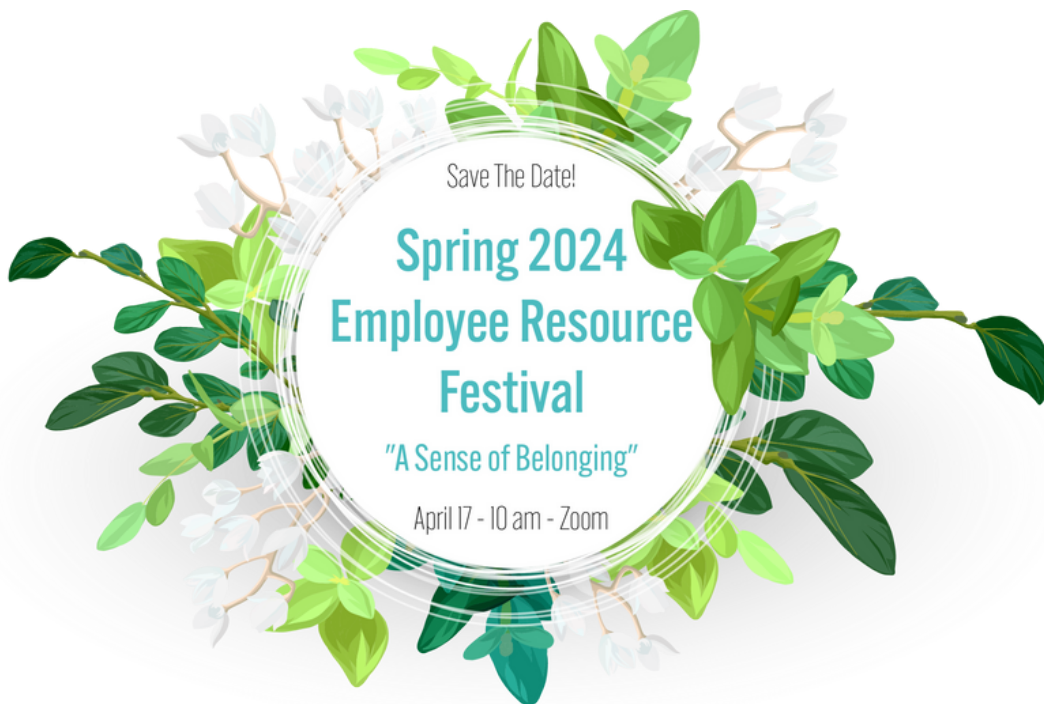
EMPLOYEE RESOURCE FESTIVAL

We're proud to announce our next Employee Resource Festival, focusing on a "Sense of Belonging".

This first of its kind event will feature a keynote speech from Dr. Vanessa Jackson alongside your colleagues from various departments explaining how you can directly benefit from the work of your college!

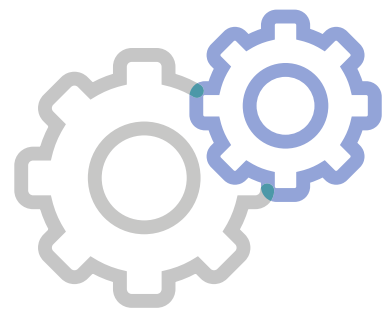
Join us on Zoom, April 17, 10 am (Eastern)

Register today for this exciting, free event:
https://uky.az1.qualtrics.com/jfe/form/SV_4MjjLrka6cjzfRI



HR NEWS

April 2024



Human Resources

HUDDLE

We kicked off the launch of the 2024 HR Huddle Training Certification Series on March 12! This is a fun, interactive group conversation on current relevant topics for the HR Administrators. Stay tuned for the next session date, and our casual chat one-on-one Check In sessions will resume soon!



SERVICE AWARDS

This year the college is recognizing **267 faculty and staff** who have reached a service milestone. Recipients were given the opportunity to select from a variety of awards including options for pins, charms, and products from the [RCARS Wood Utilization Center](#). Awards have been distributed along with individual certificates and letters, from the dean, recognizing the hard work and dedication to the Martin-Gatton College of Agriculture, Food and Environment.



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. Please email the completed form to agbusinesscenter@uky.edu

MENTOR PROGRAM

Know a faculty or staff member that is positive and encouraging? Please consider taking a minute to nominate the employee to be a mentor. Click [here](#) to access the nomination form and [click here](#) to access the sharable Benefits of Being a Mentor flyer.





HR NEWS

April 2024

Dates to Know

	Dates	Notes
Central HR Relocation Plans	Mid-April	In-person Services (Benefits, I-9, Employee Records) to Mandrell Hall
Central HR Relocation Plans	May/June	Other HR departments (Career Employment, Compensation, Employee Relations, Leave Administration and Training and Development) to Alumni Park Plaza
Central HR Relocation Plans	June 3	Health and Wellness to A-250 Southcreek Park



Mandrell Hall

Payroll Earliest Retro Dates will set to the following:

Bi-Weekly 3/24/24

Effective 5/21/24

Monthly 4/1/24

Effective 5/28/24 at noon

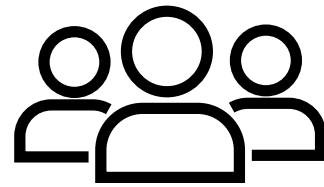
ECRT Deadlines

Pre-Review: 4/18 - 5/6

Confirmation: 5/7 - 6/4

Access ECRT resources [here](#).

***PI should plan to confirm ECRT statements prior to leaving when the semester ends.**



PERFORMANCE EVALUATIONS UPDATE

Now that the 2023 Staff Performance Evaluations process is complete, we wanted to remind you that supervisors looking for ways to enhance employee performance and professional development, throughout the year, can access the [Supervisor Resources](#) page. Also, the M-G [CAFE Employee Enhancement Programs](#) offer many professional development opportunities for employees throughout the year.

STAFF SHARED LEAVE POOL PROGRAM DONATIONS

Not going to use all of that vacation leave? Don't waste it! Please consider helping out a fellow staff member who is facing a tough situation by donating to the Staff Shared Leave Pool. Donations can be submitted via the myUK Employee Self Service portal. Click [here](#) for step-by-step instructions.

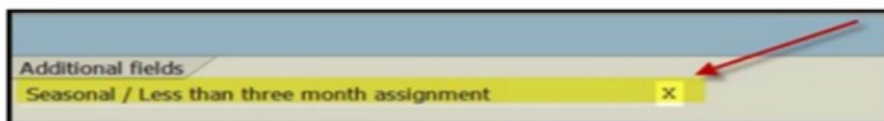
HIRE BLUE STUDENT JOB FAIR



We had such a great time promoting your student jobs by talking with hundreds of UK students! The college [Jobs Page](#) received an immediate spike in the number of visits and, in particular, the student job tab was the most visited section of the page immediately following the fair!

SEASONAL FLAG

As you know, due to ACA, temporary employees with an FTE of 75% or higher are offered the UK health insurance credit. However, there is an exception for seasonal employment (an assignment less than three months). In order for the UK Benefits Office to be aware that the employee is seasonal, please remember to select the seasonal flag on screen 7 when processing the personnel action.



SPACE INVENTORY

All departments are responsible for maintaining updates to space belonging to their department. Each department should have a contact at the department level who is responsible for completing that department's facilities inventory. Department contacts will need access to the space inventory module in eBARS to complete the process. Please see more information regarding facilities inventory from UK Capital Assets below.

The annual University of Kentucky Facilities Inventory, required to accurately report utilization of all available University of Kentucky space to the Council on Postsecondary Education, will officially begin on Monday, April 1, 2024 and must be completed by Friday, May 31, 2024 (Please note that the College of Medicine deadline is May 15, 2024). Each department/unit is responsible for updating information about the space they occupy online in the eBARS system. Facilities Inventory includes all owned, leased, rented, and free space being used by the University of Kentucky. In order to begin the new fiscal year with the most accurate data possible, it is essential that the eBARS space database be updated prior to year-end.

Viewing the recorded 'Space Inventory Class' video is recommended for personnel responsible for Facilities Inventory and for their supervisors, especially for those who have not previously used the Space Inventory module of eBARS. The link to the video is located on the [Capital Assets Accounting website](#) under the Facilities Inventory section. Facilities Inventory Instructions (Training Manual) are available on the [eBARS website](#) or on the [Capital Assets Accounting website](#).

Prior to the start of the annual inventory process, attendees should verify that they have access to eBARS by visiting the [eBARS website](#) and logging in. If the user does not currently have access, it can be obtained by selecting the 'Request eBARS Access' link on the right side of the screen and completing the required fields. If you have access to eBARS, but do not have access to space inventory or all of the departments for which you are responsible, please contact Daren Bowyer at debo230@uky.edu.

State Fiscal Year-End Reminders

We are nearing the FY24 state year-end process. The M-G CAFE FY24 year-end closing calendar has been published and can be found [here](#). Please be sure to review our college's calendar in addition to the university's year-end close calendar found [here](#).

Tips for a Successful Year-End Close

1. Ensure all pending travel requests and procard purchases are completed by the dates specified on the year-closing calendar at the latest. We recommend department business officers set their own travel and procard use cut-off dates to avoid late submissions.
2. Review open Purchase Orders on your FCGs using t-code ME2K. Submit invoices to Accounts Payable and enter goods receipts by the dates specified on the calendar to ensure POs with items received prior to June 30th are recorded in the appropriate fiscal year.
3. Review your department's HR clearing account(s) to ensure charges have been moved to appropriate accounts. Z4 JVs may be needed to clear salary charges.
4. Take stock of items that may need to be recorded as account payable or prepaid expense accruals. Detailed documentation on these items is required. Contact your department's business analyst if you are not sure whether accruals are needed.

COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT						
FY24 YEAR-END CLOSING SCHEDULE						
CAFE Due Date	Type	Business Transaction	Dept.	Contact Information		
3/25/2024	Req/ PO	Shopping carts/requisitions for vehicles or for lease where the first payment is requested from fiscal year 2023-24 funds or for purchase of capital goods, services, or equipment that are not on a current University Price Contract and require delivery prior to July 1st.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
5/10/2024	Req/ PO	Shopping carts/requisitions for small dollar purchases of any type that require delivery prior to July 1.	Purchasing	Naomi Emmons	7-1555	nemmo2@email.uky.edu
6/3/2024 (noon)	JV's	JV's for corrections to cash receipts and JV's related to expenses incurred or services provided and cost transfers for expenses posted prior to June 1 for all cost objects are due to the Business Center by noon, routed through the JV workflow. Note: Compliance with BPM E-10 also applies to sponsored projects.	CAFE Business Center	Business Analyst cafesanalyst@uky.edu		
6/4/2024	Payment Documents	PRDs, disbursement requests, imprest cash reimbursements, and purchase order invoices related to expenses incurred prior to June 1st due to Accounts Payable Services (APS).	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/4/2024	Travel Reports	Concur travel reports related to travel expenses incurred prior to June 1st due to APS.	Accounts Payable Services	Leslie Duty	3-4404	leslie.duty@uky.edu
6/12/2024	Capital Projects	New capital project establishment forms for FY24 projects are due to the Business Center .	CAFE Business Center	Cristin Costello	8-6680	cristin.milovan@uky.edu
6/14/2024	Pro Card Reports	Concur procard reports related to expenses incurred prior to June 1st due to APS.	Accounts Payable Services	Kimberly Maggard	8-6501	Kimberly.maggard@uky.edu
6/14/2024	Cash Receipts	4:30pm cut-off for Lexington locations to deliver cash and transmittals for cash on hand through June 14.	Treasury Services	Karen Lawson	7-3969	karen.whitt@uky.edu
6/14/2024	Cash Receipts	Out-of-town locations must deposit all cash on hand in local banks prior to close of business. Imprest funds are excluded.	Treasury Services	Karen Lawson	7-3969	karen.whitt@uky.edu
6/17/2024	Payroll	BW #13 final opportunity for departments to make cost distribution changes by noon for 4th quarter 2023-24 fiscal year, which will affect old year budget. See Payroll Schedule for pay processing dates.	Payroll Services	Kevin Keplar	2-2875	kevin.keplar@uky.edu
6/18/2024 (noon)	JV's	JV's for corrections to cash receipts and JV's related to expenses incurred or services provided and cost transfers for expenses posted June 1 through June 15 for all cost objects are due to the Business Center by noon, routed through the JV workflow. Note: Compliance with BPM E-10 also applies to sponsored projects.	CAFE Business Center	Business Analyst cafesanalyst@uky.edu		

Find more state year-end resources on our website [here](#)

GRANT REMINDERS

Tuition

Reminder to 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 midpoint of the semester (March 11, 2024) being charged; and
3. The student must have effort on the sponsored project no later than the midpoint (March 11, 2024) 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.



GRANT REMINDERS

Cost Share Requirements on PADR

Reminder to check PADRs for cost share to ensure these requirements are being met.

COST SHARING INFORMATION

<p>Date 8/23/2021</p> <p>Account 32XXXXXXXX</p> <p>Title Project Title</p> <p>Sponsor Name of Sponsor</p>	<p>PI UKRF/MIS#</p> <p>Fund XXXXXXXXX</p>
---	---

This is the cost share fund number.

The above referenced account has a cost sharing obligation which must be documented in accordance with University of Kentucky Cost Sharing Guidelines. Cost sharing was either committed in the proposed budget or is a result of the actual award totaling less than the proposed budget. Details are outlined below.

This sponsored project includes a requirement to report cost sharing directly to the sponsor.
 Whether cost share must be reported to the sponsor.

Faculty effort is committed as cost sharing and must be documented through the Faculty Effort System.
 Whether faculty effort is cost shared.

Sponsored Project Accounting Reporting Details

F&A Rate	Base	Func. Area	Is Off Campus	Budget Rule
53.00	4	0220	N	4

PROPOSED COST SHARING COMMITMENT

Completed by Office of Sponsored Projects Administration This provides details about the type and amount of cost sharing commitments, if any.

Method	Budget Detail	Percent	Year	Amount	Matching Funds

Total Cost:

Direct Cost:

Remarks:

The "Remarks" section contains additional details about cost share calculations, including cost shared effort, in any.

Effort commitments

1. The presumption is a principal investigator (PI) will need time and effort to complete the scope of work on a sponsored project. If the sponsored award does not include funds for PI effort, the presumption is the PI's department will cost share the effort. In rare cases, a justifiable reason may exist to over-ride this presumption if no cost sharing was committed in the proposal to the sponsor or award from the sponsor. Some examples include, but are not limited to:
 - a. Equipment only award
 - b. PI is the mentor on a dissertation award and the funds are for supplies only
 - c. PI is a mentor on an individual fellowship award
 - d. All conditions for closely related work are met AND the PI's salary is applied to one of the closely related projects AND prior written approval is obtained from the sponsor incurring the cost
2. For faculty with less than 12-month appointment contracts, the presumption is a PI will use academic year time and effort to complete the scope of work on a sponsored project. An exception would exist if the project period for the award is limited to the summer (May through August).
3. When an individual spends more effort on a project than originally proposed or required by the sponsor, this is considered voluntary uncommitted cost sharing. This effort is not required to be tracked in the University's accounting system.

Resources

[BPM E-50-2 Cost Sharing](#)
[OSPA Cost Sharing/Grant Matching](#)
[FI GM 320 Advanced Cost Sharing Training](#)
[Tableau View for Grant Ledger Report on Cost Share](#)



UFS ADVISOR – MARCH 2024

Concur Training Opportunities

Training Class	Date	Time	Location
Concur Online Booking Tool	04/18/2024	8:30am-10:00am	Virtual
Concur Online Booking Tool	06/13/2024	10:30am-12:00pm	Virtual
Advanced Concur Online Booking Tool	04/18/2024	10:30am- 12:00pm	Virtual
Advanced Concur Online Booking Tool	08/15/2024	10:30am- 12:00pm	Virtual
In addition to the scheduled training classes we also have the below on-demand trainings.			
Introduction to Concur Travel & Expense Management	On-demand	On-demand	Virtual
Concur: Create a Travel Expense Report from a Pre-Approved Travel Request	On-demand	On-demand	Virtual
Concur: Creating a Travel Expense Report without a Travel Request	On-demand	On-demand	Virtual
Concur: Creating a Travel Request	On-demand	On-demand	Virtual
Concur: Expense Reporting for Procard Transactions	On-demand	On-demand	Virtual
Concur: Review and Complete User Profile Settings	On-demand	On-demand	Virtual
Cash Handling Basics	On-demand	On-demand	Virtual
Procurement Card	On-demand	On-demand	Virtual

For more information or to register for these courses visit your myUK Employee Self Service Training page.

Deposit Checks Using a Campus Kiosk

Treasury Services would like to remind campus units that they can make their bank deposits utilizing any one of the three (3) SmartAHD Deposit Kiosks located in the Funkhouser Building, Ag North Building, and the Gatton Student Center. These deposit kiosks provide convenience for campus units located near those building locations, thus eliminating the need to take the deposit to Treasury Services in the Peterson Building or to a PNC Bank branch location. The deposit kiosks allow an employee to enter the deposit details directly from their desk workstation, as well as reducing the amount of time spent dropping the deposit into the kiosk to 30 seconds or less.



For information on how to use the SmartAHD Deposit Kiosk system, please visit the Quick Reference Guide section of the [Treasury Services webpage](#). For any questions or issues, please contact Treasury Services at (859) 257-1983 or Treasury.Services@uky.edu. Treasury would also appreciate any feedback regarding the new SmartAHD Deposit Kiosks.

Find more helpful information and other topics on the [UFS website](#).

General Reminders

Procard Applications

The procard office is now requiring certified Adobe digital signatures to process procard applications. Wet signatures or digital signatures that are not certified will not be accepted. Signatures should look like the example below. For assistance with digital signatures, please reference our guide [here](#).




Student Awards

UFS recently published an update to BPM E-7-11, Establishment of Student Awards and Prizes. The primary update addresses the timeliness of award presentation, stating, "Awards and prizes for the prior academic year are not permissible and should not be given retroactively." We have updated our college award guidelines, respectively. Find the updated BPM [here](#) and our college award guidelines [here](#).

Records Destruction Certificates

UK Records has advised that each time a [records destruction certificate](#) is completed, the "schedule date" should be checked for any updates. The most updated date is listed under "Approvals" and "Date of Approval" on the records retention schedule, which can be found on pg. 4 of the state records destruction [website](#). The current "schedule date" as of this publication is 1/18/2024. More information on records retention can be found on the [UK Records site](#) or the [M-G CAFE Business Center site](#).

APPROVALS	
The undersigned approve of the following Records Retention Schedule or Change:	
Agency Head _____	Date of Approval _____
Agency Records Officer _____	Date of Approval _____
<small>Designated by:</small> 	1/18/2024
State Archivist and Chairman, State Libraries, Archives, and Records Commission	Date of Approval _____