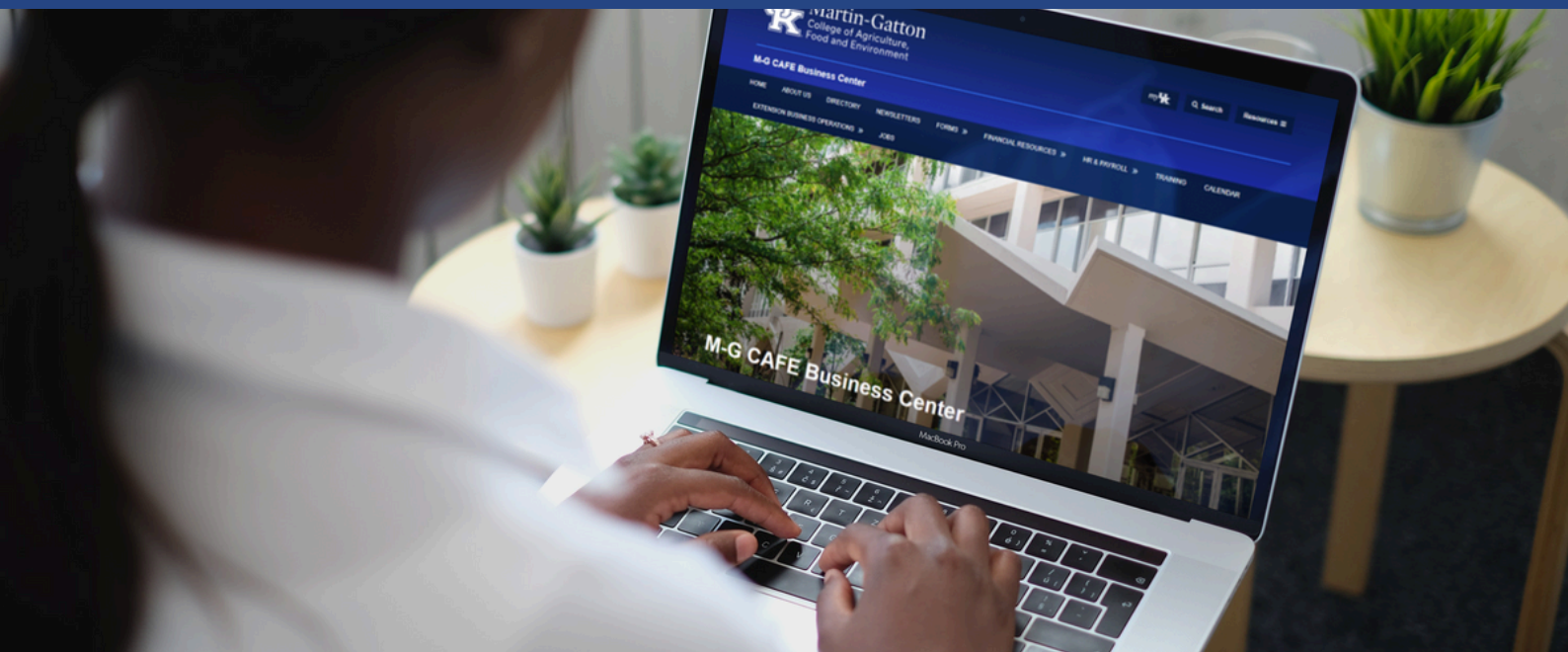


M-G CAFE Business Center Newsletter



Staff Spotlight



Name - Ellen Weisenhorn
Department - Plant and Soil Sciences
Role - Business Officer

Ellen Weisenhorn started as the Business Officer for Plant and Soil Sciences in November 2023. Coming in with little finance background, Ellen has done a great job learning and keeping the department moving forward. She is always appreciative of our team and all the training we have provided. Ellen has been great to work with and we are proud of the progress she's made in her department. Keep up the good work, Ellen!

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

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GENERAL REMINDERS

July 2024

RECORDS RETENTION

The new fiscal year is a great time to clean out old files and review records retention policies. Find more information on these guidelines [here](#) and [here](#).

UK Recycling bins can be requested [here](#). Reminder that if you are disposing of confidential documents, a special confidential bin with a locking top must be used, or the documents must be shredded.

| Document | Minimum Length of Retention |
|---|--|
| Time Sheets/Absence Records | 3 years |
| Personnel Files | 5 years after employee terminates |
| Payroll Labor/Salary Distribution Reports | 3 years* |
| Travel Requests/Reimbursements/Vouchers | 3 years* |
| Ledgers/PRD's/JV's/Requisitions/Shopping Carts PO's | 3 years* |
| Cash/Check Transmittals/Pro Card Receipts | 3 years, if no audit; or 3 years after audit |
| Work/Job Orders | Destroy when maintenance is approved and completed |

DIRECTORY REVIEW



Reminder to regularly review your departmental staff directories and update accordingly. It is important to ensure the appropriate contacts are listed on department websites. The college maintains a list of departmental business contacts [here](#). Please contact the analyst team at cafeanalysts@uky.edu to make updates to your listed department contacts and/or addresses.



Human Resources

HUDDLE

Calling all department Human Resources Administrators – The next HR Huddle training session is coming up on July 17th at 10:00 am EST! This is a fun, interactive series on current relevant HR topics. Stay up to date on the latest resources while also networking with your peers.



The July 17th Huddle agenda includes:

- Vote on the next Quick Tip Video topic!
- Updates to the Equity Process
 - CDEM Tips & Tricks
- Review of pay scale changes
 - Benefits eligibility
- And so much more...

[<Click here to register>](#)

We hope you can make it in person, but if you need a zoom options please reach out.

Psst.... Rumor has it that continental breakfast will include Chicken Minis. 😊



HR NEWS

July 2024

The Dr. Lisa P. Collins 
**Outstanding Staff
Awards**

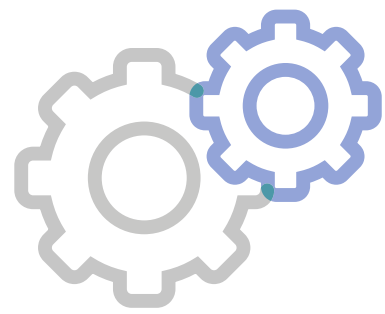
The nomination application will be opening soon. So, start planning now to nominate your stars for the Dr. Lisa P. Collins Outstanding Staff Awards!

Annually, the Dr. Lisa P. Collins Outstanding Staff Awards program recognizes high achievers out of more than 2,000 staff. The nominations are reviewed by a committee of college peers and honored at the annual college Staff Appreciation Day. Find out more on our [Awards Page](#).

NEW PAY RATES – FY'25

- There are several pay scale changes to be aware of for FY'25:
- Please note that the new starting rate for regular staff, at UK, is \$15.30.
 - The new starting rate, in the provost area, for hourly students is \$12.00. Please review the Student Wage Scale, for complete details.
 - There are also several changes to Graduate Student Stipend Baseline rates. Please review the Graduate Research Assistant & Teaching Assistant Baseline Stipends for further details.
 - Additionally, several of our department have made changes to their Part Time Instructor Fee Rates.





STAFF PROFESSIONAL DEVELOPMENT FUND – FY25

We are excited to let you know that the Martin-Gatton CAFE Staff Professional Development Fund is accepting applications. Click [here](#) to access the Staff Professional Development page. The application is easy and straight forward.

UK Martin-Gatton
College of Agriculture,
Food and Environment

STAFF PROFESSIONAL DEVELOPMENT FUND

**Now Accepting
Applications!**
As long as funding is available

Find out more & access the
application:

Requests and questions should be submitted to:
agbusinesscenter@uky.edu



HR NEWS

July 2024

Dates to Know

| | |
|-----------------------------------|--|
| Independence Day Holiday | July 4 |
| Mentor Appreciation Award Drawing | July 9 |
| HR Huddle, Session Two | July 17 - Click here to register |

Payroll Earliest Retro Dates will set to the following:

Bi-Weekly 6/16/24

Effective 8/12/24

Monthly 7/1/24

Effective 8/20/24

ECRT Deadlines

Pre-Review: FY25, Quarter 4 - 7/16-8/5

Confirmation: FY25, Quarter 4 - 8/6-9/3

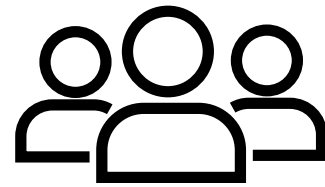
[.Click here for full schedule](#)

STEPS SERVICES



STEPS is UK's full-service temporary staffing agency. In some instances, STEPS can be the perfect option for your job search needs. For more information about why STEPS might be the right fit please click [here](#). The FY'25 [STEPS](#) billing rate is projected to be 20.5%. Click [here](#) to access the types of temporary positions that may have an exemption.

Fun Fact: Did you know that in June alone, there were well over 7,000 visits to the [College Job](#) page?



STAFF SHARED LEAVE POOL PROGRAM DONATIONS

Donations can now be made year-round!

Donations are now completed via myUK. Instructions have been added to the CAFE Employee Resources page. Click [here](#) to access the QRG.



FACULTY (12 MONTH) VACATION ROLLOVER



12-Month Faculty Vacation Rollover

- For FY'24, **all** unused faculty vacation leave will be extended until **September 30, 2024**.
- Applicable faculty will be able to view their new deadline date, via the [myUK](#) portal, by mid-May.
- Vacation accruing faculty will still receive their FY'24 quota on [July 1, 2024](#).

Note: Unused leave from FY'24 will **not** be subject to terminal vacation payout if a faculty member resigns after June 30, 2024.

Tip: Remember, if your department has a 12-month faculty that starts work after 7/1, then the HR Administrator will need to submit an [SAP Work Order](#) to have their prorated vacation leave loaded.

GRANT REMINDERS

Available Trainings

Several grant-related trainings are available on the M-G CAFE Business Center website! Whether you need a refresher or are completely new to the grant world, our video trainings and guides provide a helpful overview on numerous topics.

Find these resources here:

<https://cafebusinesscenter.ca.uky.edu/content/grant-resources>

Quick Reference Guides & Templates

- [PADR at a Glance](#)
- [Ag Grant Award Received Checklist](#)
- [AVC Overview Description](#)
- [QRC - AVC Overview](#)
- [GM AVC OVERVIEW](#)
- [ALN Report - Budget vs Actuals](#)
- [ME2K - Open Purchase Orders](#)
- [PLN Report - Expenditures by Sponsored Class](#)
- [Master Source Document Template](#)
- [QRC - Indirect & Direct Overrun](#)

Subject Matter Expert Grants Training Series

Presentations - PDF

- [Grants 101 - The Foundation](#)
- [Grants 201 - Awards Management I](#)
- [Grants 301 - Awards Management II](#)
- [Grants 401 - Advanced Topics](#)
- [Grants 501 - CGO Topics](#)
- [OSPA Grant Training Cost Share, Subcontracts, Effort on Grants](#)
- [OSPA Grant Training PADR, Grants Master Display, BudRule Crosswalk, AVC](#)

Presentations - Recorded Trainings

- [Grants 101-501 SME Recordings](#)
- [OSPA Grant Training Recordings](#)



Happy New (Fiscal) Year!



We are nearing the end of our FY24 cycle. Please continue to pay close attention to year-end deadlines as we close out the year.

Happy New Year!

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.

| MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT | | | | | |
|--|------------------------------------|---|---------------------------|---|--|
| FY24 YEAR-END CLOSING SCHEDULE | | | | | |
| CAFE Due Date | Type | Business Transaction | Dept. | Contact Information | |
| 7/2/2024 (noon) | JV's | JV's related to expenses incurred June 16 through June 30 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 safanalysts@uky.edu | |
| 7/2/2024 (noon) | Capital Projects | June transactions on capital project cost objects MUST be delivered to the Business Center. June transactions on capital project cost objects MUST be received by AFRS no later than 12:00 p.m. via JV workflow. | CAFE Business Center | Cristin Costello | 8-6680 cristin.wallin@uky.edu |
| 7/3/2024 | Funds Reservations | Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward to fiscal 2024-25 and will need to be re-created by the department in the new year. | CAFE Business Center | Business Analyst safanalysts@uky.edu | |
| 7/3/2024 | Reports/detail transaction reports | Review June transactions for non-project cost objects in SAP/Tableau so that corrections may be made prior to the preliminary close. | CAFE Business Center | Business Analyst safanalysts@uky.edu | |
| 7/3/2024 | Encumbrances | Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2024-25 budget. Encumbrances for purchases made with a purchase order are automatically established by the online purchasing system on June 30. 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 your area business analyst or cafeanalysts@uky.edu. | Purchasing | Naomi Emmons | 7-1555 nemmo2@email.uky.edu |
| 7/3/2024 | PO/Goods Receipts | Online confirming/receiving for all goods and services received prior to or on June 30 must be posted by 4:30 p.m. for SAP purchase order 45xxxxxxx and 48xxxxxxx, SRM purchase orders 75xxxxxxx and 78xxxxxxx and all 88xxxxxxx purchase orders. SAP report ZMM_BA_RPT and Z_MMEKPO are available assist in managing shopping carts/requisitions and to identify open purchase orders. | Purchasing | Naomi Emmons | 7-1555 nemmo2@email.uky.edu |
| 7/3/2024 | Payroll | Request payroll accrual for payroll advances in old year for work done June 29th or prior by 12:00 p.m. 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 number. | CAFE Business Center | Maggie Maynard Le Anne Herzog | 7-7143 7-2981 maggie.maynard@uky.edu herzog@email.uky.edu |
| 7/3/2024 (noon) | PO Invoice | 12:00 p.m. Campus cut off for all PO invoices for expenses incurred June 16 to June 30. All invoices should be sent to APPOInvoices@uky.edu. | Accounts Payable Services | Leslie Duty | 3-4404 leslie.duty@uky.edu |
| 7/3/2024 | PRD/Invoice | 4:30 p.m. Campus cut off for documents recording expenses incurred June 16 to June 30. All PRDs, disbursement requests and imprest cash reimbursements should be delivered to APS. | Accounts Payable Services | Leslie Duty | 3-4404 leslie.duty@uky.edu |
| 7/3/2024 | Travel Reports | 4:30 p.m. Campus cut off for submitting travel expense reports incurred June 16 to June 30. All travel reports should be submitted to APS in Concur. | Travel Services | Leslie Duty | 3-4404 leslie.duty@uky.edu |

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



YEAR-END PURCHASE ORDER MAINTENANCE

- Use t-code Z_MMEKPO (Open PO Report) to review open purchase orders on your departments' cost objects. Find a QRG on this t-code [here](#).
- For purchases where items or services will not be received until AFTER July 1, these POs will automatically be moved to and accounted for in the new fiscal year.
- For purchases where items or services will be received PRIOR to July 1, purchase orders must be completed and closed out in the current fiscal year. Ensure invoices are sent to AP and goods receipts are completed by the required dates.
- Purchase orders for goods or services to be received in FY25 but that a vendor requires to be paid out in FY24 are considered prepaid expenses and require an accrual to be filed so that the expense is accounted for in the appropriate fiscal year. (Only applicable for expenses greater than \$5,000).
- Year-end Purchasing FAQ's can be found on the UK Purchasing website [here](#). A university login is needed to access this document.

Journal Voucher Tips

- Always include documentation and an explanation for why the JV is necessary. This will help the workflow process move faster as AFRS/RFS will be better able to understand the reasoning behind your JV. Use the explanation form templates [found on our website](#) if you need guidance.
- Check your workflow regularly. Use t-code FB03 to frequently check that your JV is properly moving through workflow.
- Pay attention to college and campus deadlines to ensure JVs are processed in the appropriate fiscal year.
- Double-check your math to ensure debits and credits make sense.
- Attach an explanation form and get additional approval for JVs over 120 days old.
- Find more JV tips [here](#) on the AFRS website.



YEAR-END ACCRUALS

What is an accrual?

An accrual is an accounting entry used to ensure transactions are recorded when expenditures are incurred, or revenues are earned, regardless of when the cash payment is made or received.

Why do I need to do an accrual?

Accruals are needed when the receipt or payment of cash is made in a different fiscal year than when goods/services have been rendered or received. Accruals ensure expenses and revenue are recorded in the fiscal year they are earned or goods/services received.

What are the different types of accruals?

Accounts payable - Used when departmental goods or services have been received before June 30th, but for which payment will not be made until July 1st or later; Ex. Equipment item ordered in May, received in late June, but invoice receipt and payment is still pending as of July

Accounts receivable - Used when goods or services are provided by UK prior to July 1st but payment will not be received until after July 1st; Ex. Lab testing service provided on June 25th, but payment from the customer is not expected until July 15th

Prepaid expenditure - Used when goods or services are purchased and paid for before July 1st, but for which the good or service will not be used until after June 30th; Ex. Registration for a conference is paid on June 25th, but the conference will not be held until August 15th

Deferred revenue - Used when revenues are received before July 1st, but for which the goods or service will not be provided until after June 30th; Ex: Revenue from customer for attendance at a workshop is received on June 25th, but the workshop will not be held until July 25th

Contact the [Business Analysts Team](#) with questions.

YEAR-END CONCUR TIPS

- It is important to monitor Concur procard and travel reports to ensure they are fully submitted by the deadlines indicated on the year-end calendar.
- Department business officers should run reports in Tableau to monitor and track the status of Concur expense reports to ensure deadlines are met. A guide on Concur Expense Management reporting in Tableau can be found on our website [here](#).
- The final deadlines for the submission of Concur travel and procard reports to be posted in FY24 is July 3rd, 2024. AP will process automatic accruals for expense reports.

| | | |
|----------|------------------|---|
| 7/3/2024 | Travel Reports | 4:30 p.m. Campus cut off for submitting travel expense reports incurred June 16 to June 30. All travel reports should be submitted to APS in Concur. |
| 7/3/2024 | Pro Card Reports | 4:30 p.m. Campus cut off for submitting procard expenses incurred June 16 to June 30. All procard expense reports should be submitted to APS in Concur. |

DECOMMISSION OF BW

As of July 1st, 2024, the BW reporting system will no longer be available. Business staff who regularly use BW will need to switch to Tableau for their reporting needs. Our office has created several Tableau reports that mirror college reports which were once available in BW. Find the M-G CAFE Tableau reporting folder [here](#).

Please contact cafeanalysts@uky.edu if permission to this folder is needed.

More Tableau resources can be found on our website [here](#).

Happy Reporting!