Martin-Gatton
College of Agriculture,
Food and Environment

M-G CAFE BUSINESS CENTER NEWSLETTER

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M-G CAFE Newsletters
https://cafebusinesscenter.ca.uky.edu/newsletters

STAFF SPOTLIGHT

Katie Allen is our staff highlight this quarter. Katie is known for her "friendliness and asking great questions" and for her "consistent hard work", in learning new things and "genuinely wanting to do her job well".
She started at the M-G CAFE in Oct 2023, at the Arboretum as the administrative support associate and moved into her current position in Landscape Architecture in 2024. Katie says working at M-G CAFE is an absolute joy for her and she especially loves working with so many people full of expertise. She says she appreciates feeling very supported.
Thanks for all your hard work, Katie!

Benefits Open Enrollment: Lunch & Learn Options

The Martin-Gatton
College of Agriculture, Food and Environment
Lunch and Learn

Benefits Open Enrollment is scheduled for 4/28-5/16.
There are several changes to health insurance offerings.
Therefore, we urge employees to take advantage of the information sessions.
M-G CAFE Employees are invited to attend one of two Benefits Open Enrollment Lunch & Learn sessions.
These will be informative sessions, to help you navigate all the benefit options.

Please select the option that best fits your schedule.

Option 1: April 22 12:00 PM EDT, zoom – Click here to rsvp

Option 2: April 30 1:00 PM EDT, zoom – Click here to rsvp

Human Resources HUDDLE

We kicked off the launch of the 2025 **HR Huddle Training Certification Series** on **March 19**! This is a fun, interactive group conversation on current relevant topics for the HR Administrators.
Save the date for our next Huddle coming up on 7/15

Check-In Calls

To compliment the Huddles, we designed a one-on-one relaxed chat opportunity. This series is called our **Check-In Calls**. Your invite should be coming soon for the spring call! Don't miss this opportunity to let us know what your specific needs are. This is an excellent time to ensure you have the training and resources you need to best support your unit(s).

Group Training Sessions + One-on-One Customized Training = Complete HR Admin Tool Kit!

This year the college is recognizing **254 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 will be distributed soon 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

SERVICE AWARDS

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

STAFF PERFORMANCE EVALUATIONS

Now that the 2024 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? We have a solution! 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.

Leave Related Tools

Video: Entering Vacation Time as a Faculty Member
QRG: Leave Balances (Z_TIMERPT)
QRG: Leave Subject to Loss Vacation (PT_QTA10)
QRG: Leave Usage (ZHR_Leaveusage)

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.

Additional fields
Seasonal / Less than three month assignment   x
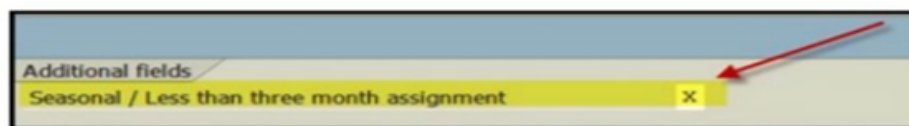
Staff Degree Completion Form

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

Important Dates to Know

Central HR Location Change
Mid-March – In person services (I-9, benefits, etc.) moving to   Bosworth Hall

Payroll Earliest Retro Dates will set to the following:
 Bi-Weekly 3/23/2025   Effective 5/20/2025
 Monthly 4/1/2025   Effective 5/27/25 at noon

ECRT Deadlines for FY24, Quarter 1
 Pre-Review: 4/15 – 5/5
 Confirmation: 5/6 – 6/3

Events
 Benefits Lunch & Learn Option 1 – 4/22
 Benefits Lunch & Learn Option 2 – 4/29
 HR Huddle, Session 2 – 7/15
 HR Admin Check-In Calls, Ongoing throughout the month

Upcoming Holidays
 Memorial Day 5/26
 Juneteenth 6/19

Hire Big Blue

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!

MENTOR PROGRAM
It starts with us

Martin-Gatton
College of Agriculture,
Food and Environment
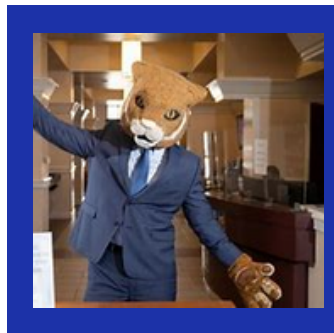
Know a faculty or staff member that is positive and encouraging? Please consider taking a minute to nominate the employee to be a mentor. Click here to access the nomination form and click here to access the sharable Benefits of Being a Mentor flyer.

State Year End Reminders

FY 25 CAFE Business Center State Year-End Close Calendar

It is the time of year to start preparing for state fiscal year-end close! In an effort to be proactive, our team has compiled a list of reminders and items that your department should look for when preparing for year-end.

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 accounts. 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 to ensure charges have been moved off and account will be at zero at year-end.

4. Take stock of orders that may need to be recorded as account payable accruals and/or items/services sold that may need to be recorded as account receivable accruals. Detailed documentation on these items is required.

4. OPSA Grants - Expenses moved to the CAS Direct account cannot be moved and are used by RFS as matching/cost sharing on the grant they were removed from. Expenses moved to your CAS Indirect account can be moved by JV to another cost center (state, income, or gift) but they cannot be moved to another grant. If you leave expenses on either CAS account at state fiscal year-end, they will be deducted from your fund balance return. Ideally, CAS indirect accounts should be at zero at year-end.

NEW FAST COURSES NOW AVAILABLE

There are three new courses available in the FAST Library:

The FAST Imprest Funds I
The FAST Imprest Funds II
The FAST Service Center and Recharge Operations I

These courses and more are available in the FAST Library. Check them out today!

Resources to support learning are available on our website, where you can access and print handouts, Quick Reference Guides (QRGs) and more!

ANNOUNCING FAST REFRESHER COURSES –
A NEW WAY TO MEET YOUR TRAINING REQUIREMENTS

THE JUNE 30, 2025 COMPLIANCE CYCLE IS UNDERWAY –
CHECK YOUR ASSIGNMENTS AND CHOOSE YOUR COURSES!

See below for tips to help support your success as you complete your requirements:
- Add the June 30, 2025, compliance deadline to your calendar. Consider any planned leave or holidays and give yourself enough time to meet the compliance deadline.
- You are required to complete two (2) FAST courses by the deadline. Visit the **FAST Library** in myUK Learning to browse courses and add them to your **Learning Plan**. If you would like to take a refresher course for credit, review your **Learning History** for your completed FAST courses to determine eligibility.
- Any FAST courses completed beyond the required two (2) will count toward requirements for future compliance cycles.
- Resources to support learning such as Handouts and Quick Reference Guides (QRGs) can be found on the Resources page of the FAST website.

EMAIL FAST | VISIT OUR WEBSITE

Sponsored Projects

PADR-at-a-Glance for how to use your PADR.

Sponsors frequently require programmatic reporting about a project. A sponsor also may specify programmatic or financial restrictions for a project. The PADR Remarks section details such requirements. The PADR Remarks also may detail any special PI responsibilities with respect to reporting. PIs are encouraged to review their Sponsor award document in detail as the PADR Remarks are only a summary of Sponsor requirements and PI responsibilities.

Prior written approval per the sponsor will be listed in the PADR REMARKS section.

Reminder: Confirm with the PI that the effort listed on the PADR budget is the effort that was approved to charge. Sponsors may require prior written approval for reduction of effort by 25% or more from effort committed in the approved proposal. If effort is reduced, you should have justification on file for why that was done.

Look at all items that require prior written approval listed on PADR REMARKS as it can be different depending on the sponsor.

If you have questions about effort being reduced, please contact your post award person in CGS.

The list of people for your department can be found at this link:

College of Agriculture, Food & Environment

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VEHICLE PURCHASE PROCEDURES

Purchases Under $40K

1. Obtain quote from dealer. Ensure that dealer has a vendor number in SRM/SAP. If not, send PaymentWorks invite to them to get them onboarded. *Do this immediately, as it takes several days to process. You can work on the other steps while the vendor is being added.
2. Complete the **Vehicle Request Form** and gather the appropriate signatures.
3. Complete a free text shopping cart for the purchase. Attach the quote and VRF to your cart.
4. Ken Scott (purchasing specialist) will process a purchase order and send it to you. You can forward directly to the sales rep your department is working with.
5. Arrange the pick-up.
6. Work with **Steven Strunk** in Capital Assets to obtain an "Asset Tag" for the vehicle and titling. Work with **Sharon Gibson** in Fleet Services to obtain a voyager card.

*If you are trading in another vehicle or piece of equipment, Capital Assets must approve the trade-in before the purchase can be processed. Contact **Bill Coleman** for more information on this.

Purchases Over $40K

1. The Commonwealth of Kentucky Model Procurement Law requires that competitive bids be solicited for purchases of $40,000 or more. If a specific vehicle is needed that can only be provided by a certain vendor, a Sole Source Justification must be filled out and approved by the college and UK Purchasing. After the SSJ has been completed, follow steps 2-6 above.

Find more information on the **bid process here** and the **Sole Source Justification form here**.