

M-G CAFE BUSINESS CENTER NEWSLETTER

Business Center Staff

- Susan Campbell

HUMAN RESOURCES

- Le Anne Herzog
- Maggie Maynard
- Adam Pickerill
- Kayla Mincks
- Sarah Dodds

FINANCE

- Jason Hardin
- Christie Henson
- Angela Knapp
- Shelby Jackson
- Mary Hammons
- Cristin Costello
- Ginny Huntress

EXTENSION

- Rebecca Amsler
- Tina Ward
- Zach Waller
- Lindsay Poore
- Ryan Martin
- Natalie Simpson

People | M-G CAFE Business Center





STAFF SPOTLIGHT

A huge shout-out to the **Marketing & Agricultural Communications team (particularly Kristopher Chappel and Brian Volland)** for their outstanding partnership in producing the latest College New Employee Welcome Video!

This refreshed video plays a key role in delivering a warm, forward-looking message to our incoming employees. It offers valuable insight into the mission, employee support systems, and the statewide impact of the Martin-Gatton College of Agriculture, Food and Environment.

We're incredibly proud of this enhancement to our orientation experience and look forward to sharing this inspiring video with all new hires. It's one more way we're helping employees feel connected and confident as they begin their journey in this amazing organization.

Thank you again to everyone who helped bring this project to life!

- 
- HR Updates 2-6
 - FI Updates 7-11
- 



Welcome Video Relaunch Enhances New Employee Orientation Experience

We are thrilled to announce the relaunch of the **College New Employee Orientation Introductory Video**—a fresh and forward-looking resource designed to enhance the onboarding experience for our newest team members.

This updated video offers a warm welcome while clearly sharing the **college's mission, values, and statewide impact**. More than just an introduction, it helps new employees understand that they are now part of something important, meaningful, and full of opportunity.

As part of our commitment to a supportive onboarding process, every new hire will receive the video link in their **Welcome Email during their first week**, setting the tone for an engaging and purposeful journey ahead. Then soon after, they will receive an invite to further their onboarding experience by being paired with a Mentor for 6 months.

We're proud of this refreshed experience and grateful to everyone involved in bringing this project to life. Here's to building a strong foundation—one new team member at a time!





Nominations for the **Dr. Lisa P Collins 2025 Outstanding Staff Awards** are now open through August 27!

The Dr. Lisa P. Collins Outstanding Staff Awards annually recognizes high achievers out of the college's 2,000+ staff. Award winners receive a monetary prize, as well as a plaque from the Robinson Center for Appalachian Resources Sustainability and will be honored at the college's Staff Appreciation Day in September.

We look forward to celebrating all the nominees at Staff Appreciation Day!
[Click here for more information on the Dr. Lisa P. Collins Outstanding Staff Awards.](#)



Updated Exit Form



The **Employee Exit Checklist** has recently been refreshed. To access the current version and our many other forms, please visit our **[college HR Forms page](#)**. You will also find our **Submitting Online Forms Video Tutorial** and other helpful HR tools.

August Users' Group

Please invite staff to attend who may benefit from the presentation and send questions or suggestions for Users' Group to:
cafeanalysts@uky.edu



Users Group



Tue, Aug 5 2025, 9 - 10:30am



Zoom

Human Resources

HUDDLE

Calling all department Human Resources
Administrators –

The next **HR Huddle** training session is coming
up on **July 15th at 10:00 am!**

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 15th Huddle agenda includes:

- A New Quick Tip Video!
- LinkedIn Learning Resources
- Award Nominations
- The Sections of a Position Description
- Separations vs. End of Assignments
- ZPAR & WF Deadlines
- Expansions to Elder, Parental, & Holiday Leave
- How to submit a perfect Staff Position Action Request Form
- **Plus:** A surprise gift!

And so much more...

- [Click here to register](#)

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

Staff Professional Development Fund – FY26

We are excited to let you know that the Martin-Gatton CAFE Staff Professional Development Fund is accepting applications. For more information including: testimonials, FAQs, and the application please [click here](#) to access the Staff Professional Development page. The application is easy and straight forward.

Testimonial: "The application process was simple, and the fund provided me with an opportunity to participate in a session that I can now bring back and incorporate into my office in order to help provide enhanced customer services for our stakeholders"



Staff Shared Leave Pool Reminder

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 QRC.



New Pay Rates - FY'26



There are several pay scale changes to be aware of for FY25:

- 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. However, this is a tiered scale. 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.
- The new PTI Rate schedule is also available: [Part Time Instructor Fee Rates](#).



Important Dates

Independence Day Holiday	July 4
Mentor Appreciation Award Drawing	Jul 23, 2023
HR Huddle, Session Two	July 15 Click here to register
ECC (ECRT) Payroll Preview	FY' 26, Quarter 4 - 7 /15 – 8/4 Click here for a full schedule
ECC (ECRT) Payroll Confirmation	FY' 26, Quarter 4 - 8/5 – 9/2
Payroll Retro Biweekly	Will change to 6/15/25 on 8/12/25
Payroll Retro Monthly	Will change to 7/1/25 on 8/19/25

FY25 State Year End Reminders

We are nearing the end of our FY25 cycle. Please continue to pay close attention to year-end deadlines as we close out the year.

Happy New Year!

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.

FY25 YEAR-END CLOSING SCHEDULE						
*All old year documents must have a posting date of 06/30/2025 or prior. **June ledger sheet corrections received after July 10th will not be processed.						
CAFE Due Date	UK Due Date	Type	Business Transaction	Dept.	Contact Information	
6/30/2025	6/30/2025	PO/Good Receipts	Last day to enter online receipts for all goods and services received prior to or on June 30 for purchase orders 45000000 and 47000000 by 4 p.m.	Procurement Services	Michele May	7-5471 michele.may@uky.edu
7/1/2025	7/1/2025	Vacation Accrual	12:00 p.m. All vacation and temporary disability leave taken June 30th or earlier must be entered in SAP.	Payroll	Maggie Maynard LeAnne Herzog	7-7143 maggie.maynard@uky.edu 7-2901 leanne.hertzog@uky.edu
7/1/2025	7/1/2025	Cash Receipts	Cash transactions and deposits for all cash and checks on hand through June 30 for Lexington locations are due in Treasury Services or deposited into a deposit kiosk on campus by 2:00 p.m. Deposits for out-of-town locations or deposits made directly at FMC Bank branch locations must be made by 4:30 p.m. A copy of the cash transactional and deposit receipt for out-of-town location deposits must be emailed to Treasury Services at Treasury.Services@uky.edu .	Treasury Services	Karen Lawton	7-2963 karen.lawton@uky.edu
7/3/2025	7/3/2025	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-30 also applies to sponsored projects. JV's on sponsored projects should be routed to CISO for processing as soon as possible - excluding fuel, equipment/maintenance, fleet services, etc.	CAFE Business Center	Business Analyst sarah.walsh@uky.edu	
7/3/2025	7/3/2025	Capital Projects	June transactions on capital project cost objects MUST be delivered to the Business Center. June transactions on capital project cost objects JV workflow MUST be received by AFRTS no later than 12:00 p.m. via JV workflow.	CAFE Business Center	Cristin Costello	8-6680 cristin.costello@uky.edu
7/3/2025	7/3/2025	Funds Reservations	Funds reservations (departmental encumbrances) not cleared by payments or accruals will not be carried forward to fiscal 2025-26 and will need to be re-created by the department in the new year.	CAFE Business Center	Business Analyst sarah.walsh@uky.edu	
7/3/2025	7/3/2025	Report/Detail transaction reports	Review June transactions for non-project cost objects in SAPV allow so that corrections may be made prior to the preliminary close.	CAFE Business Center	Business Analyst sarah.walsh@uky.edu	
7/3/2025	7/3/2025	Encumbrances	Regular encumbrance balances not cleared by payments or accounts payable accruals will be forwarded to the new fiscal year and charged against the 2025-26 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 cart 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 officer.	Procurement Services	Michele May	7-5471 michele.may@uky.edu
7/3/2025	7/3/2025	PO/Good Receipts	Online continuing/receiving for all goods and services received prior to or on June 30 must be posted by 4:30 p.m. for SAP purchase orders 45000000 and 47000000, SFM purchase orders 75000000 and 77000000 and all 85000000 purchase orders. SAP report ZJRM_BA_RPT and Z_JRMESPO are available assist in managing shopping cart requisitions and to identify open purchase orders.	Procurement Services	Michele May	7-5471 michele.may@uky.edu
7/3/2025	7/3/2025	Payroll	Request payroll accrual for payroll advances in old year for work done June 30th or prior by 12:00 p.m. It should reference the FPO 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 LeAnne Herzog	7-7143 maggie.maynard@uky.edu 7-2901 leanne.hertzog@uky.edu
7/3/2025	7/3/2025	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 Dary	3-4454 leslie.dary@uky.edu

Find more state year-end resources on our website [here](https://cafebusinesscenter.ca.uky.edu/)

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](#).
- AP will process automatic accruals for expense reports.

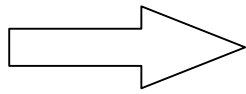


Year-End Journal Voucher Tips

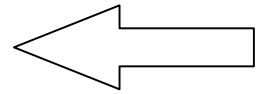
- Always include documentation and an explanation for why the JV is necessary. This will help the workflow process move faster as AFRS/RFS will be better able to understand the reasoning behind your JV. Use the explanation form templates found on our website if you need guidance.
- Check your workflow 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.





Designated Signature Authority Procedures



REMINDER: The following forms must to be submitted to the CAFE Business Analysts email - cafeanalysts@uky.edu for review and approval:

- Advance Approvals – (for meals/ refreshments costing \$1,000 or more)
- Awards (New Proposals & Changes) Faculty, Staff and Students
- Business Procedures/Policy Exceptions (BPE)
- Establishment of New (and Maintenance of Existing) Cost Centers, Fund Centers, Funds, Agency Accounts, Department and Org Units, and Plant Funds
- Lost Equipment Reports
- ProCard applications, Editor changes, and requests for ProCard limit increases
- Single Source Justifications
- Systems Security Access (Training Plans for SAP/Tableau)
- Vehicle requests



For a complete list of college signature authorities and procedures, refer to the document on our website:
Updated College DSA 2.11.25.pdf

UK INFORMATION TECHNOLOGY SERVICES MY UK PORTAL

UK employees are invited to use the new myUK portal as part of the MyUK portal Employee Public Preview. Get an early look at the new portal and use it for daily tasks like recording time, viewing pay stubs, and more.

How do I use the new portal?

1. Visit preview.myuk.uky.edu and log in with your linkblue.
2. Use the new portal as you would the current myUK portal.
NOTE: Any functions performed in the new myUK portal are live. For example, if you request time off in the new portal, it will go to your supervisor for approval.
3. Provide any feedback or report any issues in the [Feedback/Issue Tracking Form](#)

Why is UK ITS inviting employees to a preview version of the new myUK portal?

Employee participation and feedback are crucial to helping the university have a smooth transition to the new myUK portal at a future date.

For more information, visit the [myUK Employee Public Preview](#) page or [Employees are invited to use new myUK portal as part of preview](#) on the UK ITS website.



Welcome to the myUK Portal