

# MARTIN-GATTON CAFE

## ADMINISTRATIVE USERS' GROUP

Tuesday, Aug 5th, 2025

9-10:30am ET

Location: Zoom

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### AGENDA ITEMS

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#### 1. Guest Speakers

- a. **Jeff Baier, Kentucky Underground Storage Inc, 859-858-8820**  
<https://kentuckyunderground.com/>
- b. **Susan Stark, Exec Director Collaborative Grant Services**  
**Rick Mullins, Clair Abney and Blair Robinson - Hub 1 covers M-G CAFE**  
New website: <https://research.uky.edu/sponsored-project-services>  
Presentation Slides Attached to email

#### 2. Customer Service Etiquette (Susan)

We represent UK in every contact we have; calls, emails, meetings, etc., so how do we make a positive lasting impression? Training opportunities:

- i. **UK HR Training and Development**  
[MyUK Learning | Human Resources](#), Course to consider:
  - o Providing Exceptional Customer Service (virtual, instructor led)  
<https://hr.uky.edu/classes/providing-exceptional-customer-service>
- ii. **LinkedIn Learning** available to everyone and offers 100s of classes on many subjects, from software to customer service, representing a great opportunity to fulfill your professional development MJRs.  
[LinkedIn Learning & Our Recommended Training | M-G CAFE Business Center](#)  
Two of several to consider:
  - o Business Etiquette: Phone, Email, and Text
  - o Customer Service: Serving Internal Customers

#### 3. Budget & Finance (Jason)

- a. **FY25 Federal Fiscal Year**  
Our training and closing schedule meeting will be Aug 26<sup>th</sup>, 10 am, a zoom invite will be emailed soon.
- b. **Reminders for Business Officers:**
  - i. **Pinnacle maintenance:**  
UK Information Technology Services (ITS) wants to inform Pinnacle users of need to undergo required technical maintenance in preparation for the upgrade. As a result, Pinnacle will be down on Thursday, September 4 for maintenance. <https://its.uky.edu/events/pinnacle-upgrade>
  - ii. **Mailboxes:** Don't forget an occasional check if you have a box at N106 Ag North and note courier schedule update [Courier Schedule July 2025.pdf](#)
  - iii. **Signatures:** should be a digital signature in Adobe  
**Adobe signature process:** Please be sure staff and faculty have digital Adobe signatures  
[https://administration.ca.uky.edu/files/how\\_to\\_make\\_digital\\_signatures.pdf](https://administration.ca.uky.edu/files/how_to_make_digital_signatures.pdf)  
[Q-1-6: Electronic Signatures | University Financial Services](#)
  - iv. **Delegation of Signature Authority:** Following UK's process will keep financial processes moving [Updated College DSA 2.11.25.pdf](#) Designated Signature Authority Procedure

#### 4. Purchasing & Travel (Shelby)

- a. **Travel Services Updates, UFS - [Presentation Slide Link](#)**
  - i. Revised Cost Comparison Policy
  - ii. Non-Employee and Guest Travel
  - iii. Travel Management Companies
- b. Procard chat question – The Procard can be used to purchase airfare that is only adding 7 or less days at the business destination. The hotel and rental car will still be required to be prorated between the business and personal days and only business days should go on the Procard. Some hotels and rental car companies split the invoice, but if they can't the hotel and rental car need to go on the personal card.
- c. Per RFS, business combining personal airfare is allowed on a sponsored project since this is a university wide policy, as long as that sponsored project does not specifically stipulate business only airfare.
- d. Tip - Enterprise code to waive fees: XZ58300

#### 5. HR & Payroll (Le Anne) - [Presentation Slide Link](#)

- a. **New Academic Year Hiring & FFY End Tips:**
  - i. Aug is a busy student hiring month; don't forget that pre-employment screens are prior to I9 appointments. The Student Hiring Process Checklist should help you navigate the process.
  - ii. Graduate Student Stipend amounts have been updated.
  - iii. If you have teaching assistants in your dept, remember that you could save money their health fees. Refer to our 9027 Screen QRG.
  - iv. Part time instructors hiring should be well on the way since their canvas access occurs as soon as the assignment is entered in SAP. We offer instructions either by reference guides to read or videos on all of these HR procedures.
  - v. Reminder the Employee ID Cards are available in two different forms: On Campus and Off Campus. Both are on our forms page. IDs can be used for a lot of employee discounts, don't forget to access that information.
- b. **STEPS Bill Rate - FY26**
  - i. Must use Temporary Employment Services to hire Temps and they recently adjusted their fees. Also remember there are some exceptions to using STEPS:
  - ii. STEP Exemption Code Lists:
  - iii. Have clean end of the federal fiscal year – remember that biweekly pay period 21 splits to FFYs/
- c. **Staff Thank You Awards & Recognition Salute (STARS)**
  - i. Nominations are open through 8/27 for the Dr. Lisa Collins Outstanding Staff Awards  
[https://uky.az1.qualtrics.com/jfe/form/SV\\_3qsluWhtzSNtx8W](https://uky.az1.qualtrics.com/jfe/form/SV_3qsluWhtzSNtx8W)
  - ii. 9/19 is the Staff Thank You Day for 2025
  - iii. New employee AAA discount - will be posted on the employee discount page soon.
  - iv. Well-being is consistently the # 1 issue for employees, be aware of the well-being opportunities
  - v. Staff Professional Development Fund, encourage staff to participate - [Staff Professional Development Fund Request Form](#)
- d. HR Huddle – Oct 28<sup>th</sup> at 10 am, attend all three this year and you are entered for prizes – huddle registration: [https://uky.az1.qualtrics.com/jfe/form/SV\\_2trriN49SpAwzZk](https://uky.az1.qualtrics.com/jfe/form/SV_2trriN49SpAwzZk)
  - i. Check In Meetings - Fall Check in meetings that are one on one with your choice of topic is on top of huddle opportunities

- e. Job Fair – 9/25 Ag Signature Career Fair. We are constantly updating the jobs page and get thousands of hits to the page monthly! Attending the Job Fairs brings attention to all of the employment opportunities within the college.
  - i. Wildcat wardrobe – donate career clothing for students 7/28-9/5
- f. Which email should I use? Two shared email boxes HR and FI for support List of what goes where

6. **Other** (Cristin)

- a. Introduction of New Departmental Staff Members
  - i. Kelly Beverly – new role as HR Admin in Ag Econ and Blueprint KY
  - ii. Katie Sherman – new HR Administrator for FCS and HES
  - iii. Mandy Minks – new HR Administrator for Research Farms
  - iv. Jessi Jump is now Jessi Giles
  - v. Becky Copeland – new STEPs Administrative Assistant in Research
  - vi. Departures – Laura Miller and Cristin Costello
- b. Reminder to add full name to zoom - for attendance credit
- c. Relay meeting info to other staff in your department

**Your input is valued! If you have any requests/questions you would like to see answered in future meetings, please send topics to the M-G CAFE analyst email: [cafeanalysts@uky.edu](mailto:cafeanalysts@uky.edu) .**

# TRAVEL SERVICES UPDATES

University Financial Services

**Presenter: Lexi Bugay, Travel Services Director**

University Budget Officer Meeting

July 16, 2025



# Agenda

1. Business Combining Personal Travel Cost Comparison – STAR Analysis
2. Revised Cost Comparison Policy – BPM E-5-1
3. Non-Employee and Guest Travel– BPM E-5-1
4. RFP Award – Travel Management Companies
5. Travel Cost Saving Initiatives and Estimated Savings

Travel Updates

# Business Combining Personal Travel Cost Comparison

## STAR Analysis

Travel Services completed STAR Analysis on the existing business combining personal travel cost comparison requirements

- Tracked and analyzed historical cost comparisons and department obtained cost comparisons completed for the 2<sup>nd</sup> quarter of FY 25.
- Below are the results of the 99 cost comparisons analyzed:

Cost Comparison Type	Business combining personal travel	
	A. Extra days only	B. Detour and/or departure/return airport
Cost Analysis	<ul style="list-style-type: none"><li>• <b>Average savings (loss): \$36.66 per ticket</b></li><li>• Max savings (loss): \$709.60</li><li>• Minimum savings (loss): \$(250.80)</li></ul>	<ul style="list-style-type: none"><li>• <b>Average savings (loss): \$(34.03) per ticket</b></li><li>• Max savings (loss): \$567.50</li><li>• Minimum savings (loss): \$(622.11)</li></ul>

- The extra days only category provided an average savings of \$36.66 per ticket
- The detour and/or departure/return category reflects a higher cost for the institution of \$34.03 per ticket

Travel Updates

# Revised Cost Comparison Policy – BPM E-5-1

Based on the results, University Financial Services implemented the following for any travel that begins **on or after 7/1/2025**:

1. For trips that ONLY have 7 or fewer personal days added at the business destination, remove requirement in BPM E-5.1 for cost comparisons to be obtained.
2. **Continue** to require cost comparisons for these situations:
  - A. Business combining personal travel
    - i. Extra days (>7 days added at the business destination)
    - ii. Detours added to the itinerary
    - iii. Departure/return airport other than their workstation
  - B. International airfare purchased through an alternate vendor
  - C. Driving over 500 miles one way to a business destination

Travel Updates

# Non-Employee and Guest Travel– BPM E-5-1

Added section in E-5-1, Reimbursement of Travel Expenses, for non-employee and guest travel reimbursements

- Non-employees/guests include but are not limited to:
  - Speakers
  - Visiting collaborators
  - Other individuals invited for official university business

Reimbursable Expenses	Non-reimbursable Expenses
Actual meal expenses or per diem	Expenses for accompanying child(ren)
Airfare, including upgraded fares	Personal days
Expenses of accompanying spouse/partner*	Personal expenses

\*On discretionary funds only

- Note: This section does not apply to job candidates. For information regarding reimbursement of recruitment-related expenses, please see [BPM E-7-9 Recruitment Expenses](#).
- Reminder Travel Services has negotiated discounts with local hotels in the area. Click [here](#) for the list of discounts.



Travel Services Updates

# RFP Award – Travel Management Companies

AAA Corporate Travel Services and Avant Travel were selected to continue to be our preferred Travel Management Companies going forward. As part of the new agreement that was **effective July 1<sup>st</sup>, 2025**

- AAA Corporate Travel Services has reduced their service fees:

	Prior Service Fees	New Service Fees
Agent-assisted domestic airline ticket	\$28.00	\$20.00
Agent-assisted international airline ticket	\$35.00	\$27.00
Tickets booked through Concur Travel	\$6.00	\$5.00
Agent-assisted Hotel/Rental Car Only	\$0.00	\$9.00

- AAA is offering all UK students and employees with a **discounted AAA Classic Membership** which includes:
  - 48% off the standard membership rate
  - Waived \$20 enrollment fee
- Avant Travel’s services fees will remain the same at \$33 for domestic tickets and \$45 for international tickets

Travel Services Updates

# Cost Saving Initiatives and Estimated Savings

Initiative	Estimated Cost Savings
<b>Recurring Savings</b>	
New contract with American Airlines	\$115,000 per year
New contract with Southwest Airlines	\$4,500 per year
Negotiated lower services fees with AAA Corporate Travel	\$28,000 per year
<b>Non-Recurring Savings</b>	
Utilized partnership with AAA and Delta to refund unused Delta credits	\$77,825
Utilized partnership with Southwest Airlines to refund unused credits	\$18,841

- Estimated \$147,500 in recurring savings each year from Travel Service initiatives
- \$96,666 in one time savings from Travel Services initiatives

## Helpful Links:

- [BPM E-5-1](#)
- [Cost Comparison webpage](#)
- [Non-employee and Guest Travel webpage](#)
- [Travel Services webpage](#)

# QUESTIONS?

## University Financial Services

**Presenter: Lexi Bugay, Travel Services Director**

**[Alexis.bugay@uky.edu](mailto:Alexis.bugay@uky.edu) or [travelservices@uky.edu](mailto:travelservices@uky.edu)**



**WHEN YOU'RE SO EXHAUSTED FROM**



**MEETINGS THAT YOU CAN'T EVEN THINK**

Supermeme.ai

**Stretch  
Break**





M-G CAFE  
**Business Center HR Team**  
AGBusinessCenter@uky.edu

# HR Team Topics





NEW ACADEMIC YEAR HIRING & FFY END PAYROLL TIPS

# STUDENT FALL SEMESTER HIRING HELP TIPS

## Tips

- Know the Pre-Employment screening requirements
- Be familiar with the M-G CAFE Student Wage Scale & Graduate Student Stipend Minimums
- Schedule I-9 appointments (2 locations now available!)
- New Royster Memo LCT Forms Are required each semester.

**Pro Tip:** Student Hiring Information Sheet

**Pro Tip-** Please initiate the PES **prior** to giving the student access to the I-9 scheduling link.



## Departmental Student Hiring Information Sheet

### Applicant Details

Applicant's Name:

Start Date:

Job Title:  Experience:

Applicant's Grade Level:

Pay Rate ([Link to current Pay Scale](#)):

### Position/Funding Details

FTE (average hours per week / 40):

Supervisor:

Brief description of job duties:

Account Number:

Position Number (review position attributes via PP01 for what you need):

### Signatures

Department Approval:

### Onboarding Checklists/Resources

Complete	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Initiate Pre-Employment Screening.
<input type="checkbox"/>	<input type="checkbox"/>	Obtain I-9.
<input type="checkbox"/>	<input type="checkbox"/>	Review Personnel Action Details in PA40 to determine the correct personnel action.
<input type="checkbox"/>	<input type="checkbox"/>	Use information gathered above to determine the correct position number.
<input type="checkbox"/>	<input type="checkbox"/>	Process the personnel action.
<input type="checkbox"/>	<input type="checkbox"/>	Submit Workflow -or- ZPAR (new or rehire actions) along with supporting documents.
<input type="checkbox"/>	<input type="checkbox"/>	Provide student with <a href="#">my Employee Self Service instructions</a> and payroll timeline information. If applicable, process a payroll cost distribution override (CDEM).
<input type="checkbox"/>	<input type="checkbox"/>	Ensure the student is acclimated to the unit.
<input type="checkbox"/>	<input type="checkbox"/>	Send time entry reminders and review payroll reports prior to the applicable deadlines.

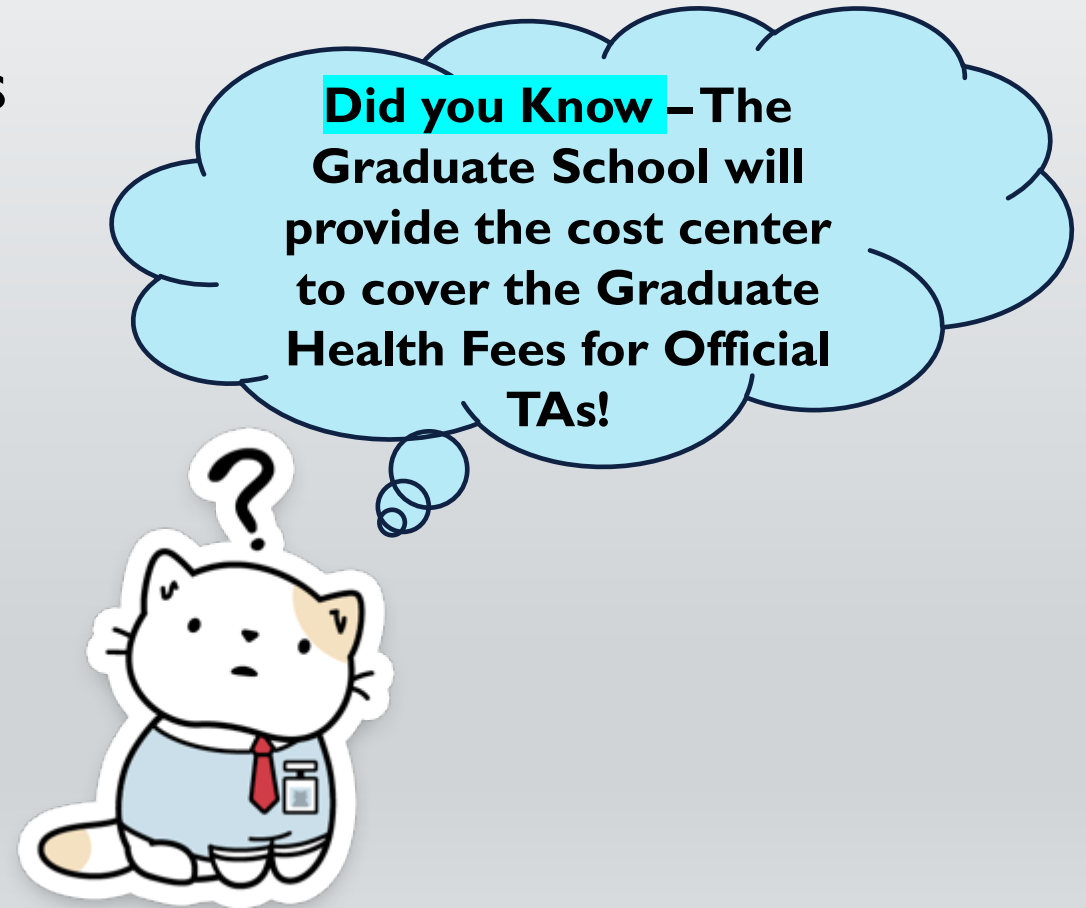
Resources: [cafebussinescenter.ca.uky.edu](http://cafebussinescenter.ca.uky.edu)

# STUDENT HIRING INFORMATION SHEET



# FLEX YOUR DEPARTMENT FUND SAVING SKILLS - UTILIZE THE 9027 SCREEN BENEFIT COST DISTRIBUTION SCREEN

For step-by-step instructions please access the Quick Reference Guide on the **HR Administrator** page under the SAP section.



## Part Time Instructors

### Tips

- Start date: August 1
- Refer to Fee Schedule
- Remember that Canvas access is granted as soon as the assignment is entered in SAP.
- The August monthly **ZPAR/WF** deadline is 8/11.

### Resources

For step-by-step guidance please see our QRG on the **HR Administrator** page.

For payroll calendar insights please see our QRG and/or Video Tutorial.



# EMPLOYEE ID



Both the [On Campus](#) and [Off Campus](#) ID Applications can be found on [our Forms page](#)

**Tip:** Remember that you can use your ID for several employee discounts.

# 22%

Current STEPS Bill Rate

Know the  
exemptions

## JOB GROUPINGS EXEMPT FROM STEPS EMPLOYMENT



Please list the applicable number code in the ZPAR or Workflow comments



**Note:** All minors must be hired through STEPS regardless of if they meet an exemption code. However, for current UK students, you may use a departmental Student Non-Work Study position number instead of utilizing STEPS.

### 1. Agriculture Outside of Lexington

Applies to Agriculture Extension Offices outside Lexington/  
Nicholasville/Versailles/Georgetown/Winchester/Paris/Frankfort areas.

<https://cafebusinesscenter.ca.uky.edu/sites/cafebusinesscenter.ca.uky.edu/files/QRG%20-%20Steps%20Exemptions%20-%20121324.pdf>

# STEPS Bill Rate & Exemption Codes

# FFY END HR TIPS

- Leave Requests
- Biweekly Pay Period 21
- Plan to attend the 8/26 FFY Training for more in-depth details

SAP Bi-weekly Payroll Schedule for July-Dec 2025								
Time Load, Time Transfer, and Time Evaluation <b>MUST</b> be run <b>EACH</b> day								
Documents <b>MUST</b> be received in Compensation by Monday 5:00 PM	Data and Time Input <b>MUST</b> be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data <b>MUST</b> be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#	
06/23/25	Wednesday 6/25/2025	06/29/25	Monday NOON 6/30/25	6/15	6/28	7/3*	14	
07/07/25	07/10/25	07/13/25	07/14/25	6/29	7/12	7/18	15	
07/21/25	07/24/25	07/27/25	07/28/25	7/13	7/26	8/1	16	
08/04/25	08/07/25	08/10/25	08/11/25	7/27	8/9	8/15	17	06/15/25
08/18/25	08/21/25	08/24/25	08/25/25	8/10	8/23	8/29	18	
08/29/25	09/04/25	09/07/25	09/08/25	8/24	9/6	9/12	19	
09/15/25	09/18/25	09/21/25	09/22/25	9/7	9/20	9/26	20	
09/29/25	10/02/25	10/05/25	10/06/25	9/21	10/4	10/10	21	
10/13/25	10/16/25	10/19/25	10/20/25	10/5	10/18	10/24	22	
10/27/25	10/30/25	11/02/25	11/03/25	10/19	11/1	11/7	23	
11/10/25	11/13/25	11/16/25	11/17/25	11/2	11/15	11/21	24	09/21/25
11/24/25	Wednesday 11/26/25	11/30/25	12/01/25	11/16	11/29	12/5	25	
12/08/25	12/11/25	12/14/25	12/15/25	11/30	12/13	12/19	26	





**EMPLOYEE RESOURCES, PROFESSIONAL DEVELOPMENT & REPRESENTATION AT JOB FAIRS**



**It's Time to Nominate  
Your Stars for the  
Dr. Lisa P. Collins  
Outstanding Staff  
Awards!**

**Accepting nominations  
through August 27th**

Applications are available on  
the [Employee Resources](#) page



# STARS



## STAFF THANK-YOU AND RECOGNITION SALUTE



# STARS– September 19<sup>th</sup>



# STARS



STAFF THANK-YOU AND  
RECOGNITION SALUTE

SEPTEMBER 19

11:00 A.M. - 1:30 P.M.

 **Martin-Gatton**  
College of Agriculture,  
Food and Environment



- An event specifically designed for staff
- Free lunch
- Unique photo ops
- Everyone that registers gets a gift
- Celebrate your colleagues that are nominated
- Resource tables and goodies







**All UK employees are now eligible for a discounted AAA Classic Membership, which includes:**

- **48% off the standard membership rate**
- **Waived \$20 enrollment fee**

To enroll visit: <https://cluballiance.aaa.com/membership/business-memberships/university-of-kentucky>

## **NEW – EMPLOYEE DISCOUNT**

**AUG**  
2025

# WELL-BEING *Bulletin*

## EVENTS

**8/2 - KORU MINDFULNESS RETREAT**

**8/11 - SPECIALTY FITNESS CLASS - ZUMBA**

**8/12 - NUTRITION WITHOUT NOISE: PROTEIN 101**

**8/12 - FAMILY MEDICAL LEAVE BASICS FOR PARENTAL AND ELDER CARE LEAVE WORKSHOP**

**8/19 - BACK TO SCHOOL BINGO: NURTURING YOUR CHILD'S MENTAL WELL-BEING**

**8/20 - EATING WITH INTENTION: DITCH THE DIET MENTALITY**

**8/27: TOP THINGS TO DO BEFORE YOU RETIRE, WITH FIDELITY**

**8/28- LAZY DIETITIAN: GRAB-AND-GO SNACKS**

## NEWS + NOTES

### **Becoming Wildly Resilient podcast**

Each month will explore a different well-being topic through three parts: discussions with experts from our university community, practices and meditations. You will learn how to increase your resilience by improving your physical, mental, emotional, nutritional and financial health.

**This month's topic: Social well-being**  
**Conversation - Social well-being: Connectedness and belonging, with Rhonda Henry and Kim Releford**  
**Practice - Social well-being practice, with Amy Rodquist-Kodet**  
**Meditation - Social well-being meditation, with Jackie Carroll**



Scan this QR code to see a list of Becoming Wildly Resilient podcasts. You can find them [here](#), on our website or anywhere you download your podcasts.

## CHECK THIS OUT!

### **Prioritize your wellness**

As we get closer to the end of summer and back into the routine of a school year, August is a great month to focus on your wellness. Now is the time to emphasize the importance of self-care, managing stress and developing healthy routines for overall well-being. Try to prioritize various aspects of your health including physical, mental, emotional and spiritual well-being. As you settle into your new routine, make proactive choices to improve your health and happiness.

Some ways you can find balance each day:

- Consult with a health coach
- Create a routine and stick to it.
- Carry a water bottle with you everywhere to stay hydrated.
- Schedule exercise into your day.
- Plan ahead for meals and always eat breakfast.
- Learn to say "no," and don't be afraid to ask for help.
- Get outside!

**Work-life-and-well-being:**  
[hr.uky.edu/work-life-and-well-being](https://hr.uky.edu/work-life-and-well-being)

**Calendar:** [hr.uky.edu/calendar](https://hr.uky.edu/calendar)

# Well-Being Bulletin

# STAFF PROFESSIONAL DEVELOPMENT FUND

NOW ACCEPTING  
APPLICATIONS FOR FY'26

THE APPLICATION IS AVAILABLE  
ON THE EMPLOYEE RESOURCES  
PAGE





Join us, wont you?  
October 28th

N24B



10am



# THE NEXT CHECK IN MEETINGS ARE COMING SOON!

The Check In Meeting are  
designed to compliment the HR  
Huddles.

The meeting provide a **one-on-  
one customized** training  
opportunity.

So, be thinking about what topics  
you would like to cover!



# AGRICULTURE SIGNATURE CAREER FAIR

SEPTEMBER  
25<sup>TH</sup>



# Wildcat Wardrobe

HELP OUR STUDENTS PREPARE FOR THE UPCOMING CAREER FAIR



## Professional Clothing Drive

Center for Student Success is conducting a professional clothing drive from **July 28<sup>th</sup> to September 5<sup>th</sup>**. Accepting donations of gently used professional attire. Ideal donations include clothing with minimal wear in a variety of colors and styles, as well as accessories like ties, cufflinks, watches, bracelets, and necklaces.

Donations can be dropped off in bins at any of the following locations:

- **Cooper House (1<sup>st</sup> floor)**
- **Ag North (outside of N8)**





## ***Which E-mail Should I Use?***



### **Human Resources Team** **AGBusinessCenter@uky.edu**

Business Function Overload Coverage  
Cellular Allowance  
Degree Completion  
End of Orientation  
Faculty Summer Supplement Forms  
Local City Tax Forms  
Mentor Program Questions  
Position Action/Number request forms  
Retirement Questions  
Supervisor Changes  
Student Wage Exceptions  
ZPARS

### **Business Operations Team** **CafeAnalysts@uky.edu**

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





M-G CAFE  
**HR TEAM**



QUESTIONS/COMMENTS?