

UK College of Agriculture, Food & Environment

# Business Center News Notes

Business Center Web Site: <http://acsg.uky.edu/AgBusOff/>

## CAFE Business Center

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## TRAVEL

### TRIP

Remember that only regular employees were added to the TRIP database. If you have graduate students or temporary employees who travel, you will need to add TRIP access to the individual's HR 0017 screen to provide them with travel privileges. Use the start date of 07/01/16. For more information, please refer to the QRG that is mentioned in the HR section of this newsletter.

Please remind departmental staff and faculty to check their travel workflow regularly for items that need to be approved, revised or deleted to ensure timely processing within the 60-day guidelines. Trips will remain open and encumbered until completely processed or deleted in SAP. To make changes to business officer level approvals in TRIP, please contact your unit's business analyst and provide him/her with the name of the approver (and the position number) to be added/removed.

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### MVR Forms

Per UK policy, the Motor Vehicle Record Release and Information Form (MVR) should be completed and submitted for every employee who drives his/her own personal vehicle or a state vehicle for business purposes. Also, these forms should be renewed every time the employee's driver's license is renewed. The MVR form is on the UK Forms page and should be submitted to Risk Management.

## FINANCIAL

### **FY17 Year-End Closing**

The University Financial Services year-end closing cut-off dates have been published. The business center will finalize the college version with internal deadlines and distribute that document to the departments within the next several days. Please be aware that the first deadline is April 3 for requisitions and PO's for items not on a University Price Contract and required delivery is prior to July 1, 2017.

### **BPE'S**

A new version of the Business Procedures Exception form was introduced a couple of months ago. Please use this newest revised form and delete all old versions from the templates saved on your computer. Requests relating to travel only require the TRIP number. A copy of the travel expense report and receipts are no longer needed. Remember to always include the department head's signature on the BPE form, even though there is no dedicated signature line on the form. Copy of the new form and the college guidelines relating to this form are on the Business Center's web site.

NOTE: It is preferred that BPE's be submitted printed on one side only and that they not be stapled.

### **Pro Card Applications**

There is a new Pro Card Application form that should now be used. It is on the UK Forms page. Please discontinue using all other versions of this application form. Send all completed applications to Kim in the Business Center.

The Pro Card Editing Schedule for the upcoming fiscal year is posted on the UFS web site at the following link:

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Procard%20Transaction%20Edit-Deletion%20Schedule.pdf>

### **Delegated Signature Authority**

The college DSA was updated recently. Please refer to this document for the college signature authority and routing guidelines for all forms. The document can be found on the business center web site under "Business Affairs".

### **Training Plans**

Remember to complete a training plan for all employees in your area when they leave or retire, in order to remove all access and roles for those individuals. For any questions relating to training plans for your employees, please contact Kim in the business center.

## HR

### PE Update

Now that the 2016 Performance Evaluation review process is complete, supervisors should be mindful of keeping Position Descriptions updated throughout the year. The information in the Position Description system populates the MJR section of the Performance Evaluation form. Therefore, it is very important to keep this information up to date.

### Retirement Carrier Sessions

#### Fidelity

Reservations can be made by calling 800-642-7131 or by visiting [www.fidelity.com/reserve](http://www.fidelity.com/reserve).

College of Agriculture, Food & Environment locations include (additional locations available):

- E.S. Good Barn on April 10

### Benefits Open Enrollment

Benefits Open Enrollment will take place this year from April 24 through May 12. An Open House has been scheduled at the VDL on Bull Lea Road (Coldstream) for April 27 from 1:00 to 3:00 pm, and the Good Barn on May 8 from 1:00 to 4:00 pm. The Complete Open House schedule is:

Good Samaritan Hospital	April 24	7:00 am – 9:00 am
University Health Services	April 25	11:00 am – 2:00 pm
Peterson Service Bldg	April 26	7:30 am – 11:00 am
CAFE, VDL, Bull Lea Road	April 27	1:00 pm – 3:00 pm
Chandler Hospital	April 28	10:00 am – 1:30 pm
Chandler Hospital	May 2	6:30 am – 8:30 am
Healthcare at Turfland	May 2	1:00 pm – 3:00 pm
Healthcare at Sterlington	May 3	11:00 am - 1:30 pm
University Health Services	May 4	7:30 am – 10:30 am
CAFE, Good Barn	May 4	1:00 pm – 4:00 pm
Main Bldg	May 5	11:00 am – 1:00 pm
Good Samaritan	May 8	1:00 pm – 3:00pm
Eastern State Hospital	May 9	7:00 am – 10:00 am
Scovell Hall Lawn	May 12	11:00 am – 2:00pm

## Payroll Earliest Retro Dates

On March 21, the biweekly payroll area was set to 12/25/16.

On March 28, the monthly payroll area was set to 1/1/17.

On July 25, the biweekly payroll area will be set to 3/19/17.

On July 19, the monthly payroll area will be set to 3/1/17.

## New Quick Reference Guide

As you may have noticed, there is a new report in /SPIN/ER. The Travel Expense Report (Screen 17) allows HR administrators to review access for their department(s). The report can be run to complete a review, and then a follow-up can be done on any access issues as needed. The [ORG - /SPIN/ER - Travel Expense Report \(17 Screen\)](#) has been added to our [site](#).

## Subject to Loss Vacation Leave

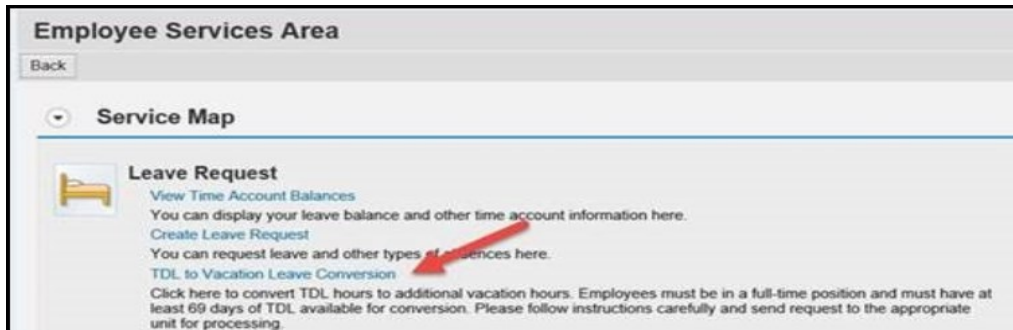
The end of the fiscal year is quickly approaching. This is a good time to review all of your leave information. It is recommended that everyone log into myUK ESS, and review all of their leave balances, paying special attention to balances expiring on 6/30/17, and plan accordingly.

## 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. We have individuals in the college who benefit from this every year. The donation period is May 1 through September 30. Donating is quick and easy, via the online donation form. For additional information about the program, please click [here](#).

## Temporary Disability Leave Conversion Option

During the month of April, eligible staff will have the option to convert temporary disability leave to vacation leave. Please click [here](#) to access the policy. New this year, eligible employees may request conversion through myUK. Log into myUK, access Employee Self Service, click the Working Time and Leave Request link, and then select the TDL to Vacation Conversion link. For additional instructions, please click [here](#).



## Fair Labor Standards Act – Update

Updated information regarding faculty and FLSA:

**Phased Retirement** - Every title series, **except research**, will be exempt from the FLSA minimum.

**Post Retirement** – Every title series will be exempt from the FLSA minimum.

Research Title Series page: <http://administration.ca.uky.edu/researchts>

Faculty Phased Retirement page: <http://administration.ca.uky.edu/phased>

Faculty Post-retirement page: <http://administration.ca.uky.edu/facultypret>

## eCRT Update

The online effort reporting process (payroll confirmation project), eCRT, went live on March 1, 2017, for preview of FY17 Quarter 1 (July – Sept) and Quarter 2 (Oct – Dec). For optimal functionality, Chrome or Firefox browser should be selected prior to logging in to myUK portal page. If you have been identified as a Primary Department Effort Coordinator, you have until April 10, 2017, to pre-review your project statements to make sure everyone was paid and to resolve any erroneous actions. If statements have not been pre-reviewed, they will not move up to the PI approval level. PI's will have until May 5, 2017, for final approval. Please refer to The Research Financial Services web site [Research Financial Services](#) for additional guidance documents, or specific questions can be directed to [ecrt.help@uky.edu](mailto:ecrt.help@uky.edu).

## Announcements & Upcoming Events

**CONGRATULATIONS** - to the following college staff who have completed the Business Procedures Certification Series in the last six months:

Judith Burgess  
Mary Hammons  
Alicia Landon  
Rhonda Owsley  
Covetta Ramey  
Cindy Stidham  
Barbara Stiefel  
Sandie Waddell  
Rachel Whitaker

Great job everyone!!!

**Next UG Meeting** - Our next meeting will be Wednesday, **May 24, 2017, at 9:00am**, Gorham Hall, Good Barn.

For business analyst unit assignments for financial operations, please go to Business Center Financial Unit Assignments on our [site](#).