

UK College of Agriculture, Food &amp; Environment

# Business Center News Notes

Business Center Web Site: <https://cafebusinesscenter.ca.uky.edu>

## CAFE Business Center Staff

Susan Campbell	7-5934
Chris Shotwell	7-7194
Le Anne Herzog	7-2981
Chris Fensin	8-3906
Melissa Horton	7-4722
Kim King	7-7143
Scott Wells	7-9833
April Lyons	7-4254
Andrew Gehring	3-4499
Catherine Anderson	7-7241
Tina Ward	7-0132
Beth Atkinson	562-2994
Ty Back	606-666-2438 x229
Jeremy Teal	270-886-6328



## Staff in the Spotlight

### Jackie Allen —Administrative Services Assistant, Sr.— RCARS

As the business officer who oversees the RCARS Wood Utilization Center, Jackie is a great asset to the college as we manage the CAFE service awards project each year. She recently demonstrated outstanding customer service during the ordering process and took the extra time to sort and label the wood product awards prior to delivery to make sure award recipients received their awards in a timely and accurate manner. This made the process so much easier for distribution. She also contributed to the recent Lunch & Learn Professional Development on CAFE Resources.

### Mary Hammons —Administrative Staff Officer II—Veterinary Sciences

Decision makers in the Vet Science department are always able to make adequate and timely managerial and financial decisions due to Mary's accountability, attention to detail, hard work, and knowledge of the various funding sources, policies, and procedures within the University. Recently, Mary and her team have developed a plan to reallocate position funding on vacancies as well as other positions within the department in order to completely hard-fund and provide sensible allocations for various positions within her department. This change will serve to allow Mary's departmental budgets and projections to be even more consistent and accurate going forward and enable key decision makers in Vet Science to make well-informed and timely decisions to increase overall effectiveness and productivity of the department and the college!

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## HUMAN RESOURCES

Our current environment requires us to think creatively and remain flexible to continue our important work. For some areas, the remote work environment translates more naturally than others. Some ideas for remote work include: drafting manuals, updating standard operating procedures, writing business continuity plans, working on back burner projects, and getting caught up on some [web based professional development](#). Remember that hourly employees should continue to record hours worked (regardless of work location). The [myUK app](#) allows for easy access from any location. Stay connected by checking the [CAFE Coronavirus](#) site. Remain mindful of your own well-being, and check in on each other. Here are some tips on [staying connected to your team](#).

## Payroll Retro Dates

The payroll earliest retro dates have been set to the following:

Biweekly Employees: December 22, 2019

Monthly Employees: January 1, 2020

## FES Deadline & Resources

The deadline for payroll distributions in FES to be in the “Submitted to College” tab is April 13, 2020.

## ECRT Deadline

Pre-Review deadline for FY20 Q3 will be from April 14 — May 4, 2020. Confirmation period will be from May 5 — June 2, 2020.

It is very important that the Pre-Review be done before the deadline, to allow the PI's time to confirm statements prior to the end of the Spring semester.

## 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.



## Service Awards Enhancements

This year the college is recognizing 238 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 are being distributed along with individual certificates and letters from the dean, recognizing the hard work and dedication to the College of Agriculture, Food and Environment.

## Subject to Loss of 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 6/30/20, and plan accordingly.

## Quick Reference Guide – New

[ORG – Subject to Loss Vacation Report](#)

## Video Tutorial – New

[VT - Local City Tax Form – Instructions for Employees Who Work Outside of Lexington](#)



## Lunch & Learn Professional Development Opportunities

On May 8, the Lunch & Learn will be offered on Stress Less With Mindfulness. You don't want to miss it! The L & L series provides professional development opportunities for all college staff. Sessions are offered throughout the year covering various popular topics. Zoom options are available, and sessions are recorded for inclusion in the Staff Council Quarterly Newsletter. You can also view the videos of past sessions on the series page [here](#).

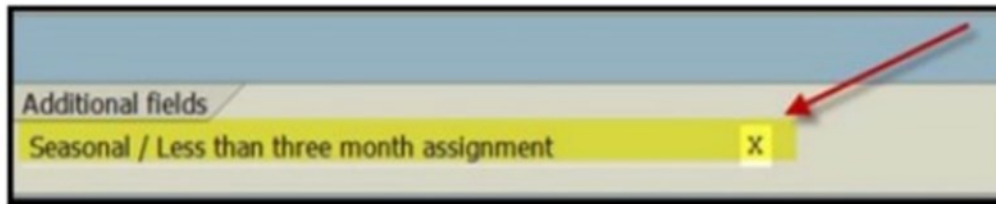
\* We will send an update if the May session moves to Zoom only

## Performance Evaluation Update

Now that the 2019 Performance Evaluation process is complete, supervisors should be mindful of keeping position descriptions updated throughout the year. The information in the position description (in IES) populates the MJR section of the Performance Evaluation form. Therefore, it is very important to keep this information up to date. Supervisors looking for ways to enhance employee performance and professional development throughout the year can access the Supervisor Resources page.

## 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.



## 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. The donation period is May 1 – September 30. Donating is quick and easy, via the [online donation form](#). For additional information about the program, click [here](#).



## Benefits Open Enrollment

Open Enrollment will take place this year from **April 29 – May 15**. An Open House has been scheduled at the VDL on Bull Lea Road (Coldstream) for May 4 from 1:00 – 3:00, and at the Good Barn on May 6 from 1:00 – 3:00. The Business Center HR Team will be at both locations offering resources on the CAFE Employee Enhancement Programs.

**The complete Open House schedule is:**

April 28	8:00 am – 12:00 pm	Chandler Hospital, Pavilion A
April 29	1:00 pm – 4:00 pm	Chandler Hospital, Pavilion A
May 1	9:00 am – 10:30 am	2317 Alumni Park Plaza
May 4	9:30 am – 11:00 am	Eastern State Hospital
May 4	1:00 pm – 3:00 pm	VDL (Coldstream)
May 6	1:00 pm – 3:00 pm	CAFE, Good Barn
May 8	9:00 am – 10:30 am	Healthcare—Turfland
May 11	7:30 am – 9:30 am	Peterson Service Building
May 12	9:30 am – 11:00 am	Good Samaritan
May 13	1:00 pm – 3:00 pm	Scovell Hall Lawn

NOTE: The Business Center will send out a notice if any of these open house events are cancelled.

## SME TRAINING



### SME Training Subject Matter Expert – Grants Review Training Series

The CAFE Business Center will be offering a series of Grants Review Trainings. Our team is continuing to develop the materials in conjunction with our college’s grants officers. This offering will be rescheduled at a later date due to the COVID-19 situation. Please be on the lookout for these sessions to be offered online via ZOOM in the meantime or in-person once we have all returned from working remotely. If you have any grant related questions in the meantime, please send those to your department’s analyst and CGO.

Do you have other ideas for training topics? We want to hear from you. Please share your thoughts with a quick email to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu).

## FINANCIAL, PROCUREMENT & OTHER

### Training Plans

When selecting an HR Business Officer role on the SAP/BW Training Plan, always make sure you select the role for “No Position Create”.

## JV Workflow – Include Analyst in Workflow for Approval

Online JV Workflow is now live. Resources are now available on the CAFE Business Center website under [resources – Budget and Finance](#). This process was moved into production early due to the COVID-19 concerns and paper document processing. If you were unable to attend the UFS Hand in Hand training, you can find this training on our resource page under UFS—Online JV Workflow Process Resources. The UFS resources page includes links to Quick Reference Cards and other valuable information.

If for some reason you have difficulty attaching the documentation or should you simply choose not to utilize that feature at this time, you can email the documentation to your Analyst, after saving your JV as complete. After review and signature, your Analyst will email the JV to AFRS or RFS as appropriate.

Remember that the college still needs to review and sign each JV before it is submitted to AFRS/RFS. **So please add your analyst to the workflow as per the instructions.**

Please contact your Analyst if you have any questions.

## Budget Prep Deadlines

Course Fees	March 19
Restricted, Auxiliary & KTRDC Estimates	April 10
Fund Balance Requests	April 15
Service Center Rate Calculations	April 15

## Reduction of Expense

Use the new eForm for [Reduction or Reimbursement Deposits](#). Guidelines are set forth to determine if a **non-grant** deposit should post as revenue or a reduction of expenditure. This document provides those guidelines and also **MUST** be submitted as documentation with the deposit.

## Remote Offices

For all documents that you would normally send to the Business Center, please continue sending all of it to your analyst or to Kim King via electronic document. Our team will process items as normal and send them to central offices after obtaining appropriate signatures/approvals. All analysts' desk lines have been forwarded to their home/cell numbers. They can also be reached via email as usual. Our office is operating as normal otherwise.

## PDF Options at Home

Options creating PDF files without a scanner

[iPhone Notes to PDF](#)

[Office Lens from Microsoft Office 365](#)

## Pro Card Applications and Usage

All pro card applications must include the signed User Agreement Form.

Important reminder — It is unallowable to utilize the university pro-card to make a payment to another university department. Online credit card payments are only to be utilized by entities outside of the university. Using the pro-card between units causes the receiving department to incur credit card processing fees, therefore reducing their income, in addition to the process being unallowable. As a reminder, a budget transfer or a JV with transfer codes are the only methods to “pay” a university department or unit.

## Browser Update

In the last issue of this newsletter, we noted that Purchasing had advised everyone a few months ago that users should now be able to use any browser for their SRM and PRD transactions without issues. However, due to a system upgrade a few weeks ago, there are still issues with some of the browsers when entering shopping carts and PRD's. They haven't clarified which browsers work for which transactions; thus our best advice is that, if you receive error messages while entering an SRM or PRD, try a different browser until you find one that works. ***Please relay this to your departmental lab employees who have purchasing responsibilities.***

## Disbursement Request Forms

The Business Center continues to get questions about the DR forms. So, again, they must be signed by two employees in your department. For agency account payments, one of the signatures must be the responsible person listed on the agency create form. These forms do **NOT** need to be routed through the Business Center; they may be sent directly to Accounts Payable. If any questions, please contact Kim in the Business Center.

## College Conference Rooms

An updated conference room list has been added to the business center's web site. Please note that several rooms (including Seay Lobby, 249 Barnhart and the Good Barn) now require users to complete a reservation request form online, at <https://administration.ca.uky.edu/room-reservations>.

## Announcements & Upcoming Events

Next Users' Group Meeting is tentatively scheduled for Tuesday, May 19.