

CAFE ADMINISTRATIVE USER'S GROUP

August 9th, 2022

9am – 10:30am

Location: Zoom -
<https://uky.zoom.us/j/82947598186>

Follow-Up Notes

1. **Guest Speaker** – Debbie Carwile from Compensation, Wage and Hour Presentation
 - a. [Debbie Carwile was unable to attend due to a family emergency, we will reschedule her presentation to another time.](#)

2. **Budget & Finance**
 - a. State Fiscal Year-End Follow-Up
 - i. [Jason explained that state year-end went well this year, our departments ended the year mostly in a surplus. Next year, we hope to have more staff available to support our departments with this process.](#)
 - b. Federal Fiscal Year-End
 - i. [We hope to have the federal year-end calendar out the first week of September, and are currently working on reports to aid us in this process. A federal fiscal year-end training will be scheduled soon – we are open to suggestions as to how this training should be presented.](#)
 - c. Unit Budgets
 - i. [The unit budget process is currently underway – there have been some issues with getting the correct reports up and running, but we will be getting these out as soon as possible.](#)
 - d. Voyager Cards
 - i. [Cristin discussed the recent change in requirements for submitting voyager-card related BPEs. An email that was previously sent out outlining this information can be found on page \[3\]\(#\).](#)

3. **Purchasing & AP**
 - a. Concur Q&A from PBO
 - i. [Concur Q&A slides can be found on page \[4-21\]\(#\).](#)
 - b. Enterprise Amazon Business Account
 - i. [August 11th, 2022, was the Go-Live date for the University's Enterprise Amazon Business Account. Depts should plan to transition by Sept 30th. Purchasing has launched a training video on this process that can be found on myUK Learning, as part of the FAST program. An email from UK purchasing with more detailed information can be found on pages \[22-23\]\(#\). Please find more information from the Purchasing Division \[here\]\(#\) and \[here\]\(#\).](#)
 - ii. [Employees who were active procurement card holders as of \[July 1\]\(#\) will automatically be added to their respective departmental groups allowing them to create and place orders. Other employees will be able to browse products and create shopping lists. Level 1 PRD/SRM approvers have automatically been added as Departmental Amazon approvers.](#)
 - iii. [Four identical online Learning Sessions will be provided by the Purchasing Division during the weeks of **August 15 and 22**. These sessions will also be recorded.](#)
 - **Tuesday, August 16, 1:30 p.m. to 2:30 p.m.**
 - **Friday, August 19, 11:00 a.m. to noon**
 - **Tuesday, August 23, 10:00 a.m. to 11:00 a.m.**
 - **Friday, August 26, 9:00 a.m. to 10:00 a.m.**

iv. To access any of the Learning sessions:

- Access the [Central Purchasing](#) website at the time desired to join
- Click the Log On button at the top right of the page
- Log in to the protected area of the site using your linkblue ID and password
- Return to the Central Purchasing home page
- Navigate to the Internal Resources tile
- Navigate to the Amazon Learning Session section and click into the desired link for that time

4. HR & Payroll – Please find HR & Payroll slides on pages [24-35](#).

- a. New Academic Year Hiring Tips
- b. 9027 Screens (RA/GA/TA & Fellowship Benefit Cost Distribution)
- c. FY'23 Pay Scales (Students, PTI, and Staff)
- d. Moving Expense Reimbursement & Other Faculty New Hire Tips
- e. New Recruitment Tools
 - i. Update on question regarding Eastern/Western KY Job Boards - The Central KY Job Board is a function of the Central KY (Fayette County) Job Club. They are hoping to expand statewide at some point in the future, however, there is not a defined date for expansion at this time.
- f. Staff Professional Development Fund – Now Accepting Applications
- g. Update for CDEM

5. Other

- a. Staffing Update
 - i. Susan introduced three new Business Center staff members –
 - Ryan Martin – Fiscal Compliance Officer
 - Natalie Simpson – Administrative Services Assistant
 - Aaron Burden – Computer Support Specialist III
 - Welcome to all of our new staff!
 - ii. The Business Center is currently in the process of filling two analyst positions, we hope to provide an update on these positions soon!
- b. Eastern Kentucky Flooding
 - i. Our hearts go out to those in the Eastern part of our state dealing with the devastating impact of the recent floods. Extension has created a flood relief page [here](#) where donation and volunteer opportunities can be found.
- c. CAFE Business Center shared inboxes
 - i. Reminder of the Business Center's shared inboxes
 - AGBusinessCenter@uky.edu– HR-related questions
 - cafeanalysts@uky.edu– Business Analysts (questions related to departmental budgets/finance/purchasing)
 - ebo@uky.edu – Extension Business Operations
- d. Reminder to display full name in Zoom window
 - i. If you did not display your full name in the attendance window, please contact Cristin so your participation can be recorded.
- e. **Please remember to share this information with others in your department!**

Your input is valued! If you have any requests/questions you would like to see answered in future meetings, please send those to Cristin Costello (Cristin.sullivan@uky.edu).

<https://cafebusinesscenter.ca.uky.edu/>

From: UK CAFE Business Analysts
Sent: Wednesday, June 29, 2022 3:32 PM
Subject: Voyager Card Related BPEs
Attachments: Voyager Fleet Fuel Card Program

Importance: High

CAFE Departmental Business Officers and Chairs,

Please disseminate the below information to the appropriate staff in your departments –

Travel services has informed us of additional information that will now be required on Business Procedures Exception requests related to Voyager Fleet Fuel cards. Please reiterate to your departments that university-owned vehicles or long-term leased vehicles secured through Purchasing's Enterprise Leasing Program must be fueled with a key fob at one of CAFE's local fueling facilities, if available/accessible to the user. If the user does not have access to a CAFE fueling facility, **Voyager cards must be the next avenue of purchasing fuel in university-owned vehicles or long-term leased vehicles secured through Purchasing's Enterprise Leasing Program, after CAFE key fobs.**

If the Voyager card has declined or is giving the user an error message, the user or department must first **contact Barbara McFarlane in Fleet Services (859-257-3119) or the number on the back of the card and attempt to resolve the issue PRIOR to purchasing fuel for the vehicle** on a Procard or personal card. A Procard or personal card may only be used as a last resort if the user has exhausted all attempts to use the Voyager card, and if this last resort is taken, a Business Procedures Exception request must be submitted as soon as possible after the purchase has been made for approval by travel services.

If a BPE request must be submitted, the Voyager card number as well as the error message received by the user must be provided.

The only reason a card will not work is:

- if the fueling station does not accept chip cards (the gas station should be able to advise the card user if this is the issue Fleet vendors may be located on this site - <https://www.fleetcommanderonline.com/app/public/merchantLocator.do>), or
- if the department's cards are cut off for credit issues, or payment delays to U.S. Bank, or
- if the card user tried to enter an inaccurate Driver ID and after three unsuccessful tries the card locks up.

On the exception request, the card user must advise the error message from the pump, for example: CARD LOCKED, DRIVER ID INVALID, INVALID CARD STATUS. We suggest for the user to take a photo of the error reading they get at the pump, so they may provide that information to travel services later on. Be sure to also thoroughly explain the situation and what the user did to attempt to resolve the card issues, as well as what will be done in the future to avoid the issue.

Please also refer to an earlier message that was sent out regarding the [Fleet Fuel Card Policy](#) for more information on Voyager cards and university vehicles.



UNIVERSITY FINANCIAL SERVICES

ACCOUNTS PAYABLE / CONCUR

PROVOST AREA BUDGET OFFICERS MEETING

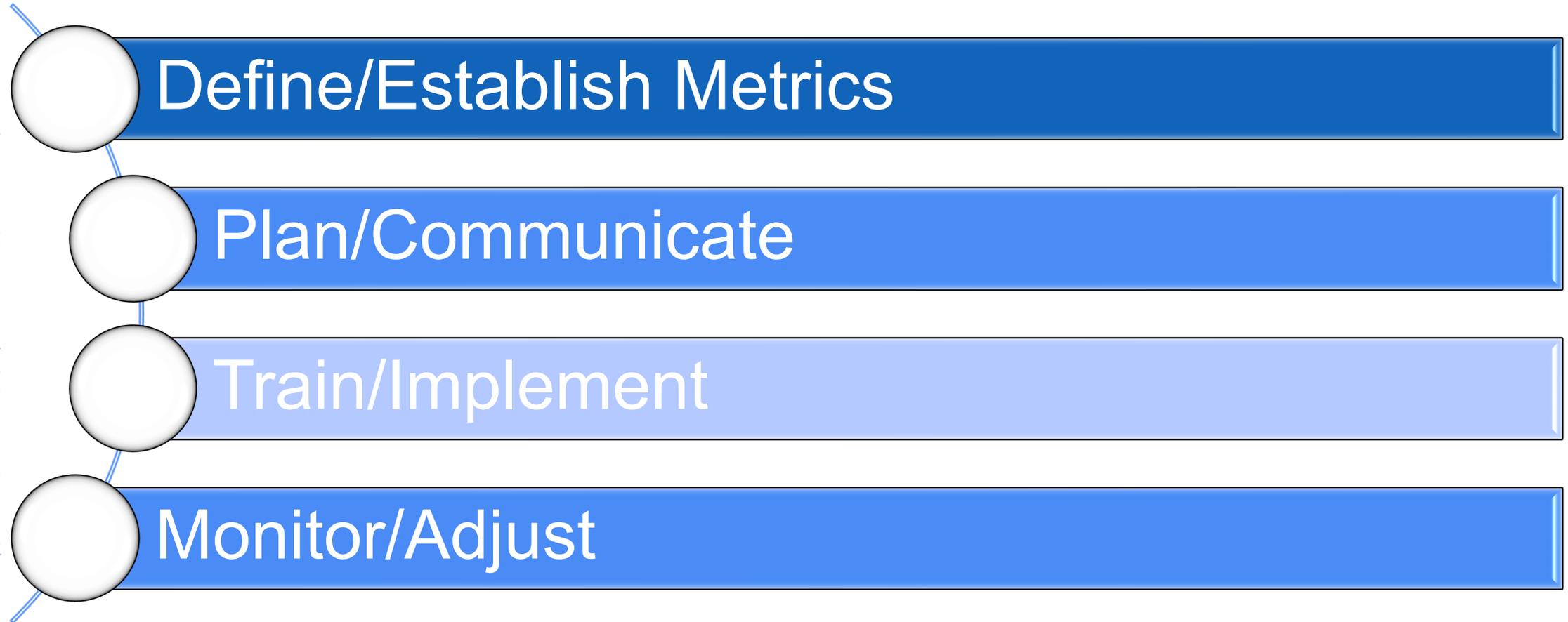
JULY 15, 2022

AGENDA/MEETING FLOW

1. Introduction - Penny
 1. Continuous Improvement Goal
 2. Year-End Closing Schedule
 3. Cara will not review the same questions from Wednesday UBO Meeting.
 - Those questions are available in this deck for anyone who was not at the Wednesday meeting and that this deck has all questions and answers in one place
2. Accounts Payable - Cara
 1. Quick Review the new/different questions the PBO sent that were not covered on Wednesday
 - For Travel, they are on slides 9 & 10 and for Procard, they are on slide 15)
3. Four new demos:
 1. how to assign a document to an expense report (there are 584 old year transactions not assigned to an expense report);
 2. how to approve a report that is pending approval (there are 588 general expense reports pending approval);
 3. review the tableau report “Concur Expense Reports”; and
 4. review the tableau report “Procard Unassigned Transactions”.

Open discussion, answer any additional questions

GOAL: CREATE A PROCESS/CULTURE FOR CONTINUOUS IMPROVEMENT



UNIVERSITY FINANCIAL SERVICES

Year End Closing Schedule

- https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/yeclose_0.pdf

Concur Procard Transaction Report Deadlines

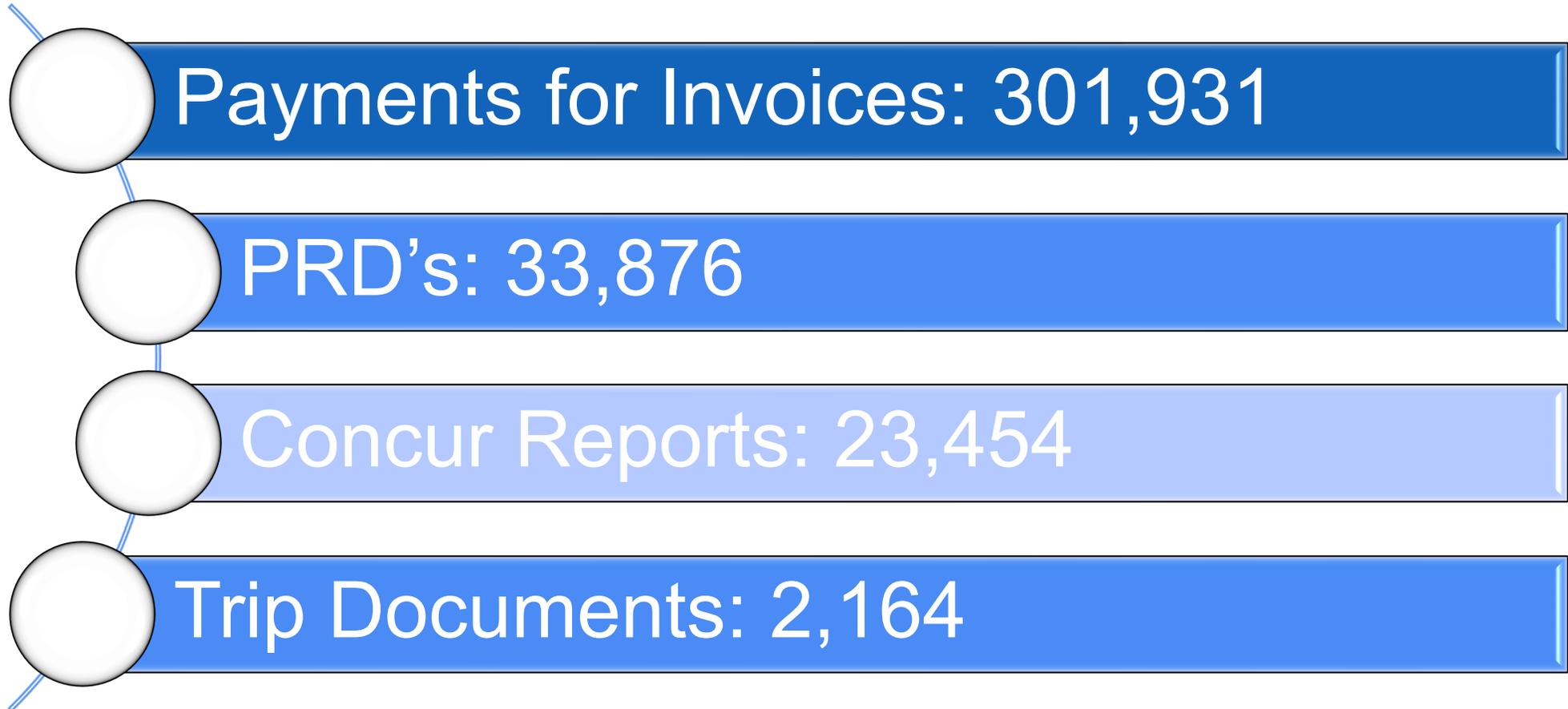
- https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Concur%20Procard%20Transaction%20Deadlines_0.pdf

YEAR-END DEADLINES

According to [BPM E-7-16](#), it is the cardholder's responsibility to submit all procurement card transactions/reports in a timely manner. [Procurement card transactions/reports](#) should be submitted to Accounts Payable Services (APS) by the 15th day of the following month. Transactions that have not posted in SAP and are more than 60 days past due will result in the temporary suspension of the procurement card until the cardholder is in compliance with University policy.

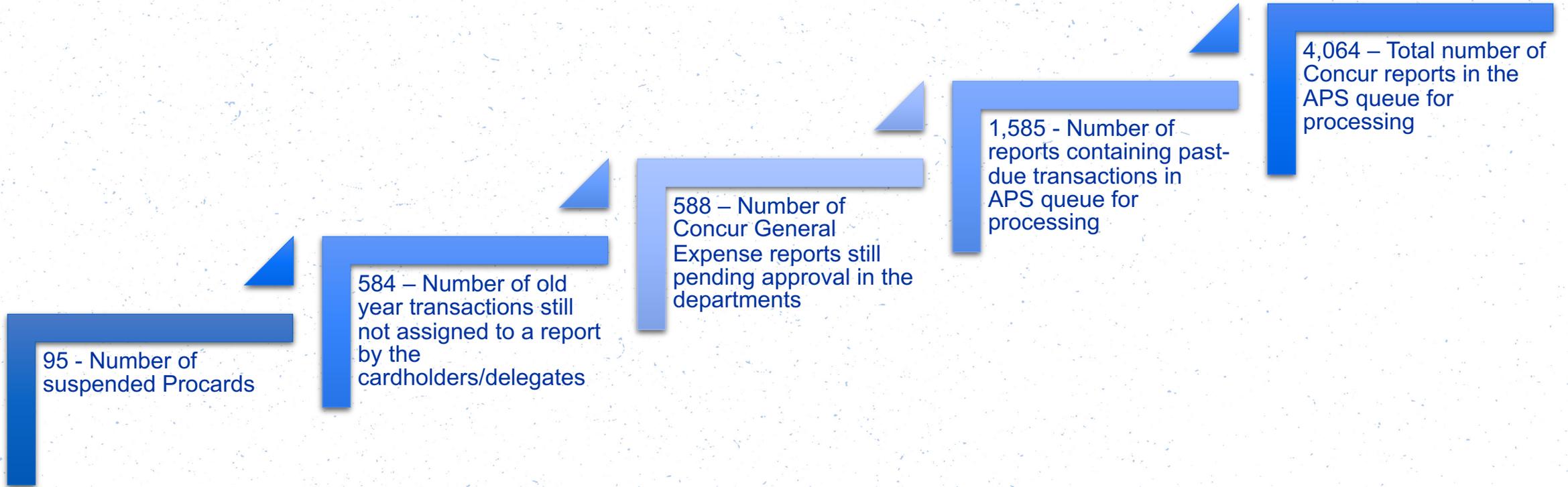
Procard Transaction Dates:	Date Due in APS:	Final Date Transactions Must Be Posted in SAP
12/01/21-12/31/21	01/15/22	03/15/22
01/01/22-01/31/22	02/15/22	04/15/22
02/01/22-02/28/22	03/15/22	05/15/22
03/01/22-03/31/22	04/15/22	06/15/22
04/01/22-04/30/22	05/15/22	07/15/22
05/01/22-05/31/22	06/15/22	08/15/22
06/01/22-06/15/22	06/30/22*	08/30/22
06/16/22-06/30/22	07/07/22*	09/07/22
07/01/22-07/31/22	08/15/22	10/15/22

ACCOUNTS PAYABLE – FY 21 PAYMENTS PROCESSED



361,425 payments processed

FY 22 DATA SNAPSHOT AS OF JULY 11, 2022



TRAINING

Concur Travel and Expense Management training can be taken on myUK Learning at any time. We recommend starting with the “Introduction to Concur Travel and Expense Management” on-demand video on myUK Learning and the “Getting Started” Quick Reference Guides. After viewing those you can move on to viewing more specified training videos and guides

For a full list of FAST Courses, visit: <https://finadmintraining.uky.edu/courses-0>

TIPS

1. Concur Website

- <https://www.uky.edu/ufs/concur-travel-expense-management>

2. Training

- June 13-30, UFS provided a 30-minute open training session for anyone who had questions about Concur reports. The sessions were held each morning at 9am at the following link: <https://uky.zoom.us/j/88538897864?from=addon>

3. Quick Reference Guides

- <https://www.uky.edu/ufs/concur-quick-reference-guides>
- <https://www.uky.edu/ufs/accounts-payable-services-quick-reference-cards>

4. Review the Concur Newsletter

- <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/June%202022%20Concur%20Newsletter.pdf>
- <https://www.uky.edu/ufs/concur-newsletters>

5. Mobile Apps

6. Questions: e-mail ConcurExpense@uky.edu

TRAVEL

1. Are there any tips for entering dates for hotels and flights that are different than the report dates (e.g., hotel charged procard a month after the stay and it was difficult to add these hotel dates since they didn't match the report dates)?
 - *The yellow alert message is intended to trigger a doublecheck of the data. It is not a hard stop. The data should be reviewed for accuracy and then the report should be submitted for review and approval.*
2. How do users itemize hotel credits when charges are refunded?
 - *A refund should be itemized based on the original transaction or the type of expense refunded.*
3. Are there guidelines as to what requires a Business Procedures Exception versus an ADA accommodation?
 - *Health related travel accommodations are approved by the Office of Institutional Equity and Equal Opportunity and should be obtained prior to traveling.*
4. What does the alert "Account Code does not have a valid value" mean? Is there a way to tell what needs to be corrected when this error comes up?
 - *Typically, the alert means one of two things: (1) the question "Is this expense travel related?" was answered incorrectly as "no" instead of "yes"; or (2) there is a mismatch between allowable trip purpose and traveler type.*

TRAVEL (CONTINUED)

5. When an exception is made for an employee to purchase fuel for a UK vehicle on a personal card, should this be reimbursed through Concur or via a procard?
 - *Travel expenses should be reimbursed through Concur.*
6. How long should information from the TRIP system be retained?
 - *Please reference the University's records retention schedule.*
7. Is there a possibility of having a resource with a quicker response time? When getting an error that we can't resolve and email the Concur Expense address, they are typically slow to respond.
 - *Emailing the Concur Expense address is the quickest way to get a response.*
8. We would love for each traveler to be able to independently submit their travel in Concur without requiring a delegate.
 - *Travelers are able to create and submit their own reports without a delegate.*
9. We haven't yet recorded a third-party expense on an actual report, but when we did so on a test report it appears that it's listed as paid by the University in the Company Disbursements section. Just want to make sure that doesn't post to our cost center.
 - *Departments can use University Paid Other as a payment type & it will show on the Concur Detail report but it will not post to the cost center. It's an informational note only.*

TRAVEL (CONTINUED)

10. We do many “pay only” expense reports due to a limited travel budget. I would like to see a demo of: A \$1,500 travel budget that cannot be exceeded - airfare is \$650, registration is \$375, lodging is \$475, ground transportation is \$100, & the normal per diems for a 3-day trip. What is the appropriate method to allocate the expense report to reflect a payout of only \$1,500 – for a procard holder and a non-procard holder (paying all expenses out of pocket) if it’s handled differently?

TRAVEL (CONTINUED)

TIPS

- Make sure employees know they should itemize an expense first and then allocate the expense. If done in reverse, they will lose the allocation.
- The Business Officer can update allocations in their workflow without having to send it back to the procard holder.
- If there is a red alert that has been corrected but still showing the alert, you may just need to re-save the expense and then try and submit again. Some alerts require the report to be resubmitted to clear the alert.
- The top 5 items for approvers to watch for during review that could cause a report to be returned:
 1. The procard transaction does not include a business purpose. See the Procurement Cardholder Manual for the definition of business purpose.
 2. The procard documentation does not contain an itemized receipt. See the Procurement Cardholder Manual for the procard documentation standards.
 3. The procard documentation attached to the expense does not match the expense amount.
 4. The travel expense report does not contain a business purpose.
 5. Discretionary expenses need to be allocated to discretionary funds per BPM E-7-10.

TRAVEL (CONTINUED)

Travel Questions Reviewed at the 07/13/22 UBO Meeting

1. Where do I enter the business purpose on travel expense reports?
 - *The business purpose should be entered in the Comment field. The overall business purpose can be added at the report header if it applies to the entire report. Additional information/explanation needed should be added in the Comment field for each transaction.*
2. How do I choose between federal and state rate for personal vehicle mileage?
 - *When the mileage is entered for driving, the Personal Cardholder Expense will have a Personal Car field. Be certain the correct rate is selected for your travel. A QRC is available titled Personal Car Management and Claiming Mileage.*
3. How do I add a meeting agenda to a travel report?
 - *A QRC is available titled Attachments and Receipts.*
4. How do I itemize expenses on lodging for tax?
 - *After selecting Hotel and completing the required fields, click the Itemizations tab. Concur will have option to itemize Room Rate and Room Tax.*

TRAVEL (CONTINUED)

5. Can I enter a report for an airline ticket prior to the trip date?
 - *Yes, the expenses that require advanced payment/booking for the best rates should be submitted on the cardholder's General Expense Report with the other procurement card expenses charged during that month. Please do not wait until a trip is over to try to include all expenses on one report.*
6. How do I add an attachment showing mileage from official workstation?
 - *The mileage calculator should be used to determine the appropriate mileage. Be certain to update the from location to the workstation address.*
7. What mileage distance should I use if employee trip did not begin from the office?
 - *Mileage must be from official workstation unless distance from home is shorter.*
8. Why do the traveler type and trip purpose need to match so I don't receive an alert?
 - *If the traveler is a candidate, the travel reason should be recruiting. A grid of allowable combinations is available in the Travel Expenses Charged to the Procard QRC.*

PROCARD

1. Is there an average amount of time it takes for an Expense Report to be approved by APS once it is approved at the other levels and submitted?
 - *The average approval time is at least 10 business days.*
2. What is the process for changing a departmental Concur approver?
 - *To update a supervisor approver, revise the supervisor on SAP screen PP01. To update a business officer approver, contact Melanie Rizk in EAG.*
3. Is there a way to set up Concur where all reports submitted in a unit go through a proxy before they go to the supervisor? If not, is there a way for the business officer to forward to someone else for review before a report is approved?
 - *No, there is not a way to set up a proxy; however, there is a way for the business officer to forward for review. Directions can be found in a Quick Reference Guide on the Concur webpage.*

PROCARD (CONTINUED)

TIPS

- The Business Officer can update allocations in their workflow without having to send it back to the procard holder.
- If there is a red alert that has been corrected but still showing the alert, you may just need to re-save the expense and then try and submit again.
- Tableau reports
 - <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/tableau.pdf>
- The top 5 items for approvers to watch for during review that could cause a report to be returned:
 1. The procard transaction does not include a business purpose. See the Procurement Cardholder Manual for the definition of business purpose.
 2. The procard documentation does not contain an itemized receipt. See the Procurement Cardholder Manual for the procard documentation standards.
 3. The procard documentation attached to the expense does not match the expense amount.
 4. The travel expense report does not contain a business purpose.
 5. Discretionary expenses need to be allocated to discretionary funds per BPM E-7-10.

PROCARD (CONTINUED)

Procard Questions Reviewed at the 07/13/22 UBO Meeting

1. How do I enter a business purpose?
 - *The business purpose should be entered in the Comment field for each transaction.*
2. What should be included in a business purpose?
 - *A business purpose/justification is not just a repeat of what you purchased but also WHY you purchased it. See the Procurement Cardholder Manual for more information on a business purpose.*
3. How do I enter cost distribution between multiple cost centers, when a portion should be charged to discretionary funds?
 - *Itemize the expense to the correct expense types. On the itemization tab, click the check box before the expense that belongs on discretionary funds and click on More Actions and click on Allocate.*
4. How do I recall a report?
 - *The cardholder/traveler/delegate can open the report and click on the Recall button as long as the report is not assigned to a reviewer or approved.*

PROCARD (CONTINUED)

5. How can the Business Officer change the cost center on a report before submitting to APS?
 - *The Business Officer can click on an expense and click on Allocate to update the cost center. If the expense type needs to be changed, the report may need to be returned. Certain expense types need additional fields completed by the cardholder/traveler/ delegate. Only the cardholder/traveler/delegate can itemize a transaction.*
6. What happens if a procard in my department is suspended?
 - *Review the submitted reports and be certain all past due transactions have been submitted assigned to reports and submitted. Follow up on any reports that are still pending supervisor/cost object approval.*
7. What do I need to do to get a procard unsuspended?
 - *After all past due transactions are approved and posted to SAP, the procard will be re-activated.*

From: List of UK Campus Business Officers - IRIS Communication <UKBUSOFCRCAMP-L@LSV.UKY.EDU> on behalf of Bugay, Lexi <alexis.bugay@UKY.EDU>
Sent: Tuesday, August 2, 2022 2:51 PM
To: UKBUSOFCRCAMP-L@LSV.UKY.EDU
Subject: Available Learning Resources for Enterprise Amazon Business Account

The launch date for Enterprise Amazon Business Account is August 11, 2022. Beginning on the launch date, a dedicated link will be available within myUK Enterprise Services tab to access the Enterprise Amazon Business Account platform. The platform will use Single Sign-on (SSO) functionality allowing employees to access and utilize the platform utilizing their linkblue ID and password.

Departmental groups will be arranged on the platform providing Approvers the ability to approve/reject orders for their individual area(s) as well as access to other functionality and analytics. Purchasing oversight will also be part of the order workflow. Employees who were active procurement card holders as of July 1 will automatically be added to their respective departmental groups allowing them to create and place orders. Other employees will be able to browse products and create shopping lists. Departmental approvers (and the Purchasing Division) can also add additional employees to groups allowing them to create orders as well. Access to the Enterprise Amazon Business Account requires an employee's linkblue email for identification; if any employee (including Approvers) is using their linkblue email address for another Amazon account, an account conversion is required on the first access to enter and use the platform for any role.

Departments should plan to transition any purchases from Amazon to the new platform by September 30. UK Healthcare (department numbers prefixed with H or M) and Athletics areas will not be active on the platform at the initial launch and will be integrated at a later date.

Departmental approvers will receive Amazon-provided direct online training during the week leading to the launch date; direct meeting invitations have been sent to those persons. Approver sessions will be recorded and placed on the Purchasing Division website for reference.

Following are the available resources provided for Amazon Shoppers to use the new platform:

1. A dedicated course has been created by the FAST Training Team and placed within myUK Learning entitled **FAST Amazon Business**. Amazon shoppers and other interested parties can access and take the course via myUK Learning on demand at any time. Simply locate and book the course by title and click Start. The course takes approximately 25 minutes to complete and includes interactive quizzes. The course is optional.
2. Four identical online Learning Sessions will be provided by the Purchasing Division during the weeks of August 15 and 22. The online Learning Sessions are based on the same content as found in the online FAST Amazon Business training within myUK Learning and include an online Shopping demo. Access to the sessions, which are optional, is via the Purchasing website as listed below:
 - a. Tuesday, August 16, 1:30 p.m. to 2:30 p.m.
 - b. Friday, August 19, 11:00 a.m. to noon
 - c. Tuesday, August 23, 10:00 a.m. to 11:00 a.m.
 - d. Friday, August 26, 9:00 a.m. to 10:00 a.m.

To access any of the Learning sessions:

- a. Access the Central Purchasing [website](#) at the time desired to join
 - b. Click the Log On button at the top right of the page
 - c. Log in to the protected area of the site using your linkblue ID and password
 - d. Return to the Central Purchasing home page
 - e. Navigate to the Internal Resources tile
 - f. Navigate to the Amazon Learning Session section and click into the desired link for that time
3. Online Amazon Shopper sessions will be recorded with a link provided on the same page above in the event an employee would like to watch the recording(s) afterwards.
4. Available Learning Resources on the Purchasing Division [website](#):
- a. Dedicated Amazon Business [General Information Page](#)
 - b. Amazon Business [Frequently Asked Questions](#) (FAQs)
 - c. Dedicated section (C) on the Learning and Training Resources [page](#) including materials for Amazon Shoppers and Approvers, linkblue email conversions, reporting, mobile app usage (forthcoming post-launch), etc.

Online web forms are also available to inquire on Amazon Business [General Information](#) and [Request To Be Added to Departmental Group](#)

A dedicated help email at amazon@l.uky.edu is also available going forward for inquiries or requests for support.

HUMAN RESOURCES & PAYROLL UPDATES





College of Agriculture, Food & Environment Jobs Page https://jobs.ca.uky.edu/	Online source for job opportunities in the UK, College of Agriculture, Food & Environment Average monthly website visits = 3,000
Central Kentucky Jobs Board LinkedIn	Professional Network in Central Kentucky Members: 500
UK Alumni LinkedIn	Professional Network of UK Alumni Members: 19,000
College of Agriculture, Food & Environment Facebook Page Facebook	College Social Media Network Members: 12,000

NEW RECRUITMENT TOOLS

CDEM UPDATE

CDEM Update:

- CDEM Phase II (Bi-weekly employees) **is scheduled to go live in October.**
- Phase II testing began the week **of August 1, 2022.**

*Stay tuned for more information.



Cost Distribution Entry Module

A close-up photograph of a person's hand holding a silver pen, writing on an orange sticky note. The hand is wearing a ring and a grey long-sleeved shirt. In the background, there are other colorful sticky notes (green and purple) and a blurred office environment.

FALL SEMESTER TIP –
UTILIZE THE 9027
SCREEN FOR
GA/RA/TA &
FELLOWSHIP
BENEFIT COST
DISTRIBUTIONS

[HTTPS://CAFEBUSINESSCENTER.CA.UKY.EDU/FILES/QRG_-_9027_SCREEN_ENTRY.PDF](https://cafebusinesscenter.ca.uky.edu/files/QRG_-_9027_screen_entry.pdf)

STUDENT FALL SEMESTER HIRING HELP TIPS

Tips

- Know the Pre-Employment screening requirements
- Be familiar with the [CAFE Student Wage Scale](#)
- Schedule I-9 appointments
- [New Royster Memo LCT Forms Are required each semester.](#)

Pro Tip

Check out the Graduate Student Resources on our page.

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



RELOCATION EXPENSE REIMBURSEMENT & OFFER LETTERS

- Relocation expense reimbursements are processed through a payroll additional payment per BPM E-7-8.
- Please note that the approved offer letter, outlining the relocation expense details with dean level signature, must be attached to the ZPAR. Please let us know if you would like an offer letter template.
- The payment should be entered via SAP screen 15. The cost distribution can be processed directly on the screen.

Tip - For step-by-step instructions please access the **Relocation Expenses QRG** which is available on the **CAFE HR Administrator page** under the SAP section.

QRG: https://cafebusinesscenter.ca.uky.edu/files/qrg_relocation_expenses.pdf

Pro Tip – Remember that moving expense details must be included in the offer letter, with dean level signature.



Part Time Instructor Hiring for Fall Semester

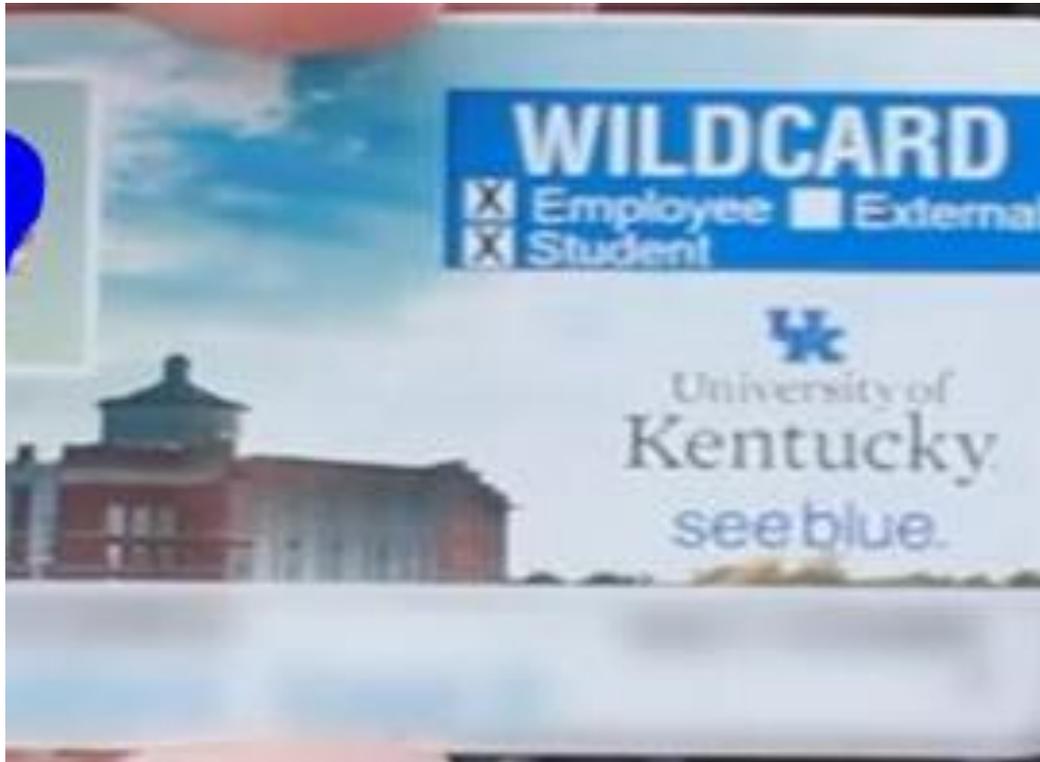
Tips

- The start date should be **August 1**.
- Refer to the **CAFE PTI Fee Schedule** for rates.
- Remember that **Canvas access** is granted **as soon as the assignment is entered in SAP**. Therefore, it is very important to coordinate the PES/I-9 process in a timely manner to allow the PTI early Canvas access for course preparation purposes.
- The August monthly **ZPAR/WF deadline is 8/15**.

Pro Tip – For step-by-step guidance please see our *QRG – Part Time Instructors SAP Entry*



WILDCARD ID REMINDER



Ensuring new employees obtain an ID card is an important part of the onboarding process.

On Campus – Use the Wildcard ID Application.

- The office is located at Room #380 Student Center
- Office hours are M-F 8:00 am – 4:15 pm

Off Campus – Use the UK ID Card Request

Tip – Both forms are linked to the Business Center Forms page.

WORK LOCATIONS

**UK currently has employees working in 42 states.
CAFE currently has employees working in
all 120 counties.**

For anyone working hybrid or remote please make sure that:

- A remote or secondary work address is entered in SAP.
- If any portion of the work location is outside of Fayette County – make sure a *[Local City Tax Form](#) is completed.
- If any portion of the work location is outside of Kentucky – make sure a *[Multiple State Tax Withholding Form](#) is completed
- Ensure the Worksite field is completed on the Work Address screen

Additional fields	
Worksite	<input type="text" value="HYBRID"/>

*On the Business Center Forms Page



DATES TO REMEMBER

Payroll

The earliest retro date for **Bi-weekly** payroll will reset on **8/16/22 to 6/19/2022**.

The earliest retro date for **Monthly** payroll will reset on **8/23/2022 to 7/1/2022**

ECRT

ECRT FY22 Quarter 4 Pre Review ended on Monday, August 8, 2022

If Ecrt statements have been pre-reviewed, they will roll up to PI for Confirmation on August 9, 2022 through September 6, 2022

GSAS

GSAS open period is now through August 22, 2022. Students must accept GSAS by August 29, 2022.

Holiday

Labor day holiday will be observed Monday, September 5, 2022.



**STAFF PROFESSIONAL
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QUESTIONS?