

UK College of Agriculture, Food & Environment

Business Center News Notes

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

CAFE Business Center Staff

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Staff in the Spotlight

Kevin Horn is the most recent recipient of the KACAA Special Effort Award which recognizes an individual who has worked at an exceptional level, particularly behind the scenes, on behalf of KACAA or one of its members. This year, the association presented the award to Kevin Horn, Administrative Services Associate for Agriculture and Natural Resources Extension.

In addition to this award, Kevin's knowledge of Concur expense reports and issues related to this process is outstanding. His willingness to help resolve issues and resubmit edits that were quickly approved by Accounts Payable is very much appreciated. He has always been helpful to anyone in our college who needs help with anything and once again has proved to be a great resource when anyone asks for his assistance.

We would like to thank the UK Appreciation Day T-shirt order coordinators for pulling together the off campus staff orders. In total, we ordered 1,054 shirts. The coordinators will also assist in distributing the shirts once they arrive. These exceptional staff are:

Lisa Watson - 4-H, Rhonda Owsley - Extension East Region 5-8, Diane Warren - East Region 1-4, Debbie Clark - Central Region 1-4, Cristin Sullivan - Central Region 5-8, Sandie Waddell - West Regions 1-8, Jackie Allen - RCARS, Stephanie Gamblin - Research & Education, Joyce Smith - SBDC, Alyssa Turner - Research Farms, Leslie Queary - Forestry, Chuck Corby-Lee - CEDIK/Ag Econ, Kelly Jordan - Extension Interns, and Le Anne Herzog - CAFE Business Center.

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HUMAN RESOURCES



On July 12 at 11:00am EST, there will be a Lunch & Learn event on Well Being Resources. Click [here](#) to register.



Video Tutorials

Video Tutorial – New

Click to access the new [Leave Reports](#) video.



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 QRG.



Coming Soon - Personnel Action Workflow Pilot

CAFE will begin piloting the new separation workflow actions in July, with a plan to roll out university wide in September. Actions included in the pilot are:

- Separation
- End of Additional Assignment
- Retirement
- Retirement Set Back to Inactive

The actions will still be processed in PA40 with approval available in SBWP.



We want to hear from you. Please let us know if you would like a quick workflow refresher training.

CAFE Cares About Employees

The College of Agriculture, Food and Environment is committed to providing employees with the resources they need to be successful in their role, and we wanted to share some of these exciting stats.



CAFE EMPLOYEE ENHANCEMENT PROGRAM STATS

CAFE New Employee Orientation	300 completed
Staff Professional Development Fund	\$75,000 awarded
CBMI Scholarships	82 awarded
Mentor Program	228 participants
Video Tutorials	Accessed 927 times
Employee Lunch & Learn Sessions	425 attendees
Staff Exit Survey	171 completed
SME Training	174 attendees
HR Administrator Orientation	20 Completed



Staff Professional Development Fund – FY22

We are excited to let you know that the CAFE Staff Professional Development Fund is accepting applications. Click [here](#) to access the Staff Professional Development page. The application is easy and straight forward.



UK Appreciation Day – CAFE Off Campus T-Shirt Orders

More than 1,000 t-shirts were ordered and are scheduled for distribution beginning August 14. Designated pickup area and times will be sent out soon.



Important Dates

ECRT Preview	FY 21, Quarter 4 is July 20 – August 9, 2021
ECRT Confirmation	FY21, Quarter 4 is August 10 – September 7, 2021
Payroll Retro Biweekly	Will change to 6/20/21 on 8/17/21
Payroll Retro Monthly	Will change to 7/1/21 on 8/24/21

Pro Tip – CDEM follows the payroll deadline.

FY22 Student Wage Scale

The FY22 CAFE [Student Wage Scale](#) has been added to the CAFE HR Administrator Resources page.

Announcements & Upcoming Events

RETIREMENT CONGRATULATIONS!

After 35 years of dedicated service to the University of Kentucky and our college, Scott Wells, Sr., IT Manager, has retired effective June 30, 2021. Scott started his career as a 4-H/Youth Development extension agent in Jefferson County before transferring to IT. We greatly appreciate his many contributions and wish him a very happy retirement!

Mail Pickup Reminder

Reminder—Please make arrangements for someone in your department to pick up mail from your departmental mailbox in N106 Ag North at least every other day. This room will be open weekdays from 8:30–11:30am to pick up or drop off your mail.

Next Users Group Meeting

The next Users Group Meeting is scheduled for Tuesday, August 10, 2021.