

UK College of Agriculture, Food & Environment

Business Center News Notes

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

Ag Business Center

Fax: 323-3842

Susan Campbell	7-5934
April Collier	254-1434 X224
Andrew Gehring	254-1434 X244
Le Anne Herzog	7-2981
Kim King	7-7143
Stephen Sizemore	7-4722
Gina Vessels	7-7241
Tina Ward	7-0132

TRAVEL

Travel Reminders

Please remember that foreign travel on federal funds must be approved in advance by the appropriate associate dean's office. Department head should email Dr. Henning or Dr. Workman for approval; attach email approval to travel voucher.

Registration fees while in travel status (whether on pro card or travel voucher) must use the travel registration fee G/L (530017, 530027, 530037). Registration fees paid on PRD's should be on G/L 530503. Please refrain from using a travel G/L on a PRD.

FINANCIAL

The following three items appeared in the last newsletter but are worth including again in this issue:

Journal Vouchers - All journal vouchers (on all cost objects) should be routed through the Business Center. Please send to Kim's attention, and she will forward to the appropriate staff for approval and further routing. JV questions/issues should be directed to Gina.

Project Establishment Forms - If your department has any type of capital project (whether it's a minor or major renovation project) or plant fund to set up, please contact Kim for guidance on the correct procedure, form to complete, approvals involved and document routing required for the different types of projects.

Cost Centers and Endowments - Beginning July 1, the Business Center will include all supporting documentation when notifying departments of their new cost centers and endowments that are created in SAP. You do not necessarily need to print out all of the information; but just save these in a scanned folder so that you have access to them in the future. We think this will be especially helpful with endowments and scholarships; so please retain all documentation in your electronic files.

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PROCUREMENT

Pro Card - The pro card form has been updated to include all of the new categories of the pro card. When requesting a pro card other than the standard type of card, the supplemental form and memo of justification should accompany the pro card form. The applicant, supervisor and department head should sign the form before submitting it to the business center. The Procurement Card Application Form, along with attachments (if needed), should be submitted to Susan Campbell.

SAP

T-Codes - An updated list of the most commonly-used T-codes is on our web site (under SAP).

Help Sites:

UK Help Desk	257-1300
CNS Help Desk	218-4357

UK Payroll	ukpayroll@uky.edu
SAP Training	IRISTraining@email.uky.edu
SAP Support	SAPSupport@email.uky.edu
BW Issues	BI-Requests@email.uky.edu
Business Objects	Analytics@uky.edu
IRIS Support	IRISsupport@uky.edu
SRM Support	srmhelp@uky.edu

To request a copy of a payment document	AP.documentrequest@email.uky.edu
To stop a check to vendor	control.desk@email.uky.edu

RESEARCH

Federal Fiscal Year End (FFY14)

Only the business center will be able to post JV's to correct entries to FFY14 funds. Old year documents submitted after the federal year-end deadlines, unless an accrual has been done, will require a Business Procedures Exception form be sent via email to Gina Vessels. You will be contacted immediately when the exception request is approved/denied.

All documents submitted between October 1 and 15 involving federal funds should be marked "Old Year" or "New Year" at the top of the document.

Contact Gina with any questions, issues or concerns.

DOE's - The deadline for DOE's in October is the 14th.

HR

IES Tips & Tricks - As we receive feedback on the IES system, we have been working to create tools to help you navigate the system more efficiently. As a result, three new IES Quick Reference Guides have recently been added to the Ag Business Center website:

[ORG – Entering Multiple Turndown Reasons](#)

[ORG – Updating Your User Profile](#)

[ORG – Saving a View](#)

Please keep the great ideas coming!

Wellness Happenings - Check out these two exciting Wellness programs happening right now:

[Moving for Healthy Hearts Challenge](#)

[UK LiveWell Check In](#)

Note: A Wellness representative will be at our next Users Group meeting to provide additional details about these programs as well as many other exciting Wellness offerings.

Experience & Education SAP Load - As you are likely aware, we have been working on a project to load experience and education data for CAFE staff into SAP. Upon completion, this project should make the *Hiring Proposal* (formerly Salary Recommendation form) process a lot more efficient for Search Coordinators. CAFE is currently around 85% complete on the data entry, for employees holding positions that would be included in the *Hiring Proposal* comparator process. Thanks so much to everyone who has worked toward the success of this project!

Please remember that once the data is loaded for your department, going forward, the */Spin/er Equity Report* will need to be attached to the *Hiring Proposal*.

/SPIN/ER HR Reporting Tool - The */SPIN/ER* reports are a wonderful HR/Payroll tool. We encourage departments to utilize these reports. Currently all CAFE SAP users with a Time Manager role should have access to */SPIN/ER*. If additional department business staff need access, please contact the Ag Business Center about updating the employee's SAP Training Plan. There are several Quick Reference Guides on the [Ag Business Center website](#) to provide guidance on running the reports:

[ORG – Employee Pay to Pay Comparison](#)

[ORG – Hiring Proposal Equity Attachment](#)

[ORG – Name History](#)

[ORG – Payroll Results Preliminary Report](#)

[Timesheet Totals](#)

Stay tuned – new reports are continually being added!

Faculty Overload (eforms) - As a reminder, faculty overload forms (also referred to as Form F) are now completed through the myUK portal, under the Enterprise Services tab. For your convenience, instructions may be accessed via the below links. If you need further assistance, please contact Tim West.

[Instructions for Submitting a Faculty Overload Form](#)
[Instructions for Creating Substitution for Faculty Overloads](#)

Special Holiday/Bonus Days - As a reminder, to receive the *special holidays/bonus days* this year, an employee must be employed on or before **November 2, 2014** in a regular full-time or part-time position. Regular part-time employees will be granted holiday benefits on a pro-rated basis. Click [here](#) to view the official 2014/15 Staff Holiday Schedule and to obtain additional details on the special holiday/bonus days.

Announcements & Upcoming Events

Staff Transitions – A Welcome and A Farewell

We are very pleased to welcome **Stephen Sizemore** as our new Chief Financial Officer in the college as of September 8. One of his duties will be leading our transition to the new values-based budget model. Stephen was previously the Assistant Dean for Administration in UK Libraries. He brings to us more than 18 years of experience in budgeting, financial planning, forecasting, and analysis, as well as human resources and facilities management. His financial background incorporates both higher education and the private sector, including Lexmark. As soon as a few renovation projects are completed, his office will be located in Room S-103C Ag North. Please join us in welcoming Stephen to CAFE!

September 12 was **Hannah Farley's** last day of work in the Ag Business Center. After nine years at UK, all in various roles with CAFE, Hannah accepted a position at Lexmark that gives her the opportunity to utilize her degree in organizational change management. We will certainly miss her here in the college but want to wish her the best in this new phase of her career.

Next UG Meeting

Next Users Group Meeting will be held on Wednesday, **November 12, 2014**, at **9:00am**, Gorham Hall, Good Barn.

CaterTrax

Information sessions are forthcoming about UK Dining's new on-line catering system.

Equipment Inventory - Equipment Inventory will begin November 1. The EAG group has been working on a new scanner and iOS app. They should be making a campus-wide announcement about that soon—so watch for that information!

**BUSINESS CENTER
SUBJECT MATTER
CONTACT LIST**

(Currently Under Construction)

For questions regarding current contacts, please call Kim King at 7-7143.

Revised: 9/30/14