

UK College of Agriculture, Food & Environment

Business Center News Notes

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

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Shout out to Deb Mollett (Equine Analytical Chemistry Lab) and Maggie Maynard (Plant & Soil Sciences) for sharing their wealth of knowledge and support by mentoring not one but two mentees this year!

TRAVEL

Trip Pro Card Expenses

For pro card expenses that are related to travel in the TRIP system, please use **530019** for all domestic travel expenses and **530039** for all foreign travel expenses only. All of the old travel G/L's (approximately 30) have not gone away but at some point will be discontinued. Accounts Payable strongly urges travelers to use the two new G/L's for pro card travel expenses, as this is the only way to accurately report on travel expenses in the TRIP module.

TRIP Review

As another federal fiscal year comes to a close, it is a good time to review pending TRIPs to make sure they are posting to the correct fiscal year. You can utilize both Tableau and IRIS reports to review pending TRIP expenses for your department/unit. Work with the traveler to complete all necessary items so that Accounts Payable can finalize the process and make payment to the traveler. As a reminder, if the traveler has not approved the TRIP in the system within 60 days of the end of the trip, they will need to sign and attach the "[Over 60 Day Taxation Form](#)".

FINANCIAL

Delegated Signature Authority

The CAFE Delegation of Signature Authority was recently sent to the Chairs/Directors. Please work with your chair/director to utilize this form during any

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time of absence from the office. This form will indicate who in the office can sign on their behalf for the particular items indicated. The form can be kept in your department as part of documentation in case the department is ever audited.

State Matching Cost Centers

All state matching cost centers (10125*) for closed NIFA projects (Federal Capacity Grants) will be closed in the next month. The business analysts will be working with departments to move current expenses that are on the state matching cost centers of closed NIFA projects to an appropriate funding source. Please be mindful when reviewing expenses for posting that the matching cost centers are not being used if the NIFA project has ended. Our office will review the active project list at the beginning of the new federal fiscal year to initiate closure if the NIFA project has ended.

New Cost Centers and Endowments

All requests for new cost centers and endowments are prepared and submitted by the Business Center. After departments have worked with their business analysts and decided what type of account they need, they will forward all requests with corresponding documentation in an email to Kim with a copy to the business analyst. You can expect to receive a notification from the Business Center as soon as the new cost center has been established in SAP.

Cost Center Review

From time to time, departmental business managers should review their cost centers and determine if any accounts need to be closed. Accounts can be closed if they are no longer needed and they have a zero balance and zero budget in them. Send an email to Kim with the accounts that need to be closed.

Central Office Staffing Updates

There have been some recent vacancies of key positions in some university central offices. Below is the contact information:

Temporary Coverage

Penelope Spradlin (RFS) – eCRT questions will be covered by both Misty Atchison 7-1028 and Cherri Wallace 7-1747, but can also be emailed to ecrt.help@uky.edu. Service Center questions will go to Misty Atchison 7-1028.

Permanent Coverage

Christy Goodley (AFRS) – Z4 questions will be covered by Laura Lenviel at 7-5856.
Nancy Ison (VPR) – Research Business Officer vacancy will be covered by Debbie Konicheck 7-1116. Nancy officially retires October 31st, but Debbie started the new role September 3rd.

PROCUREMENT

Procure-To-Pay (P2P)

Beginning in July, you should have begun seeing a new fee being charged based on usage of GLs. This P2P fee is patterned after the waste fee and will be pulled at the end of each month. The GL for the expense is **540990**.

1. The fee will be assessed to the entire university, including UK Healthcare.
2. Some examples of purchases **included** in the fee assessment are:
 - Furniture <\$2000 and computer <\$1000
 - Furniture, fixtures & office equipment under \$5,000
 - Audio and Visual Supplies
 - Computers, tech & minor equipment under \$5,000
 - Maintenance and repair of building, equipment and vehicles
 - Building Supplies
 - Office Supplies
3. Purchases **NOT INCLUDED** in the fee assessment
 - Purchases on grants/capital projects (all WBS Elements)
 - Capital Projects/Renovations/Plant Funds (series 410, 420 and 430)
 - Sponsored Projects (e.g. series 304, 320, 321, etc.)
 - Agriculture Federal Funds (series 235xxxxxx)
 - Capital equipment purchases against any funding sources (i.e. GL series 55xxxx)
 - Any inventory purchases (e.g. Stores, Hospital Inventory, CNS Inventory)

Pro Cards

Procurement cards can only be issued to regular employees. There have been multiple applications submitted recently for temporary employees and they have been rejected by Accounts Payable. If your department has a pro card application for a regular employee, please forward it to Kim in the Business Center for review, logging and routing.

If you need to inquire about an application after it has left the Business Center, you may contact the pro card administrator by sending an email to procard@email.uky.edu.

PRD's and Shopping Carts

The Purchasing Division has recommended that we use Internet Explorer instead of Chrome as our browser when preparing PRD's and shopping carts in the SRM system. Sometimes Chrome will work; other times, errors occur, preventing users from completing their payment/purchasing document. To save time, you are urged to use IE as your browser when entering PRD's and shopping carts. ***Please relay this to your departmental lab employees who have purchasing duties.***

HUMAN RESOURCES

Subject Matter Expert Training



By popular demand, the Business Center will offer a Subject Matter Expert training session on the [/SPIN/ER HR Reporting](#) tool on October 1. Registration information coming soon.

Special Holidays/Bonus Days

To receive the special holidays/bonus days this year, an employee must be employed on or before October 27, 2019, in a regular full time or part-time position. Regular part-time employees will be granted holiday benefits on a pro-rated basis. For additional details, please visit the [FY20 Staff Holiday Schedule](#).

The link to the holiday load schedule is on the HR Administrator page, under the General section [here](#).

Retirement Planning Sessions

Sessions will be available by appointment at various UK locations.

Fidelity – E. S. Good Barn on 10/8, 10/18, & 10/29 Reservations can be made by calling 800-642-7131 or by visiting www.fidelity.com/reserve

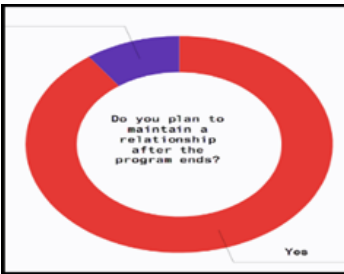
Note: Telephone consults are available by calling 800-328-6608.

TIAA – E.S. Good Barn on 10/22 and 10/23. Reservations can be made by calling 800-732-8353 or by visiting <https://shared.tiaa.org/public/publictools/events/eventswelcome>

Note: Telephone consults are available by calling 800-842-2252.

Mentor Program

The Mentor Program launched in January. To date 80 CAFE staff have participated in the program, with new employees joining weekly. The program provides support for the mentors including training, handbook, newsletters, and resources tips.



90% of participants state that they plan to continue the relationship even after the six-month program ends.

Want to get involved? Send a quick note to agbusinesscenter@uky.edu.



MENTOR QUOTE:

The program has made me become a better teacher. I was able to arrange a special tour for the both of us that was beneficial to me as well.

Professional Development Opportunity Spotlight



2019 Intercultural Awareness Day — October 22 – Register [here](#)

Payroll Retro Dates

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

- Biweekly 9/29/2019 effective 11/26/2019
- Monthly 10/01/2019 effective 11/19/2019

ECRT Deadlines for FY20, Quarter 1

Pre-Review	October 22 thru November 11, 2019
Confirmation	November 12 thru December 10, 2019

FY20 eCRT calendar can be found [here](#).

Announcements & Upcoming Events

New Location for UK Surplus Operations

University Surplus Operations has moved from its longstanding location at the Reynolds Building, 349 Scott Street, to a new address at: **Vaughan Warehouse and Office, 1247 Versailles Road, Lexington, KY 40508.**

UK Surplus Contact:

Nathan Maiwald
Surplus Property Manager
Email: Surplus@uky.edu
Phone: 257-6234 or 3981
Fax: 257-1468

Staff Updates

The college welcomes Alyssa Turner as the new Administrative Staff Support Associate at our Research Farms at Coldstream.

Whitney Rogers has transferred to the business officer position in the department of Family Sciences.

Dr. Carmen Agouridis has accepted the position as Associate Dean for Instruction in the Center for Student Success, formerly held by Dr. Larry Grabau.

Dr. Lisa Collins will manage the Office of the Associate Dean for Faculty Resources, Planning & Assessment until the position is filled.

Next Users' Group Meeting : November 12, 2019