UK College of Agriculture, Food & Environment

Business Center
News Notes

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

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📢 Staff in the Spotlight

Dian Stapleton/Darlene Mylin – Administrative Services Assistants - Program And Staff Development/ Cooperative Extension   With a large number of employees working remotely, they help provide continuity and ensure essential transactions occur. They have gone above and beyond the call of duty over the last few months, and have truly been the glue that holds the machine together. Anytime employees have questions they have only been a phone call or email away. Many employees benefit greatly for what they do. Darlene and Diane have been a true inspiration during these trying times.

Covetta Ramey – Administrative Services Assistant – West Kentucky Station   Recently during a Subject Matter Expert zoom training on personnel actions, Covetta offered a great suggestion. The suggestion was to add the time zone to the university **Payroll Schedule**. The suggestion was carried forward to UK Payroll Services, and we are happy to report that the update has now been made to the schedule that the entire university utilizes. It is obvious that Covetta is a great advocate for off campus employees and truly cares about her unit!

HUMAN RESOURCES

Work From Anywhere Resources

As you know, the college **COVID-19 Updates - Staff Page** has many helpful work related resources. However, there are also numerous employee enhancement resources including options for accessing the virtual fitness platform, working parent resources, LiveHealth online, and remote professional development enhancement opportunities. You will also find the form that allows employees to **opt in/out of the daily wellness health screening**, as needed. Easy access to this form should be helpful as employees plan vacations and other leave.

New – Post Doc Scholar Resources

Have you ever wished for one location, to access all the resources you need, to best support the Post Doc Scholars in your department? We've got you covered! With the CAFE Business Center Post Doc Scholar Resources page you can access everything from the onboarding, to exiting, and everything in between. Please take a moment to review the site to become familiar with the resources, and, as always, let us know if you have questions.

Payroll Retro Dates

The earliest retro date for Bi-Weekly payroll will reset on 11/24/20 to 9/27/20. The earliest retro date for Monthly payroll will reset on 11/17/20 to 10/1/20.

ECRT

Pre-Review period for Fiscal Year 21, Quarter 1 will be from 10/20/20 through 11/9/2020. Confirmation period for Fiscal Year 21, Quarter 1 will be from 11/10/20 through 12/8/2020.

Payroll Confirmation will have an off cycle payroll processing on 10/28/20 for monthly employees only. To be eligible for inclusion in the off-cycle, the project statement containing the error must be in a "Revision Requested" status in ECRT. This is done by clicking the revise payroll checkbox for monthly individuals that are incorrect and clicking the Revise Payroll button. If the person needing correction is missing from the statement, click the revise payroll checkbox for any individual already on the statement and email ecrt.help@uky.edu to add this person to the off-cycle payroll list. Then the actual correcting entry must be created via CDEM (Or FES or 27 screen if CDEM is not live yet). The statement being put into "Revision Requested" status and the cost distribution change must be **completed by the close of business the day before the off-cycle payroll runs (10/27/20).** As with all off-cycle payrolls, any changes must result in no actual change in pay (meaning it should net to zero) in order to process.

Outstanding Staff Awards

Know someone that routinely goes above and beyond at work? Are they dedicated, steadfast, competent and have performed outstanding service to the college? Please consider submitting an Outstanding Staff Award nomination. The period for nominations has been extended. You may access the nomination form here.
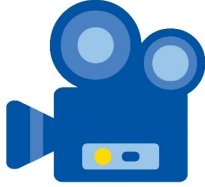
Employee Exit Process

These two links were inadvertently omitted from the last Users Group follow-up notes:

> Link to Employee Exit Checklist: https://cafebusinesscenter.ca.uky.edu/files/employee_exit_checklist.pdf
> Link to Employee Exit Survey: https://uky.az1.qualtrics.com/jfe/form/SV_8lkSeGAVnxlKL5P

New - Video Tutorial

Video Tutorials

The Business Center HR Team recently introduced the **Video Tutorial** program. We are committed to providing you easy access to the resources needed for your role, and the Video Tutorial series is one way in which those tools are available.

I-9 Scheduling – Scovell Hall

Step 1: Advise the new hire of which documents will be needed and, for individuals that will complete an I-9 on campus, ask him/her to set up an appointment to go to Scovell Hall to complete the I-9. Appointments can be scheduled at: **https://cafebusinesscenter.ca.uky.edu/www.uky.edu/hr/i9.**

Step 2: HR Employment will complete the I-9 with the new hire and email an encrypted digital copy to the hiring departmental contact person (you). For this reason it is important to provide the employee with your name and email address to give to Employment.

Step 3: Attach the I-9 copy to the ZPAR and scan/email it to Chris Fensin prior to the applicable deadline.

Schedule an I-9 appointment

Choose Appointment	Your Info	Confirmation

Returning? Log in

Complete I-9 Form (University of Kentucky employment paperwork)
15 minutes

Renew I-9 Form (Active University of Kentucky employees with expiring work authorizations)
15 minutes

Direct Deposit/Taxes

To minimize contact with paper passing through multiple hands, UK Payroll Services asks that current employees and new hires utilize myUK Employee Self Service rather than forms, to add or make changes to direct deposit and tax information. For your convenience, directions are available on both the **CAFE Employee Resources** and **CAFE COVID-19 Staff** page.

NEW! CDEM (Cost Distribution Entry Model)

Research Financial Services announced that CDEM (Cost Distribution Entry Module) <u>will replace FES</u> with an anticipated **go live date in October 2020**.

This change will impact **all units that have monthly employees (including faculty**) who have cost distribution on the 27 screen in SAP. The Business Center has collected the CAFE primary and backup user role information for RFS. It is the goal of RFS to have zoom training and QRC's available by early October. The CAFE Business Center plans to have a CDEM training session at a later date.

Highlights of this change:

- CDEM will be used to maintain the Infotype 27 screens for <u>all</u> monthly employees (including faculty). BW employees will be phased in at a later date.
- The 27 screen will be disabled in PA30, but you will still be able to view the 27 screen in PA20
- 14 & 15 screens will still be active in PA30
- For faculty, you will now be able to do effective <u>periods</u> that span months
- Will be in real time in SAP, no more overnight wait
- Will automatically delimit cost distributions when employee transfers to new department or separates from the University!
- Users will enter the cost distribution and submit to workflow for approval.
- Any monthly employee with a 27 screen will load in CDEM; 1018 cost distributions will <u>not</u> load.
- You will receive high priority alerts via email (new employee, grant ended, etc.)!

New! STEPS SAP Fieldglass – Online Time Entry System

Partially in response to telework due to COVID-19, STEPS will be rolling out a new online time entry module that will replace the current paper timesheets. The module is called "Fieldglass," and the targeted go live date is 9/27. This will be a more efficient means of time entry/approval for STEPS employees and will also offer better reporting to assist with reconciliation on both funding and time entry. With the new module, invoicing will also move to an electronic process. Training for employees and supervisors is planned for mid to late September. It will be important for CAFE HR Administrators to help supervisors adjust to the new process of logging in to approve time.
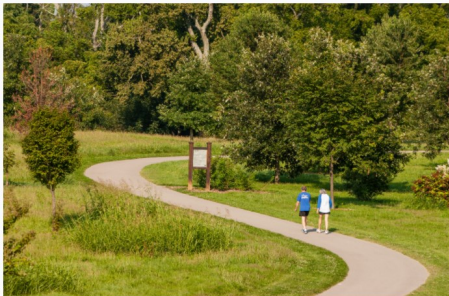
Floating Holiday Reminder

Per Dr. Capilouto's message, eligible staff who worked on Labor Day (9/7) can utilize the leave as a floating holiday through December 31, 2020. When employees submit the leave request, regardless of which day they plan to utilize the leave, the leave type should be recorded as Holiday-Labor Day.

Example:

For a full list of FY'21 holidays, including the load dates and message from Dr. Capilouto, please visit the link on our site here.

Join the College Mentor Program

The college Mentor Program helps support new staff as they become acclimated to their position. The length of the program is six months, during which the mentor receives support through a web-based orientation, monthly newsletters and weekly help tips. We would like to hear from you. Do you know someone that is a good role model? Please consider submitting a Mentor Nomination. The nomination process is quick and easy. Click here to submit a nomination.

SME TRAINING

SME Training Subject Matter Expert – Grants Review Training Series

The CAFE Business Center Analysts are offering a series of Grants Review Trainings in conjunction with the college Grants Officers. Below are the past and upcoming dates of training:

Grants 101 – The Foundation – August 20
Grants 201 – Awards Management 1 – September 17
Grants 301 – Awards Management 2 – October 15
Grants 401 – Advanced Topics – November 19
Grants 501 – CGO Topics – December 17

We are offering one registration for the series. If you would like to register for the remaining training dates, please do so at the link below.

Registration (Use your AD login and password)
https://acsg.uky.edu/webapps/register/

After each training session, our office will upload the training documents as well as the recorded session onto the CAFE Business Center Resource page for our Grant Resources.

FINANCIAL

CASH HANDLING VIRTUAL TRAINING NOW AVAILABLE

When the business center polled the college regarding cash handling training we identified 154 CAFE employees who are involved in cash handling but had never taken the cash handling course or had not taken it in over five years. Since the onset of the pandemic, the cash handling training has moved to a virtual training session, and many college employees have signed up or already taken one of the sessions. Please notify the remaining employees within your unit who are involved in the cash handling process to attend the virtual training so that our college will be in compliance with the cash handling policy. Each session enables 50 participants and they do fill up quickly.

Also, if new or seasonal employees have since been identified, please allow them to enroll in an upcoming session.

Upcoming Session Dates :

October 15	1:30pm-4:30pm
November 18	1:30pm-4:30pm
December 10	9am-Noon

myUK Learning – [How to enroll and complete Web-based Training (WBT)](#)

CONCUR – Travel and Procurement Card Expense Management

Below are additional resources to assist CAFE units to work through the process of implementing CONCUR Travel & Expense Management. All current and future resources are loaded onto the CAFE Business Center Resource page for [Travel and Procurement Card](#).

Concur CAFE Department Business Officers Slides – Additional background information on implementation, **voucher requirements,** and new system functionality

CAFE Concur Travel Resources – Updated resources on travel related expenses and how to submit and track expenses as a traveler

CAFE Concur Travel Reimbursement – QRG – Updated to include new BPM policy updates and CONCUR system

CAFE Concur Training & Resources Checklist – A checklist of suggested trainings and resources for users to know what is available and the order in which to move through them

Updated Business Policies and Procedures due to CONCUR:

        E-7-10 – Discretionary Policy
        E-5-1 – Travel Policy
        E-7-6 – Procurement Cards
        E-5-2 Travel Advances and Repayments
        E-7-11 Establishment of Student Recognition Awards and Prizes

Reporting is available in Tableau Server – Concur Travel and Expense Management Report. This report is available in the Business Officers folder of Tableau Server.

If you do not already have access to Tableau Server and would like to request access you may submit your request on this form. On this form you will need to include a request to access the **Business Officers** folder to view the CONCUR reports. For additional Tableau resources, please visit the IRADS Tableau Server support page here. The link to login to Tableau Server is here; this is where you will access the available reports.

Questions on CONCUR departmental procedures and the CAFE updated policy should be directed to your unit's business analyst. Other questions should be directed to concurexpense@uky.edu.

Purchasing Quick Reference Guide

Purchasing / AP Quick Reference Guide has been substantially updated due to the implementation of CONCUR and the update to the Procard types and usage. Please review document before purchasing to verify the correct method is being utilized.

Budget Transfers

Due to the FY21 budget cuts and the Mandated Program budget thresholds, many budget transfer (BT) requests will need to be processed via journal voucher (JV) on transfer codes. Please work with your unit's business analyst to determine if your request will require a JV vs BT. They can provide guidance on creating the transfer JV and utilizing the correct transfer GL's.

COVID-19 PPE Purchases

As a reminder, when purchasing items as an expense due to COVID-19 use "COVID-19" in the purchasing assignment field. Also, remember to use the GL **540215** for PPE items. Please make sure funds are available for requested items prior to submitting orders to ensure prompt processing.

Procurement Cards

The recently updated Procard application has the user card agreement built into the form, so there is no need to sign an additional agreement to submit with the application. The new application can be found at https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/eforms/procardapp.pdf.

There are only two types of procurement cards now, the standard ones (which include allowances for some discretionary expenses that the previous ones did not) and the declining balance card, which still requires the supplemental form to be attached.

Our college requires the Procard Voucher to be attached as part of the procard expense documentation loaded into Concur. You may use our general template form at the following link: https://cafebusinesscenter.ca.uky.edu/files/procard_voucher_fy21.pdf

If your department is currently using an edited version of our current or previous Procard voucher, then please send a copy to your business analyst for review and approval.

Procard payments for utilities are optional now that the approval process for the utility account is available through workflow (CONCUR). If your unit decides to process the payment via Procard, the convenience fee is to be charged to the unit of usage, **NOT** the Dean's utility account. They will be rejected if the expense is not split on the edit.

OTHER

Waiting Room & Passcode for Zoom Meetings (Update)

Due to changes announced by Zoom last week, UK students, faculty, and staff will not be required to utilize a password or waiting room for hosted meetings beginning September 27th, as previously communicated. Meeting hosts are still strongly encouraged to enable password or waiting room requirements in meeting settings. UK will continue to assess new cybersecurity features that Zoom releases and communicate upcoming changes in a timely manner.

Two-Factor Log-In for Adobe Cloud

On Tuesday, October 13, Two-Factor Log-In will be required for logging in to Adobe Cloud to further enhance cybersecurity. For instructions, visit Implementing Two-Factor Log-In for Adobe Creative Cloud. For more information about enrolling in Two-Factor Log-In, please visit www.uky.edu/its/CyberSafe.

For 24/7 immediate assistance, please contact ITS Customer Services at 859-218-HELP (4357) or visit the Technology Help Center @ http://techhelpcenter.uky.edu. For assistance with non-urgent matters, email 218help@uky.edu.

Zoom Etiquette

Please mute your microphone when not actively conversing with the host or another Zoom participant.

Please take the necessary steps to change your Zoom identification to your first and last name. This is especially important in large groups to enable hosts to easily identify participants. **To update your profile name prior to a meeting, view instructions** [here](#)**. If you need instructions on how to rename yourself while participating in a meeting, view instructions** [here](#)**.**

Announcements & Upcoming Events

Mail Pickup

Please make arrangements for someone in your department to pick up all of your regular mail from your departmental mailbox in N106 Ag North at least a couple of times a week. This room will be open weekdays from 8:30—11:30am to pick up or drop off your mail. This is especially important now that we are distributing new employee masks to these departmental mailboxes where applicable.

Next Users Group Meeting

The next Users Group Meeting (via Zoom) is scheduled for Tuesday, November 10, 2020.