

CAFE ADMINISTRATIVE USERS' GROUP

February 9, 2021

9:00 am

Via Zoom

Agenda Items

Guest Speakers

Orlando Chambers – Motor Pool Update – *The college is working to transition the motor pool operations over to a full rental operation using a third party vendor. Some available fleet vehicles will be purchased by college and university departments and the rest will be liquidated as part of the transition. More information regarding the transition will be shared as it becomes available.*

1. HR & Payroll

- a. Overload Assignment End Dates – *It is important to remember to process End of Additional Assignment actions for all overload assignments as soon as the initial overload assignment workflow has been approved.*
- b. Performance Evaluation Update – *The college deadline for 2020 Performance Evaluations is March 1, 2021. Over 50% of the college have completed their PE's. There are supervisor resources available on the Business Center's web site at: <https://cafebusinesscenter.ca.uky.edu/content/supervisor-resources>*
- c. Retirement Planning Sessions – *Fidelity has several options for consultations. A schedule of these upcoming sessions and the link to register is included as a handout to these notes. An added positive note came from the President recently that the 10% retirement match by the university will be restored as of July 1, 2021.*
- d. Payroll Earliest Retro Dates – *Biweekly retro will set to 12/20/20 on February 16. Monthly retro will set to 1/1/21 on February 23.*
- e. FES/CDEM Update – *The deadline for payroll distributions in FES to be in the "Submitted to College" tab is February 15. The new system which replaces FES is CDEM, which is set to go live on March 1.*
- f. eCRT – *The pre-review deadline for FY21, Quarter 2, statement confirmations starts February 9.*
- g. New Holiday – *Juneteenth is a new holiday beginning in 2021 and will be observed this year on June 18. Also, employees are reminded that they are entitled to utilize two of their TDL days per year as "well-being" leave.*
- h. Lunch & Learn – Managing Stress and Building Resiliency – *This session, originally scheduled for February 10, **has been rescheduled for February 25.** These L&L sessions, as well as other upcoming events, are on the home page of the Business Center web site, and you can register by clicking on the link of the event. Professional development events such as this are for all in the college to participate in, as they are widely useful to everyone. All Lunch & Learn sessions are recorded and available to view after the session at: <https://cafebusinesscenter.ca.uky.edu/content/lunch-and-learn-series>*
- i. Upcoming SME – Leave Overview – *More information on this professional development opportunity will soon be provided.*
- j. HR Administrator Orientation Course – *More information will be forthcoming about this orientation course.*

2. Procurement & Travel

- a. Travel Policy (E-5-1) Changes – *Based on IRS guidelines, if a trip exceeds the local travel distance (50 miles one way), and the traveler is in travel status for more than 12 hours and chooses not to stay overnight, personal meals will be eligible for reimbursement at 75% of the standard per diem rate for the locality visited during the day. As of January 1, 2021, the personal vehicle mileage reimbursement rate is \$.56 per mile. More details can be found in the attached handout.*
- b. Concur Updates – *There is no longer a minimum/limit on the number of transactions that can be included on a pro card report. On resubmitted Concur reports, please add a note indicating what was changed on the resubmitted report. Procard holders and travelers can update the default cost centers in Concur if they follow the QRC provided by AP on the Concur web site. The UFS is working to add additional G/L's to the Concur reports. For more information on Concur "accruals", see the attached handout. If you have suggestions about how the Business Center can support your needs relating to Concur, please email Chris Shotwell.*

****NEXT MEETING: Tentatively Scheduled for May 18, 2021, at 9:00am**

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

3. Research & Grants

- a. AD 419 Update – *The Federal Fiscal Year 2020 was successfully closed and the AD419 was submitted January 26. Catherine will send out the 2020 Departmental Grant Assignment to those departments involved with the AD419 process, to assist with next year's AD419 when assigning competitive grants to related projects.*
- b. Closure of Expired FCG Projects – *If a project is closed, please do not use the matching state cost centers that relate to these projects. Also, when a project closes, all future payroll must be removed from the grant and the matching state account. Pro card charges should be moved to proper funds as early as possible when the fiscal year is coming to an end, to avoid issues at year end. In July, Catherine will close out expired projects and state accounts no longer needed.*
- c. New PADR – *OSPA is creating a new PADR form in order to improve the OSPA database. It will have a different look but has the all of the same information on the form, except that it does not include the name of the College Grants Officer (CGO). However, the GMGrantD does include this on the Responsible Person tab on that SAP t-code.*
- d. CGO Retirement – *The college's first CGO, Betty Newsom, is retiring April 2. Betty has always been a leader and valued presenter at these meetings. In fact, Betty was instrumental in establishing the User's Group and she led the meetings held in the Barnhart Building. Many thanks to Betty for her years of service to our college!*

4. Budget & Finance

- a. Fund Balance Update – *April has transferred all fund balances to the units, as of February 5.*
- b. FY '21 Non-Recurring Budget Cuts – *Budget transfers have been submitted. If there are any questions, please contact your business analyst or Chris Shotwell.*
- c. FY '22 Budget Prep – *The FY22 budget preparation is in the early stages of the process. The tentative budget calendar has been provided to the Provost colleges/units. The Business Center will work to build in adequate time for all departments to submit their income and restricted estimates, the first phase of the budget process, which will be due sometime in March. More info on these processes will be sent to units via email.*
- d. Financial Foundations Training – *Financial and Administration Training Transformation (FATT) Initiative, the training for all business officers across the university, began a few years ago but has taken on a new level of importance because of recent events that have occurred across campus. Our college is in a good place, but there is always room for improvement. We must stress the need for demonstrating responsible stewardship of all of the university's resources. Thus, new financial training modules have been put in place that are required of all business/financial employees at the university. The first set of required trainings has been added to employees' myUK Learning in the Employee Self-Service tab. All 5 training modules must be completed by April 1, 2021. More detailed information is included in the attached financial handout. If questions, contact your business analyst or Chris Shotwell.*

5. Other

- a. Extension Restructure Update – *A new administrative structure for CAFE Extension has been developed for all of the counties across the state. There are now 3 regions (West, Central and East), each with a Regional Director. There are 24 areas, with 8 areas in each region. There are 12 Area Directors, each director supervising two areas in the state. There are five main goals for this administrative restructure. All of these are outlined on the attached handout as well as more detailed information about the new Extension organization and responsibilities of the directors and a map showing the counties in all areas. There is also an Extension transition website that can be viewed for more information as well. It can be found at: <http://extension.ca.uky.edu/extension-transition>*
- b. MS Teams – *Teams will replace SKYPE. A video tutorial on Teams is available here: <https://cafebusinesscenter.ca.uky.edu/resources/hr-payroll/employee-resources/video-tutorials>*
- c. Video Tutorials – *There are many video tutorials relating to HR topics on the Business Center web site. A few of those are: SAP – Adding Favorites, SAP – Adding Variants, /SPIN/ER – Reporting, Tableau. The link to these tutorials can be found at: <https://cafebusinesscenter.ca.uky.edu/resources/hr-payroll/employee-resources/video-tutorials>*
- d. New Masks – *Masks were originally distributed to employees in the summer of 2020. New hires also have been and are provided masks when they come on board. And, most recently, UK has provided each employee with a new improved mask to use for their personal protection during this ongoing pandemic.*
- e. Business Center Staffing Changes – *Susan sent an email on February 10 with staffing updates in the Business Center.*

****NEXT MEETING: Tentatively Scheduled for May 18, 2021, at 9:00am**

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

Slide 1

HUMAN RESOURCES & PAYROLL UPDATES

University of Kentucky
College of Agriculture,
Food and Environment

Slide 2

STAFF PERFORMANCE EVALUATION UPDATE

- The CAFE PE deadline is coming up on **March 1, 2021**
- Resources are available to both employees and supervisors on our site.
- We will continue to send weekly status reports.

Step 1: Self-Evaluation by Jan 15
Step 2: Supervisor Evaluation by Feb 1
Step 3: Self-Review by Feb 15
Step 4: Employee Self-Review by Feb 15
Step 5: Supervisor Summary by March 1

*The extension county offices will be using a slightly amended timeline

Slide 3

LUNCH & LEARN

PROFESSIONAL DEVELOPMENT
Lunch & Learn Series
UK College of Agriculture, Food and Environment

Lunch & Learn Session - Managing Stress and Building Resiliency (Zoom)

February 10, 2021 - register:
https://uky.zsl.qualtrics.com/jfe/form/SV_23iCINkdaqMUD53

Note: All Lunch & Learn sessions are recorded and available to view after the session.
<https://cafbusinesscenter.ca.uky.edu/content/lunch-and-learn-series>


Slide 4

Juneteenth - Holiday observed on June 18

Well-Being Days - Allow flexibility with TDL usage

Professional Development Opportunity - **New** - Coming soon - **SME** - Leave Overview Training

NEW HOLIDAY & TDL FLEXIBILITY



Slide 5

FIDELITY RETIREMENT PLANNING SESSIONS

Wednesday, February 17th
Wednesday, February 24th
Thursday, March 18th
Tuesday, March 30th

Register:
https://mr.zoom.us/webinar/register/WN_C34gP0aMQgWxK_gPPrzA



Slide 6

OVERLOAD ASSIGNMENT END DATES



Reminder:
Please remember to process End of Additional Assignment actions for overload assignments.

Slide 7

IMPORTANT DATES


Earliest Payroll Retro Date

- Payroll Earliest Retro date will reset on 2/16 for BW and the ERD date will change to 12/20/2020
- Payroll Earliest Retro date will reset on 2/23 for MQ, and the ERD date will change to 1/1/2021

ECRT
Confirmation for Quarter 2 starts today.

FES
FES deadline for Feb is Feb 15th.

CEM
Scheduled go live is March 1.



Slide 8

VIDEO TUTORIALS & HR ADMINISTRATOR ORIENTATION COURSE



HR Administrator - Video Tutorials

- [SAP - Adding Favorites](#)
- [SAP - Variants](#)
- [/SPIN/ER - Reporting](#)
- [Tableau](#)

<https://cafebusinesscenter.ca.uky.edu/resources/hr-payroll/employee-resources/video-tutorials>

New - Coming soon, CAFE HR Administrator Orientation WBS Course



Slide 9

MASK DISTRIBUTION - ROUND TWO



Masks were distributed to all CAFE employees the last week of January.





User's Group Meeting

February 2021

Presented By:
Chris Shotwell

Concur Updates

- Day Trips (Local Travel) Policy Changes:
 - Local travel is defined as less than **50 miles one way** from the employee's workstation or the traveler's residence, whichever is greater.
 - Barring exceptional business reasons, local travel does not qualify for an overnight stay or payment of personal meals.
 - *Based on the IRS guidance, if a trip **exceeds the local travel distance** and the traveler is in travel status for **more than 12 hours**, but the traveler chooses not to stay overnight, personal meals will be eligible for reimbursement at **75% of the standard per diem rate** for the locality visited during the day.

Concur Updates

- Day Trips (Local Travel) Policy Changes continued:
 - *Based on the IRS Standard Business Mileage Rates, the University will reimburse **56 cents** per mile (as of January 2021) for University business travel by personal vehicle based on the actual driving distance by the most direct route.
 - Mileage is reimbursed from the **traveler's workstation** to the destination, unless driving from the **traveler's residence** is closer.

Concur Updates

- There is **no longer a minimum/limit** on the number of transactions that can be included on a procard report.
 - Monthly reports are **no longer required**.
 - You can process reports with a smaller number of transactions, if that is necessary.
- In regards to ensuring that one transaction issue doesn't slow down an entire re-submitted report
 - Be sure to **clearly note what has changed** before it moves through the workflow process again.
 - That way, the approvers will know exactly what to look for and can process the approval more timely.

Concur Updates

- Accruals
 - Concur uses a default cost center which comes from HR Infotype 0001 on the cardholder.
 - Cardholders and travelers can update their default cost centers in Concur if they follow the QRC provided by AP ([see Concur website](#)).
 - If a transaction is not assigned to a report or if the transaction is not allocated, the accrual is posted against the default cost center.
 - Once the transaction is allocated, the accrual is posted to the allocation cost object.
 - Ideally, accruals will be posted quickly.

Concur Updates

- Homework:
 - How can we better support you in your interaction with Concur?
 - Are there additional resources needed to better support you and/or the employees in your departments?
- Email me (chris.shotwell@uky.edu) any thoughts you have on how we can support you with this system

FATT Financial Foundations Training

<https://finadmintraining.uky.edu>

- FATT = Finance and Administration Training Transformation Initiative
- Initiative started a few years ago and was aimed to update and reconfigure training opportunities offered to Deans, Chairs, Directors and Business Staff across the university
- Due to recent events across the University, this project has taken on a **new level of importance**
- From the FATT website: “We must demonstrate to each other and all those we serve that we will be **responsible stewards of the resources** we generate and those with which we are entrusted.”

FATT Financial Foundations Training

- In order to ensure **proper stewardship of the public funds**, new training modules have been, and will continue to be, developed and offered/required
- Financial Foundations is the **first set of required trainings** for many in this meeting
- Many of you should have received a couple emails regarding this training – if you did get the emails, the training is **REQUIRED**
- You will access the training via myUK and Employee Self-Service Portal (contact analysts if you need assistance accessing the training)

FATT Financial Foundations Training

- Foundations training includes the following modules:
 - Fundamentals of Fraud Prevention
 - Internal Controls and Fiscal Responsibility
 - Account Reconciliation
 - Procurement Card
 - Cash Handling Basics
- The first three courses are available now and must be completed by April 1
- The last two courses will be available March 1 and must also be completed by April 1

FATT Financial Foundations Training

- Modules must be completed in the order designated by the system
- Training must be completed by the due date listed in myUK
- Supervisors will be notified if a direct report has not completed the training
- Each module lasts roughly an hour and culminates with a short quiz to ensure understanding of the material covered
- Once a module is completed, you will be able to advance to the next module
- Completing a module also provides a certificate that you may print directly from the eLearning portal.

FATT Financial Foundations Training

- The courses are full of great information aimed at increasing our knowledge in specific areas as designated by university leadership
- We will all become more aware of the following:
 - Types of fraud committed
 - Fraud prevention mechanisms
 - Purpose of internal controls
 - Types of internal controls we use
 - Purpose of account reconciliation
 - Step-by-step walkthrough of the reconciliation process
 - And much, much more...

FATT Financial Foundations Training

- The sooner you complete the trainings the better.
- The information presented in these training may spark ideas and/or concerns regarding business processes for your department
- If you have any questions regarding any of the information presented in the foundations trainings, do not hesitate to contact your respective business analyst or Chris Shotwell.

Extension Administrative Structure (Update)

- UKCES has a “transition” website that provides more details <http://extension.ca.uky.edu/extension-transition>
- Original plan was for 3 regions and 28 areas with each having a director
- A year ago, Area Director positions were posted and we started the interview process
- Then the pandemic and budget reductions hit and the original plans were derailed

Extension Administrative Structure (Update)

- After careful consideration, a new administrative structure was developed
- 3 regions maintained - West, Central and East regions
- 24 areas were created – down from the original 28
- 8 areas in each region – grouped by budget, staffing, and geography
- Areas numbered sequentially
 - W1-W8 in Western Kentucky (81W01 – 81W08)
 - C1-C8 in Central Kentucky (81C01 – 81C08)
 - E1-E8 in Eastern Kentucky (81E01 – 81E08)

Extension Administrative Structure (Update)

- Goals for new structure remain the same:
 - Increase agent time available for **programming**.
 - Increase supervisor **mentoring** opportunities.
 - Streamline **fiscal accountability and compliance**.
 - Reduce staff to supervisor **ratios**.
 - Enhance administrative **engagement** with local leadership.

Extension Administrative Structure (Update)

- Regional Extension Directors will be the lead administrator for the three regions (one for each region)
 - RED jobs cover these primary areas:
 - Employee management and development
 - Budget and finance
 - Governmental and public relations
 - Leadership
 - Policies and procedures
 - Communication and collaboration

Extension Administrative Structure (Update)

- Area Extension Directors will serve as the administrator for each of the 24 areas
 - However, due to the budget reduction, one AED will cover 2 areas each (8-12 counties)
 - If/when funds become available, the second group of AED's will be hired
 - AED jobs cover these primary areas:
 - Employee management
 - Financial and public accountability
 - Program development
 - Interaction with district boards and advisory councils
 - Communication and collaboration

Extension Administrative Regions and Areas



Area Pairings for Initial Area Extension Director Hiring

WEST	CENTRAL	EAST
W1 & W2	C1 & C2	E1 & E2
W3 & W4	C3 & C4	E3 & E4
W5 & W6	C5 & C6	E5 & E6
W7 & W8	C7 & C8	E7 & E8

Extension Administrative Structure (Update)

- Effective Jan 1, we now have the RED's in place and the first 12 AED's hired and in the orientation and training process
 - <http://directory.ca.uky.edu/area-extension-directors>
- AED's are working hard to:
 - Complete on-boarding and trainings
 - Establish relationships with direct reports in the counties
 - Establish relationships with district boards and advisory councils
 - Gear up for the upcoming budget process, year-end process, and tax rate process