CAFE ADMINISTRATIVE USERS' GROUP

Agenda Items

Guest Speakers

Megan Lucy – Post Retirements and DOE Processing

   a) Post-Retirements - The University is taking a closer look at post-retirements, specifically checking to see if the positions should be processed through STEPS. Most post-retirement positions in CAFE are exempted from STEPS, although the college has updated the post-retirement form to better document these exceptions. Common exceptions used by CAFE are #1 (Agriculture Outside of Lexington) and #25 (Grant-funded positions). Questions about this can be referred to Megan Lucy or Le Anne Herzog. The new form is available at: http://administration.ca.uky.edu/files/cafe_post-retirement_form_2021.pdf.

   b) Distribution of Effort – DOE forms for FY22 can be processed now in the Effort Planning System. Instructions for faculty are available at: http://administration.ca.uky.edu/doe. If you have questions or have problems accessing the Effort Planning System, please contact Megan Lucy.

1. **HR & Payroll**

   a. Hiring Pause Summary – After the UK hiring pause was announced on March 24, 2020 (generally all positions except hourly student workers), a College plan was put into place to allow exceptions to be submitted. Most grant-funded positions are now exempt from the hiring pause and should be noted in the workflow/zpar comments. The pause has definitely impacted the College, but most units have found ways to fill the gaps to support the mission of the college. There is a Hiring Pause Exception Request Form on the Business Center website if departments need to submit an exception. This form should be sent to the HR team in the business center. Link to the form can be found at: http://cafebusinesscenter.ca.uky.edu/files/exception_to_hiring_pause_request_form_version_2.pdf

   b. Cellular Allowance Forms – Forms were submitted recently for the upcoming fiscal year and everyone did a great job of getting these forms in by the deadline.

   c. Employee Enhancement Program Stats – The attached HR handout includes many stats of the college's employee enhancement programs.

   d. Lunch & Learn – 7/12 – Well-Being Resources – This series offers opportunities for employees to learn about many interesting topics, as well as opportunities to obtain professional development credit. The next one (offered virtually) is scheduled for July 12 at 11:00am. The sessions can be viewed at the following site: https://cafebusinesscenter.ca.uky.edu/content/lunch-and-learn-series.

   e. Academic Year-End Reminders – As we approach the end of the fiscal year, remember to end all applicable Overload, PTI and Student assignments.

   f. CDEM Resources – There is a list of the many CDEM resources on the attached handout as well as on our website in the CDEM section of the HR Administrator page. The deadlines are the same as the monthly payroll deadlines. If questions or to request one on one training, please contact Chris Fensin in the Business Center.

   g. Fieldglass Overview – This is the program for STEPS Time Entry. It requires a separate login from the user's myUK login ID. There are some SAP Fieldglass resources included on the HR attachment as well as on our website. Bookmark the Fieldglass login page for easy access at: https://www.fieldglass.net/

   h. Faculty Summer Supplement Procedure – The university has developed new Standard Operating Procedures for faculty summer supplement payments to help with guidance and consistency. CAFE has created a centralized process for payment entry. Units should submit the Faculty Summer Supplement Payment Request Form to the HR business center team before the monthly payroll personnel action deadline when a payment is requested. The two remaining deadlines this summer are July 19 and August 16. The form can be found at: http://cafebusinesscenter.ca.uky.edu/files/faculty_summer_supplement_request_form3_6.pdf.

   i. Video Tutorial – Leave Reports – There is a new video tutorial on our web site for leave reports. The link is included on the attached handout and on our website under Resources.

   j. NEW – Separation Workflow Pilot – Our college has once again been chosen to pilot the new additional personnel workflow actions that are set to go live in September. These actions include: Separations, End of

**NEXT MEETING: Scheduled for August 10, 2021, at 9:00am

2. **Budget & Finance**
   a. FY22 Budget Update – Budget prep was extremely rushed this year. In certain areas, the budget was created at a high (college) level in order to get it submitted on time. Starting in July, the placeholder budgets will be distributed down to the department level where appropriate. Unit budget reports will be somewhat delayed this year as a result. Position budgets will not be affected by the hiring pause. President Capilouto recently outlined multiple compensation plans for employees for the upcoming fiscal year. These will be funded by a variety of shared sources from the university's central budget down to individual departments. The merit increase for employees will be effective January 1, 2022. Estimates have been given to the chairs so that they can begin planning for funding this additional compensation to employees. The one-time payments to regular employees, which will mostly be funded centrally, is scheduled to be distributed in July, but we are still waiting on guidelines and instructions. The business center will pass along more information about the funding of and budgeting for these increases as the info becomes available.
   b. FY21 Year-End Training – *Chris Shotwell* – The FY21 Year-End training was presented to the group. These slides are on our web site and can be found at the following link: http://cafebusinesscenter.ca.uky.edu/files/cbo_year-end_process_training.pdf.

3. **Other –** Mark your calendars. The FY22 UG meeting schedule is as follows:
   a. **August 10**   **9:00am**
   b. **November 9**   **9:00am**
   c. **February 8**   **9:00am**
   d. **May 24**   **9:00am (tentative)**

****NEXT MEETING: Scheduled for August 10, 2021, at 9:00am**

http://cafebusinesscenter.ca.uky.edu

HUMAN RESOURCES & PAYROLL UPDATES

University of Kentucky
College of Agriculture, Food and Environment

HIRING PAUSE SUMMARY

- UK issued a hiring pause on March 24, 2020

- Essentially all positions were included with the exception of hourly student workers.

- An opportunity to submit exceptions was put into place.

- Units may utilize the Hiring Pause Exception Request Form (linked to the forms page of our site).

- Exceptions are routed through us to the dean, and then on to the UK Hiring Pause Exception Committee.

- We have been seeing an average response time from the committee of 2-4 weeks.
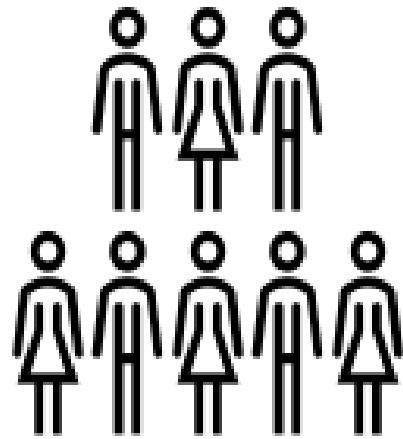
HIRING IMPACT

IN AN AVERAGE CALENDAR YEAR WE PROCESS APPROXIMATELY **3000** PERSONNEL ACTIONS.

IN 2020 WE PROCESSED APPROXIMATELY **1900**

Student hiring → Overtime → Acting assignments → Overloads → Shifting duties
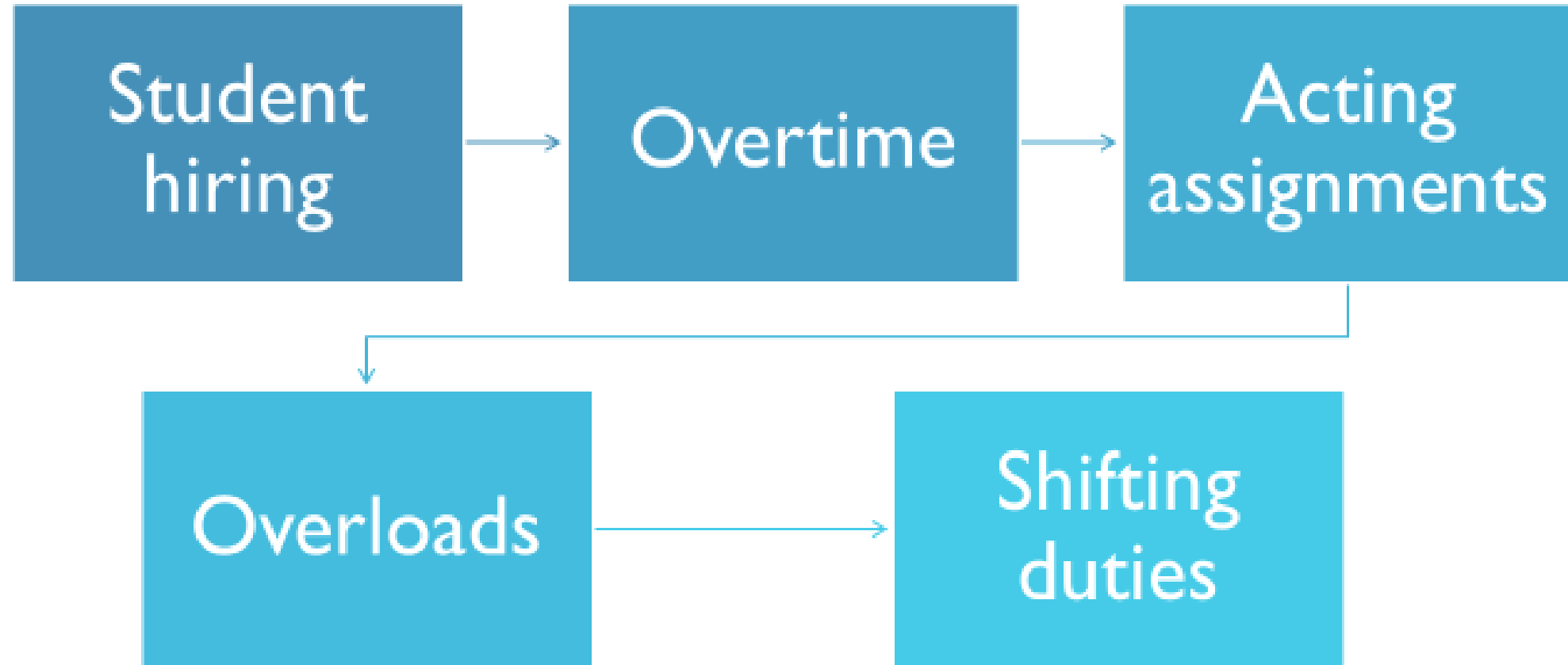
SUPPORTING THE CAFE MISSION DURING THE PAUSE

HIRING PAUSE EXCEPTION REQUESTS

To date **506** hiring pause exception requests have been processed for the college, and we continue to receive new requests almost daily.

Effective December 1, 2020 all **100% grant funded faculty and staff positions** are now exempt from the hiring pause.

Pro Tip – Utilize the comments field on the ZPAR/Workflow to list that the position is 100% grant funded in order to avoid any delays in processing.

UPDATE

IES Tip: Avoid Listing Employee Retirement Details in the Justification

Provide a brief justification for this request including the budget impact.

This is a request to refill an existing full-time Lab Tech position. The current occupant J   Jones, will be retiring effective 7/29/2021. This position is needed to continue normal operations. If approved, the position will be funded 100% by grants.
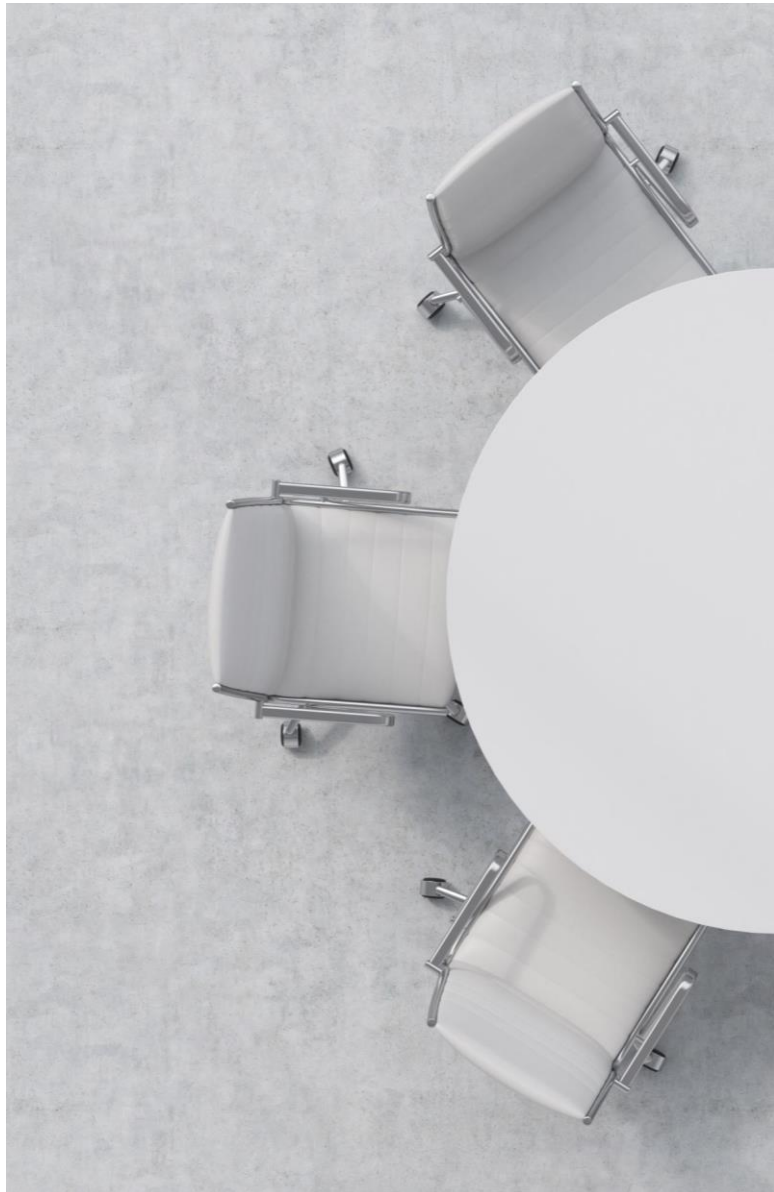
CAFE EMPLOYEE ENHANCEMENT PROGRAM STATS

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**

LUNCH & LEARN

Lunch & Learn Session – Well Being Resources – Zoom – July 12 @ 11:00 am EST

Note: All Lunch & Learn sessions are recorded and available to view after the session.

https://cafebusinesscenter.ca.uky.edu/content/lunch-and-learn-series

AS WE APPROACH THE END OF THE FISCAL YEAR AND ACADEMIC YEAR REMEMBER TO END APPLICABLE:

OVERLOAD ASSIGNMENTS
PTI ASSIGNMENTS
STUDENT ASSIGNMENTS

CDEM RESOURCES

Find the following tools on the CDEM section of the HR Administrator page:

CDEM Resources
- **CDEM FAQs**
- **CDEM vs FES Comparison**
- **CDEM Handbook**
- **CDEM Tips & Tricks**
- **CDEM - Top 10 Things to Know**
- **CDEM - Troubleshooting and Val. Messages**
- **CDEM QRGs**
- **CDEM Video Tutorials**
- **QRG - Consolidate Plan**
- **QRG - New Control Record Entry**
- **QRG - Adding Commitment & Entering Cost Dist**
- **QRG - ZCOSOBJ (Employee Cost Distribution Report)**

Pro Tip - **CDEM deadlines follow the monthly payroll calendar**.

Contact Chris Fensin if you would like to schedule a one-on-one training session.

FIELDGLASS OVERVIEW

SAP Fieldglass Resources
- **QRG - Review Data & Generate Reports**
- **QRG - Linking Roles/Accounts**
- **STEPS - Time Entry**

Pro Tip – Bookmark the Fieldglass log in page for easy access.

https://www.fieldglass.net/

**Have questions about establishing your access or generating invoice reports?
Contact Le Anne.**

Last year the university developed **Standard Operating Procedures** for faculty summer supplement payments to help with providing guidance and maintaining consistency.

To further assist with consistency, CAFE has created a centralized process for payment entry.

Please submit the **Faculty Summer Supplement Request Form** whenever a summer supplement payment is needed, and the CAFE Business Center HR Team will coordinate the entry. Please submit requests prior to the applicable monthly payroll personnel action deadline. Those deadline dates for summer 2021 are:

May 10

June 7

July 19

August 16

Form: https://cafebusinesscenter.ca.uky.edu/files/faculty_summer_supplement_request_form3.pdf

SAP Biweekly Payroll Schedule for Jan - June 2021									
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day									
Documents MUST be received in Compensation by Monday 5:00 PM EST	Data and Time Input MUST be entered by Thursday 5:00 pm EST Payroll Run (Prelim)	Corrections and Other Data MUST be entered Sunday 5:00 pm EST Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm EST for biweekly payroll corrections Payroll Correction Final Run	Payroll Period Dates				**Earliest Retro Date Set After BW Payroll	
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR #		
12/28/2020	Wednesday 12/30/2020	01/03/2021	01/04/2021	12/20	1/2	1/8	1		
01/11/2021	01/14/2021	01/17/2021	Tuesday Noon 01/19/2021	1/3	1/16	1/22	2		
01/25/2021	01/28/2021	01/31/2021	02/01/2021	1/17	1/30	2/5	3		
02/08/2021	02/11/2021	02/14/2021	02/15/2021	1/31	2/13	2/19	4	12/20/2020	
02/22/2021	02/25/2021	02/28/2021	03/01/2021	2/14	2/27	3/5	5		
03/08/2021	03/11/2021	03/14/2021	03/15/2021	2/28	3/13	3/19	6		
03/22/2021	03/25/2021	03/28/2021	03/29/2021	3/14	3/27	4/2	7		
04/05/2021	04/08/2021	04/11/2021	04/12/2021	3/28	4/10	4/16	8		
04/19/2021	04/22/2021	04/25/2021	04/26/2021	4/11	4/24	4/30	9		
05/03/2021	05/06/2021	05/09/2021	05/10/2021	4/25	5/8	5/14	10		
05/17/2021	05/20/2021	05/23/2021	05/24/2021	5/9	5/22	5/28	11	3/28/2021	
05/31/2021	06/03/2021	06/06/2021	06/07/2021	5/23	6/5	6/11	12		
06/14/2021	Wednesday 6/16/2021	06/20/2021	06/21/2021	6/6	6/19	6/25	13		

JUNETEENTH HOLIDAY – BIWEEKLY PAYROLL TIMELINE IMPACT
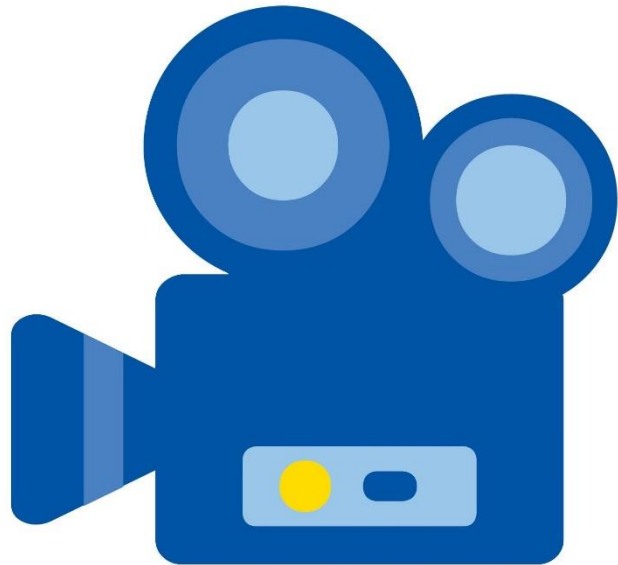
NEW VIDEO TUTORIAL –

LEAVE REPORTS

HTTPS://CAFEBUSINESSCENTER.CA.UKY.EDU/RESOURCES/HR-PAYROLL/EMPLOYEE-RESOURCES/VIDEO-TUTORIALS

ADDITIONAL PERSONNEL WORKFLOW ACTIONS/PILOT

Choose one of the following alternatives
Proceed, Attachments Added
Cancel and keep work item in inbox

Description
You created a Separation action for Jessi Leigh J
This work item can be approved via the MyUK Porta
Services > Workflow) or the SAP GUI (transaction

Please add any required attachments at this time

If there are no PDF attachments, please click the
attachments added button and the action will cont
workflow process for approval and validation in t

Employee Information

Name:

PersonID:

PERNR:

Action

Type: ZG – Separation

Reason: 08 – Leaving Area

Coming soon! – Additional Personnel Workflow Actions

The following personnel actions will be added to workflow soon:

- **Separations**
- **End of Additional Assignments**
- **Retirements**
- **Retiree Set Back to Inactive**

- **CAFE will begin piloting in July, with a goal to roll out university wide in September.**

QUESTIONS?