

## Agenda

### Guest Speakers

- a. Megan Lucy – Academic Appointments – *A handout was distributed to the group regarding Academic Appointments. Several points were emphasized, including:*
  - a. *Obtaining Board of Trustees' approval of appointments before the first day of work;*
  - b. *Requesting transcripts at the time the offer letters are done;*
  - c. *Taking steps to expedite the approval of initial paperwork;*
  - d. *Watch for update emails from Megan about expiring appointments and outstanding paperwork;*
  - e. *Stay in close communication with the Office of the Assistant Dean for Academic Administration during the process; and*
  - f. *Faculty retirement, phased and post retirement information is now on the Dean's web site <http://administration.ca.uky.edu/facultyretirement>.*
- b. Chris Miles – Spam and Phishing – *Several things you can watch for to help identify phishing and spam emails. These are listed on page 5 of the attached handout entitled "Phishing". Also, you can request your IT staff to set up filters on your computer to help eliminate some of the spam.*

### 1. Procurement & Travel

- a. Travel Module (TRIP) Update – *The new travel voucher module (TRIP) is tentatively planned to go live around the first part of May 2016. A group will pilot the system starting in January. Two levels of approvers will be in place; first level being the employee's SAP HR supervisor; second level being the departmental business officer (which has some flexibility and will be maintained by the Ag Business Center). There will only be two travel G/L's (530019 for domestic travel and 530039 for foreign travel). Per diems will be automatically generated for the destination city (not the lodging location). The system will create encumbrances on the cost objects used, and AVC controls will be in place. Receipts will be scanned in electronically and attached to the electronic travel document. Reimbursement travel payments will be directly deposited into the employee's bank account.*
- b. SRM Help – *The business center can be your first contact for SRM questions/issues. However, if you can't reach someone immediately and need help, you may email the SRM support group at [SRMHelp@uky.edu](mailto:SRMHelp@uky.edu). If you email the support group, please remember to copy your team leader so that the business center can stay in the loop of ongoing issues and so that they can be aware of the types of SRM questions that may need to be more globally addressed.*
- c. Purchasing Newsletter – *Purchasing's quarterly newsletter is on their web site and we forwarded the email recently just in case there are individuals who are not on Purchasing's list serve. If you wish to be added, please go to the link mentioned at the very bottom of their newsletter. Also on their web site are many Quick Reference Cards that are very helpful. The focus of Purchasing recently has been the move toward adding as many e-catalogs as they can to SRM for easy punch-out ordering.*

### 2. Research & Grants

- a. Federal Capacity Grants (Year-End) – *FFY15 will be closed out on November 30; final reports will then be done. No more 27 screens for payroll entries should be done on FFY15 funds. CAS reviews were done and some issues had to be resolved; the business center will prepare JV's to move necessary items.*
- b. Expenditures on Parent Grants – *The amount of expenses on parent grants has significantly increased recently. Departments need to put more expenses on individual projects rather than charging them to the parent grants. This will really help with the AD 419 reporting process.*
- c. Project Financial Reporting (formerly known as AD 419) – *This reporting project will begin in early December and will wrap up in the middle of January.*
- d. VPR Enrichment Funds – *The VPR's office has transferred the enrichment funds to the new 101317-accounts. They will be doing the JV(s) to transfer expenses from the old 10120-accounts to the new accounts very soon and they will be blocking the old ones in December. No one should be posting anything*

**\*\*NEXT MEETING: Wednesday – February 10, 2016 @ 8:30 am (Gorham Hall, Good Barn)\*\***  
Please pass along any pertinent information to faculty & staff in your departments

*to the old accounts any longer. If any questions, contact the business center.*

- e. *Cost Share 101 – A great deal of good information is included in the attached handout from Tina Navis relating to cost share.*

### **3. Budget & Finance**

- a. *Fund Balance Update – The college is expecting the fund balances from the Provost toward the end of November; the balances, which will be returned to the departments in December, are the approved state fund balance requests and all of the income fund balances.*
- b. *Capital Inventory – Equipment scanning will wrap up on December 15. A lot of items will fall off of the capital inventory list due to the decreased threshold in the capitalization policy; those items will move to the minor (non-capitalized) list of inventory, which are still in eBars. The college is working on a minor equipment policy, but in the meantime departments are encouraged to track minor equipment items and high risk items. Beginning this year, you will need to forward (via email) your lost/stolen equipment reports to Kim King in the business center by January 28 (see attached handout).*
- c. *BPE Data for FY15 – For the past couple of years, the BPE's in the college have decreased in numbers, but there is still room for improvement, especially in the area of travel vouchers not adhering to the 60-day policy.*
- d. *Budget Process – The FY17 budget process will start up in December with course fee validations, followed by cost positions (review of position cost distributions on 1018's), income estimates and fund balance projections (in January and February). More will be covered about this in the February 2016 meeting.*

### **4. HR & Payroll**

- a. *Bonus Holiday Load Reminder – November 1 was the cut-off for hiring employees to be eligible for the holiday/bonus days in December. For all employees eligible for paid holidays, please remind them to enter the correct codes for the bonus days.*
- b. *Performance Evaluation Release Date – Performance evaluations for 2015 will be released on the portal on December 2. All position descriptions (formerly JAQ's) should be updated (in IES) and accurate by December 1. Supervisors should set a due date for employees to either do their self-evaluations or go into the system and waive that part of it so that the PE can move to their supervisor's workflow. The college deadline for all PE's to be done is February 26.*
- c. *ZPAR/Holiday Payroll Schedule – The payroll schedule is normally altered a little in the month of December to allow for the holidays. All time entry should be entered and approved by December 17; ZPAR's are due by noon on December 22. December 31 is the pay date for monthly and biweekly employees; resulting in a 27<sup>th</sup> pay date for biweekly employees for the 2015 calendar year.*
- d. *W2 Online Option/Address Update Reminder – If employees have already opted for the online W2 forms in the past, they will continue to be able to access the forms online (most likely by January 19, 2016). For employees wishing to opt for this method for the first time, the deadline is January 8. This year, for employees with UK benefits, as a result of the Affordable Care Act, the UK Benefits Office will be mailing out a new tax form to employees. The 1095's will be mailed to employees' home addresses.*

### **5. Other**

- a. *Staff Introductions – All staff were introduced.*
- b. *BPCS Graduates – Employees who have completed the Business Procedures Series were recognized.*
- c. *Sign-In Sheet*

### **6. BREAKOUT SESSION – Reconciliation / Financial Reporting – (See attached handout.)**

**\*\*NEXT MEETING: Wednesday – February 10, 2016 @ 8:30 am (Gorham Hall, Good Barn)\*\***  
Please pass along any pertinent information to faculty & staff in your departments

# Academic Appointments

- Academic appointments should ideally be approved by the Board of Trustees before the new faculty member's first day of work. This is especially true for faculty members who will be teaching.
- Start dates should ideally be the first of the month for all faculty, and the following start and end dates should be observed for Part Time Instructors:
  - Fall Semester Only- August 1- December 31
  - Fall and Spring- August 1- May 31
  - Spring Only- January 1- May 31

# Board of Trustees Deadlines

2016 Board of Trustees Agenda Materials Due Dates		
Date Agenda Materials Due to Assistant Dean's Office	Date Agenda Items Due to Provost's Office	Date of Board Meeting
October 19, 2015	November 2, 2015	December 15, 2015
December 18, 2015	January 8, 2016	February 19, 2016
March 4, 2016	March 18, 2016	May 3, 2016
May 29, 2016	May 13, 2016	June 24, 2016
October 14, 2016	October 28, 2016	December 13, 2016

Located on the Deadlines, Meetings and Events webpage on the Office of the Dean website: <http://administration.ca.uky.edu/deadlines>

# Requesting Transcripts

- Ask the faculty member to request transcripts of their terminal degree in the offer letter, or as soon as possible after an offer is made.
- In cases where a justification must be written because the faculty member does not have a terminal degree in the field they will be teaching in, transcripts are required for the next highest degree they hold.
  - If you are not sure if a justification will be needed, email Megan Lucy, who can check in the Faculty Database.
- University of Kentucky transcripts may now be obtained from the Registrar no cost to the faculty member or department. To request a UK transcript, please email Megan Lucy ([megan.lucy@uky.edu](mailto:megan.lucy@uky.edu)).

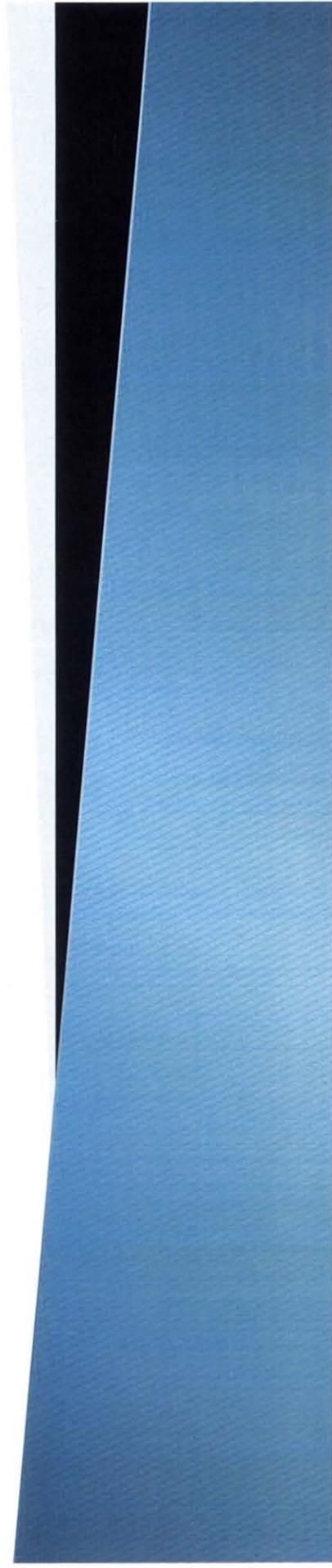
# Expediting Academic Appointments

- I-9s and other new hire paperwork may be signed during a house hunting, or other pre-employment trip to Lexington
  - I-9s may also be completed in another state's certified office. Le Anne Herzog can help coordinate this.
- Make use of electronic signatures and email as much as possible
  - Beginning 12/1/2015 everything but the I-9 may be signed electronically
  - The only original documents the Assistant Dean's office needs are transcripts, all other documents may be emailed.
  - Electronic CVs are extremely helpful when justifications are required
- Ask Assistant Dean Lisa Collins to review offer letters before sending them to candidates
  - A common cause for delay in PTI appointments in 2015 was start dates in offer letters that didn't comply with the new PTI start date policy.
  - PTI reappointments need new offer letters with start and end dates and responsibilities

# Academic Appointments

- Watch for update emails from Megan Lucy about appointments expiring soon and outstanding paperwork.
- Stay in close contact with the Assistant Dean for Academic Administration's office- we want to help!
- Refer to the "Hiring New Faculty" webpages:  
<http://administration.ca.uky.edu/new-faculty>

# Phishing



Notice From: address

**From:** webmaster  
[<mailto:infmcn@att.net>]  
**Sent:** Tuesday, October 27, 2015 2:32 PM  
**To:** Doe, Jane  
**Subject:** email at risk

Scare tactic and spelling mistakes

[jdoe@uky.edu](mailto:jdoe@uky.edu) will be closed today if not updated into our new university service datatbase.  
to ensure your email is safe and secured, click below and log on to proceed.

Prompts you to click on link

[Update 10.5 Beta](#)

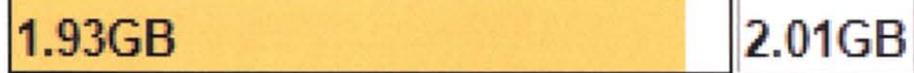
Generic closing

Sincerely  
University Support



**From:** Gopi Patel [mailto:gnpatel@umich.edu]  
**Sent:** Wednesday, October 14, 2015 2:29 AM  
**Subject:** Notice

Update Your Account,  
Your mailbox is almost full and out dated.



This is to inform you that our web mail Admin Server is currently congested, and your Mailbox is out of date. We are currently deleting all inactive accounts so please confirm that your e-mail account is still active by updating your current and correct details by: [CLICKING HERE](#)

Thanks,  
IT Service Team  
© 2015 Service Team, All rights reserved.



**From:** postmaster@uky.edu [mailto:postmaster@uky.edu]  
**Sent:** Monday, August 31, 2015 7:32 AM  
**To:** Miles, Chris  
**Subject:** Password needs to be changed for cmiles



---ATTENTION!---ATTENTION!---ATTENTION!---

The password for link blue account cmiles ('Miles, Chris') will expire in 10 days.

Please change it as soon as possible. Instructions are below.

Thank you,  
Administrator

If you have specific instructions for changing your password, please follow them.

If your computer is in either the AD or MC domain and you are logged on as a domain user, please use "Ctl-Alt-Del" and select "change password".

If your computer is not in the domain, please navigate to the University of Kentucky Home Page and click the "link blue" link. From that link blue page, select the "Account Manager" link, then the "Manage Your Account" link, log in with your current password, and then click the "Change Password" link.

**Note: This message does not contain any links and it does not ask you to reveal your password. If you receive any messages that contain links or asks you to enter or e-mail your password, the message is not a valid request and you should never click on any of the links, or reveal your password to anyone via a web page, e-mail or telephone.**

You can obtain additional information by navigating to the University of Kentucky Home Page and clicking the "link blue" item.



## REMEMBER:

Check the From: line and return address but remember that doesn't always make it valid. From: lines can be forged.

Watch for scare tactics. Take time to think!

Be skeptical of any email asking you to Re-validate or confirm your account or mailbox. UK IT will never ask you to do this!

Clicking on links – beware of redirects. Instead, open browser and type in the address yourself.

Watch for awkward wording and misspellings.

Even if it looks like it's from someone you know, if they ask for something out of the ordinary, be suspicious. Call, text, or talk to them to verify.



QUESTIONS?

DEPT IT SUPPORT

OR

CHRIS.MILES@UKY.EDU



## COST SHARE FAST FACTS

### 1. What is Cost Share?

Project costs not borne by the sponsor – essentially expenses paid by the University or department to complete the project. Cost sharing is also known as matching, offset or in-kind contribution. Proposed cost share should always be part of the Internal Approval Form and included in the proposed budget sent to OSPA.

- <http://www.uky.edu/EVPFA/Controller/files/BPM/E-50-2.pdf> - UK Policy

### 2. Types of Cost Share

- Faculty Effort
- NIH Salary Cap
- Departmental Cost Sharing
- Unrecovered or Waived F&A
- Third Party Contributions

### 3. Cost Share Obligation/Commitment

When mandatory or voluntary cost sharing is specifically identified and described in the proposal budget and made a condition of the resulting award, the university has an obligation to record the costs in the accounting system. If cost share is noted on the Cost Share Information Form (CSIF) then it is considered a commitment. The CSIF form should be included with the PADR, and may be updated throughout the life of the project. Be sure to verify any additional information in the remarks section.

Cost Sharing Information Form									
<b>Date:</b> <u>May, 11, 2009</u>	<b>PI:</b> <u>Christ, Alice</u>								
<b>Account</b> <u>3048104338</u>	<b>UKRF/MIS #:</b> <u>200707020905</u>								
<b>Title:</b> <u>Ways of Religious Seeing In Late Antique Material Culture Conference</u>									
<b>Sponsor:</b> <u>International Catacomb Society</u>									
<p>The above referenced account has a cost sharing obligation which must be documented in accordance with University of Kentucky Cost Sharing Guidelines. Cost sharing was either committed in the proposed budget or is a result of the actual award totaling less than the proposed budget. Details are outlined below.</p> <p><input checked="" type="checkbox"/> This sponsored project includes a requirement to report cost sharing directly to the sponsor.</p> <p><input checked="" type="checkbox"/> Faculty effort is committed as cost sharing and must be documented through the Faculty Effort System.</p>									
<p style="margin: 0;">Sponsored Project Accounting Reporting Details</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0;"> <tr> <td style="padding: 2px;">Overhead Rate: 0 %</td> <td style="padding: 2px;">Base: 9</td> <td style="padding: 2px;">PCS: 0220</td> <td colspan="2" style="padding: 2px;">Is Off Campus: N</td> </tr> </table>					Overhead Rate: 0 %	Base: 9	PCS: 0220	Is Off Campus: N	
Overhead Rate: 0 %	Base: 9	PCS: 0220	Is Off Campus: N						
PROPOSED COST SHARING COMMITMENT									
Completed by Office of Sponsored Projects Administration (OSPA)									
Budget Items	Class	Amount	Cost Sharing Account	Other UK Commitment					
Speaker Fees	DEPT	\$1,000.00							
Mailing/Postage	DEPT	\$500.00							
Publicity	DEPT	\$500.00							
Unrecovered F&A	F&A	\$4,264.00							
PI: A. Christ (5%)	FES	\$3,865.00							
Conference Support Grant	OTHR	\$3,000.00		from the VP Research Office					
<b>Direct:</b> \$8,865.00		<b>Total:</b> \$13,129.00							
<b>OSPA Research Administrator:</b> <u>Kim C. Blair</u>			<b>Phone</b> <u>257-9420</u>						
			<b>Email</b> <u>kcblai01@uky.edu</u>						
<b>Remarks</b>	<p>Cost share is reportable to the sponsor.</p> <p>Costshare budget approved by sponsor in 1/9/08 email from Amy Hirschfeld, Ex. Director of ICS, to CGO, Gina Vessels.</p>								

## COST SHARE FAST FACTS

### 4. Reporting/Tracking of Cost Share

Expenses should be tracked in the system using the **304\* WBS element** and the cost share fund **0011890X00**. There are no direct postings on the 10136- fund centers.

- Typically, the cost share fund used in CAFE will be 0011890300
- The cost share Fund can be found on t-code GMGRANTD on the Dimensions tab for each project.

**Display Grant Master 3048110969 - Incoming**

Grant: 3048110969 | A KNOCKDOWN-TOWARDS-MUTATION APPROACH FOR MANIPULATING THE CHEMISTRY OF TO...

Grant Type: AG | Agreement

Sponsor: 1000303325 | British American Tobacco

Deletion Indicator:  | Award:  | Award:

General Data | Responsibilities | Award | **Dimensions** | Cost Share | Reference | Billing | Reporting | Payment

Fund	IDC Recovery	Cost Sharing	Prog Income	GM Fund Type	Description
0011092100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internal	RES UKRF
0011890300	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Internal	PROVOST COST SHARE
0226000040	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	External	Industry/Other-UKRF

To review cost share transactions in BW using the Grant Ledger:

- Go to BW Web Reporting on the IRIS Launch Pad 
- Click on FI Ledger Sheets -> Grants Management, then select Grant Ledger – PI Summary (or version of choice) using saved view ZTMNAVIO\_0100: Cost Share Balance by Dept.

IRIS Integrated Resource Information System

Welcome Tina Navis

- ▶ Favorites
- ▶ BPS Budget Reports
- ▶ BPS planner role for budgeting for AFOs
- ▶ BW role to access data in BPS infoarea
- ▶ BW-ENDUSER Role for reporting on CM Enrl, Stud & Crs data
- ▶ FI Financial Accounting
- ▶ FI GASB Financial Statements
- ▶ **FI Ledger Sheets**
- ▶ Special Ledger
- ▶ Funds Management / Budget Control
- ▶ Grants Management
  - ▶ Grant Ledger- PI Summary exec summary
  - ▶ Grant Budget Item Details
  - ▶ Grant Ledger
  - ▶ Grant Ledger- PI GL Account Detail
  - ▶ Grant Ledger- PI Sponsored Class Detail
  - ▶ **Grant Ledger- PI Summary**

- Using the saved view, update the fiscal year and period (i.e. 004/2016) and department on the variable screen and execute the report.

## COST SHARE FAST FACTS

**Variables for Ad Hoc Report**

Statistical indicator (*)	R	Real Posting	
Company Code (Required) (*)	UK00	University of Kentucky	
Fiscal Year			
Fiscal Period/Year (Required) (*)	004/2016	OCT 2016	← Update Fiscal Period
Business Area	=		Include ▼ Insert Row
Functional Area	=		Include ▼ Insert Row
Fund Department	=	81060	PLANT & SOIL SCIENCES ← Update Dept
Prime Grant	=		Include ▼ Insert Row
Grant	=		Include ▼ Insert Row
Grant Responsibility type	=		Include ▼ Insert Row
Grant Sponsor	=		Include ▼ Insert Row
Sponsored Program	=		Include ▼ Insert Row
Sponsored Class	=		Include ▼ Insert Row
Funds Center	=		Include ▼ Insert Row
Fund	=	001189*	Include ▼ Insert Row
Discipline	=		Include ▼ Insert Row

Execute Check All

- The report shows the breakdown of entries by sponsored class.
- The funding totals are listed at the bottom of each project in the revenue sponsored classes.
- If the top result row for a project has a debit (positive) balance in the Cumulative PTD Expense column, funding is needed. A credit (negative) balance means overfunding.

Grant	GM project from date	GM project to date	Current Expense	Fiscal YTD Expense	Cumulative PTD Expense	Commitments PTD	Parked Documents PTD	Available Balance (Released)
<b>Overall Result</b>			\$ 23,362.90	\$ 51,942.46	\$ 25,322.95	\$ 253,052.99	\$ 0.00	\$ (278,375.94)
▼ 3046574200 POLYMERASE CHAIN REA	05/01/2002	12/31/2006			\$ 0.00		\$ 0.00	\$ 0.00
▷ E511011 Faculty Salary					\$ 3,139.02			\$ (3,139.02)
▷ E522010 Faculty Benefits					\$ 996.42			\$ (996.42)
▷ R619999 Mand CS - Personnel					\$ (4,135.44)		\$ 0.00	\$ 4,135.44
▼ 3046576400 BURLEY TOBACCO BREED	01/01/2002	12/31/2009			\$ 0.00		\$ 0.00	\$ 0.00
▷ E534041 Rent&Lease-Building					\$ 1,000.00		\$ 0.00	\$ (1,000.00)
▷ R639999 Mand CS Recharge					\$ (1,000.00)		\$ 0.00	\$ 1,000.00
▼ 3046679200 METABOLIC ENGINEERIN	06/01/2003	05/31/2008			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
▷ E511011 Faculty Salary					\$ 43,889.59	\$ 0.00		\$ (43,889.59)
▷ E522010 Faculty Benefits					\$ 11,483.25	\$ 0.00		\$ (11,483.25)
▷ R619999 Mand CS - Personnel					\$ (55,372.84)		\$ 0.00	\$ 55,372.84

### 5. Funding Cost Share Expenses

Several general ledger (g/l) accounts are used to fund Cost Share. The debit (expense) entry will be to the Cost Center from which you are moving funds (750XXX g/l accounts). The credit (revenue) entry will be to the Grant with the Cost Share Fund (740XXX g/l accounts).

- 740510 Transfer from Cost Share – Salary Only
- 750510 Transfer to Cost Share – Salary Only
- 740515 Transfer from Cost Share – Benefits Only
- 750515 Transfer to Cost Share – Benefits Only
- 740520 Transfer from Cost Share – Operating Expenses

## COST SHARE FAST FACTS

- 750520 Transfer to Cost Share – Operating Expenses

After typing in the Grant/WBS Element, also enter in the fund, do not let it derive the fund because SAP defaults to the external (Sponsor) fund.

2 Items ( Screen Variant : Standard 1 )							
St...	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	WBS element	Fund
✓	750510	Tr to CS - Salary	Debit	60,000.00	1012003540		0011890100
✓	740510	Tr fm CS - Salary	Cred...	60,000.00		<u>3046986300</u>	0011890100

The College of Agriculture, Food & Environment participates in the automatic funding program. Departments have provided a single cost center to SPA which will automatically be charged for any expenses posted to the cost share fund for projects with the respective department listed as the responsible unit in SAP.

When the program is ran, it will distribute funding according to the categories that need funding – Salary, Benefits, and Direct Current Expenses on a cumulative basis. The funding will distribute to Salary (740510) first, then to Benefits (740515), and any remaining to Direct Current Expenses (740520). The overall funding will be distributed to cover the cost share balances. If the project is overfunded (funding>expenses), no entries will be made by the program. The program will also not “return” any overfunding on a project.

If funding needs to be charged somewhere other than the departmental cost share cost center, a JV will be required. When submitting JVs to transfer automatic funding between cost centers, it is helpful to include copies of the original funding entries. The instructions received from General Accounting for such entries are:

***The departments will need to use the 75 GL accounts on both sides of the transactions between the cost centers. Also, they need to put the grants that are involved in each of the transactions in the Assignment field.***

*\*Note: This exception has only been approved for those projects that are funded as part of the monthly program. If the funding is done via manual JV, a complete reversal and reentry of the funding are required.*

An option to prevent the need for transfer of funding:

- A department who is not listed as the responsible unit but has cost share expenses on the project can submit a manual funding JV prior to month end for their faculty/staff (Generally monthly payroll is posted 2-3 days before the actual calendar month end if actuals are required). As long as the manual funding JV is posted prior to the automatic funding program (ran the 3rd business day after calendar month end), then the program will include the entry when comparing expenses vs. funding.

### 6. Project Close Out

Prior to the end date of a project (typically 60 days from the final report due date) SPA will send a reminder regarding the final fiscal report. The following items are noted as part of SPA’s review. Note that any commitment/obligation not fulfilled prior to close out may potentially be met by moving expenses previously posted to the sponsor fund to the cost share fund. It is recommended to review all project commitments at least quarterly.

#### COST SHARE

- Please review your Cost Share Information Sheet, if applicable, and guarantee that the commitment made is fulfilled, posted correctly to the IRIS-FES system and fully funded. If outside of the IRIS-FES system, please make sure it is documented correctly and sent to Sponsored Projects Accounting for verification. Any unfulfilled commitments could result in a reduction of budget and refund to the sponsor. Any refund amounts resulting from unfulfilled cost share commitments will be charged to your department.

## Capital Equipment Inventory – Update

- Equipment inventory scanning began Monday, November 2, 2015 and with a completion date of **December 15, 2015**. Exceptions need to be finalized and paperwork supporting exceptions need to be submitted to **Kim King** in the CAFE Business Center by **Thursday, January 28, 2016** via email at [skking1@email.uky.edu](mailto:skking1@email.uky.edu). Please ensure that adequate personnel have been assigned to this task to enable timely completion of the equipment inventory process for your area.
- A major impact to this year's equipment inventory is the increase of the equipment capitalization threshold from \$2,000 (\$1,000 for computers) to \$5,000 for all equipment. Many of you will notice that your capital inventory lists are substantially shorter as compared to prior years. Items that were previously capital, and below \$5,000 in original cost, have been reclassified to non-capital. As a reminder, for this process only capital items are required to be inventoried (scanned). However, it is highly encouraged to continue to inventory high-risk, non-capital items which your department may have its own requirements for.
- Use of the new scanning software requires an iPod Touch, iPad or iPhone (mobile Apple device) supporting iOS7 or better. The optional handheld scanner is available for purchase from Barcodes, Inc. Joe Puschautz ([ipuschautz@barcodesinc.com](mailto:ipuschautz@barcodesinc.com)) at a cost of approximately \$203 (model: Socket CX2870-1409 Barcode Scanner). It is up to the department to acquire the Apple device. The old Palm scanning technology is no longer supported.
- Instructions are available on the eBARS website at <http://app.mc.uky.edu/ebars/default.aspx> or on the Plant Assets equipment inventory website at <http://www.uky.edu/EVPFA/Controller/plant.htm>.
- If you would like to be added to the Inventory Listserv and to be added to the database as your department contact please email [PAMail@uky.edu](mailto:PAMail@uky.edu). Use the following as a template in your email:

*Please add me to the Inventory listserv ([your.email@here.edu](mailto:your.email@here.edu)) and Please add me to your database as a Capital Equipment Inventory contact for these departments:*

*DEPT CODES:*

*81\*\*\**

*81\*\*\**

*81\*\*\**

Please direct any questions to **Kim King** at 859-257-7143 or via email at [skking1@email.uky.edu](mailto:skking1@email.uky.edu).

## HR & Payroll

### Holiday Leave Requests

The Thanksgiving, Christmas Day, 4 Special, and New Year's Day holidays have been loaded, and those leave requests can be entered now.

Please remind employees to code correctly.

#### Good Example

▼ Leave Data Overview		New					Hours	Quota Used
Edit	Cancel	Type of Leave	Start Date	End Date	...	...		
		HOLIDAY-New Year	01/01/2016	01/01/2016	S...	Sent	8.00	8 Hours
		HOLIDAY-Special	12/28/2015	12/31/2015	S...	Sent	32.00	32 Hours
		HOLIDAY-Christmas	12/25/2015	12/25/2015	S...	Sent	8.00	8 Hours
		HOLIDAY-Thanksgiving	11/26/2015	11/27/2015	Ap...		16.00	16 Hours

#### Not So Good Example

▼ Leave Data Overview		New					Hours	Quota Used
Edit	Cancel	Type of Leave	Start Date	End Date	...	...		
		HOLIDAY-Christmas	12/25/2015	01/01/2016	S...	Sent	48.00	48 Hours

### PEs



Self-Evaluations forms will be available 12/2.

Please encourage supervisors to review MJRs, and submit any needed updates prior to the end of November. Updates should be entered via IES, and department HR Administrators can assist supervisors with this process.

Supervisors may review MJRs by accessing the instructions at:  
[http://acsg.uky.edu/Agweb2/QRG\\_Superview\\_Review.pdf](http://acsg.uky.edu/Agweb2/QRG_Superview_Review.pdf)

### ZPAR/Holiday Payroll Schedule

- BW27 – Recommend all time be entered and approved by 12/17 (one week earlier than normal).
- BW27 – ZPAR's due in the Ag Business Office by noon on 12/22.
- BW 27 – Payroll Final is Noon on 12/28 – Le Anne will be working that morning.
- BW27 & MTH12 – Pay date is 12/31.

## W2s



It is that time of year again... time to review your personal settings in *myUK ESS*.

- Remember that you have the option to receive the **W2(s)** via *myUK ESS* (under Benefits and Payment). If you signed up previously, your election should still be effective. If you are new to UK this year, or did not get a chance to sign up previously, you can do that now.
- If your **mailing address** has changed this calendar year, please take a moment to log into *myUK ESS* (under Personal Settings) to verify that your *permanent residence* address is listed correctly.
- It is also a good time to verify that your contact information for **UK Alerts** (under UK Accounts & Service) is up to date.

### Resources:

- Step by step guide on selecting the online **W2(s)** is available at: <http://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/w-2-select-online-delivery>
- Step by step guide on updating your **address** is available at: <http://www.uky.edu/hr/hr-home/myuk-employee-self-service-guide-ess/update-your-info-addresses>
- Step by step guide on updating your **UK Alert** selection is available at: <http://www.uky.edu/hr/hr-home/myuk-employee-self-service-guide-ess/enroll-or-edit-uk-alert>
- Visit the College of Law's website for the Volunteer Income Tax Assistance (VITA) – appointments begin in February, 2016: <http://law.uky.edu/tax>

### Benefits to the W2 online election include:

- Earlier access to W2.
- Eliminate the possibility of your W2 being delayed or lost in the mail.
- Access to your W2 statement anytime (2013 and future W2s will remain online for multiple years).
- Contribute to UK's sustainability initiative (save paper and postage).

If you have questions, please contact your department HR Administrator. Each department HR Administrator is familiar with the myUK ESS system, and can assist you with updates as needed.

NOTE: For tax purposes this year, the UK Benefits Office will be mailing the 1095 benefits forms to employees with UK benefits.

## Reconciliations/Reporting Breakout Session (11.11.15)

### Reconciliation Definition (BP E-17-6)

- Serving as a key element of the University's system of internal controls, reconciliations provide verification of financial transactions to ensure the accuracy and integrity of financial reporting and to protect University assets.
- It is a process that compares two sets of records to ensure they agree and/or to identify and resolve differences.
- Comparison should be between supporting documentation maintained in the dept and SAP system information.

### Reconciliation Process Overview (BP E-17-6)

- **Generate** system reports (SAP or BW – see below)
- **Gather** supporting documentation as necessary
- **Compare** supporting documentation to system generated reports
  - Are transactions (both labor and operating):
    - Allowable?
    - Reasonable?
    - Allocable?
    - Approved?
- **Clear** any discrepancies via JV or payroll corrections
- **Review** encumbrances
- **Confirm** budget availability
- **Certify** the reconciliation by having reconciler and approver sign

## Reconciliation Report Options

- Summary Ledger
  - Cost Centers
    - Funds center balances : Budget vs Actual (BW)
    - zagbgt\_0020 (BW saved view for summary ledger by dept)
  - Grants
    - Grant Ledger (BW)
    - Grant Ledger – PI Summary (BW)
    - zagbgt\_0040 (BW saved view for 235\* summary ledger by dept)
    - zagbgt\_0041 (BW saved view for 304\* [direct] summary ledger by dept) *includes 32-acts*
    - zagbgt\_0042 (BW saved view for 304\* [cost share] summary ledger by dept)
    - GMAVCOVRW (SAP) *by grant*
- Labor Distribution Report
  - Cost Centers
    - Labor distribution analysis by Fund Center (BW)
    - zagbgt\_0022 (BW saved view for labor distribution by dept)
    - ZCCWBS (SAP) *only on cost centers*
  - Grants
    - Labor distribution analysis by Grant (BW)
    - Dept currently would have to create their own saved view in BW due to issue with dummy fund center and/or grant dept not available as variable
- Line Item Detail Report
  - Cost Centers
    - FM actual details (BW)
    - Fund center actual detail with vendor (BW)
    - zagbgt\_0023 (BW saved view for line items by dept)
    - KSB1 (SAP) *only on cost centers*
  - Grants
    - Grant line item detail (BW)
    - zagbgt\_0043 (BW saved view for 235\* line items by dept)
    - zagbgt\_0044 (BW saved view for 304\* [direct] line items by dept)
    - zagbgt\_0045 (BW saved view for 304\* [cost share] line items by dept)
- Budget Entries Report
  - Cost Centers
    - Budget Entry Doc Details (BW)
    - zagbgt\_0021 (BW saved view for budget line items by dept)
    - FMEDDW (SAP)
  - Grants
    - S\_PLN\_16000269 (SAP for FCG using 10/01/XXXX start & end dates)

current month  
actual  
column