Agenda Items

Guest Speakers

Emergency Management / Building Security – *Andrea Higdon, CAFE Emergency Management System Director, gave an overview of and distributed a handout about reporting suspicious activity and safety tips in the workplace as well as encouraging all employees to download the LiveSafe Mobile Safety App on their cell phones. There are many useful FAQ's about the LiveSafe app included on the handout. Also, employees were reminded to sign up for UK Alert if they haven't already. Andrea is also looking into the possibility of scheduling another Active Shooter preparedness training session for our college.*

Sub-Award Monitoring – *Rita Booth and Courtney Chafin, OSPA Senior Subaward Administrators, provided a handout explaining what their office does and what is involved with monitoring subawards on research projects (grants). There are many groups of people responsible for monitoring subawards, including down to the department level. If departments have grants, they are encouraged to assign a Subaward Invoice Reviewer (SIR) to an individual to closely monitor invoices for payments on sponsored projects. To request a SIR, send a request to subawards@uky.edu. The OSPA subaward team can be reached at OSPASubaward@uky.edu or by calling 7-9420. A few other tips worth noting here are:*

- *Do not pay an invoice until all issues with the item and payment have been resolved.*
- *If it's a final invoice, please write "Final" on the invoice.*
- *Make sure that indirect rates on the invoice match the subaward rates.*
- *If you need to make changes in the system for personnel changes for PI, RA, SIR, etc., contact Betty Newsom or Kim Hall.*

1. **Research & Grants**
   a. FFY19 Year-End Closing – *FFY19 closed on September 30. The analysts worked with the departments to clean up expenses in the month of October. In November, a final review of expenses on the 19 fund will be performed, and the final report will be sent to NIFA at the beginning of December.*
   b. Unallowable Expenses – *The AES FCG Costing Policy, which lists allowable and unallowable items for your federal capacity grants, can be found on our web site at the following link: https://cafebusinesscenter.ca.uky.edu/files/aes_ffg_costing_policy.pdf. The bud rule crosswalk can also be found on our web site under Grant Resources by clicking on the following link: https://cafebusinesscenter.ca.uky.edu/files/budrule-crosswalk_1.xlsx. We consider our federal capacity grants to be bud rule 4 – Federal. You can use the bud rule crosswalk as a guide of allowable and unallowable expenditures. If an expense is unallowable on a Federal Capacity Grant, then it is also unallowable on the state matching cost centers as well. Make sure the expenditures on state matching cost centers (10125*) are also being monitored for unallowable expenses.*
   c. SME – AD419 Training – *The AD419 process for allocating your expenditures will begin in early January. There will be a training session offered by the Business Center probably on January 6 in Room 246 Barnhart. A notice will be sent out to the units around January 2, and the deadline for AD419 completions will be January 13.*

2. **Procurement & Travel**
   a. Purchasing Thresholds – *The monetary threshold for purchases on sponsored projects (without the requirement of three quotes) has been raised from $5,000 to $10,000. This took effect several months ago; this is to serve as a reminder.*
   b. Travel Pilot Update – *A new travel reimbursement system (Concur) will be implemented in 2020. Travel Services will begin piloting the system probably in March, with go-live likely later next year. All of the on-campus CAFE departments and five county extension offices will be part of the pilot program for this new system. More information will be forthcoming.*

3. **HR & Payroll**

NEXT MEETING: Tuesday – February 11, 2020, 8:30 am (Gorham Hall, Good Barn)

a. Performance Evaluations – *The MJR's for all positions should be updated in IES by November 15. The 2019 performance evaluations will be available in myUK ESS on December 2. All employees are urged to complete the self-evaluations; however, even if an employee chooses not to do this step, they must go into the PE and move it forward to their supervisor. The college deadline for all PE's submitted is 3/2/20. PE resources can be found at* https://cafebusinesscenter.ca.uky.edu/content/employee-resources. *Attached is a handout with the recommended timeline for the PE process.*

b. Direct Deposit Changes – *The Wildcat ID is no longer required for adding or editing the employee's bank information in Employee Self Service. This is a big advantage for CAFE employees who are off campus. Employees must choose from a drop-down menu if they want their direct deposits to go into their checking or savings account. All employees are strongly urged to sign up for direct deposit.*

c. Earliest Payroll Retro Dates – *The earliest retro date for biweekly employees will reset on 11/26/19 to 9/29/19. And the earliest retro date for monthly employees will reset on 11/19/19 to 10/1/19.*

d. Holiday Pay Schedule – *For BW PP24 and BW PP26, all deadlines for time entry, payroll review and payroll deadlines are included on the HR handout. Melissa and Le Anne will be in the office on the morning of 12/23 to assist with questions/issues on the BW PP26 before the December holiday break.*

e. Address Update Reminder – *Employees are required to keep their address and emergency contact information up to date in SAP. There is a handout (Quick Reference Guide) attached that provides instructions on creating/changing the emergency contact information in SAP.*

f. W-2 On-Line Reminder – *Please remind all employees who started work in 2019 to sign up for the online option to retrieve their W-2 forms. It is only required once; this option rolls over from year to year.*

g. Mentor Program, Employee Resources, Supervisor Resources – *Information on all of these resources are on the Business Center website, and the links are included on the HR handout.*

h. Video – Lexington Just Feels Like Home – *The group watched a short video produced by VisitLex that focused on the highlights of Lexington. This could serve as a great recruiting tool for potential new employees to the University who would be relocating to Lexington. The video can be found at:* https://vimeo.com/302892787.

4. **Miscellaneous**

a. Equipment Inventory – *The annual equipment inventory process is now underway. The Business Center is holding an SME training session on 11/13/19 for those involved with the equipment inventory in their units. Regular inventory should be completed* **by December 13**, *with the equipment exceptions being due with explanations* **by January 31, 2020**. *If any questions, please contact Andrew Gehring.*

5. **Budget & Finance**

a. Summer School / NTR – *The Net Tuition Revenue model is a new way that UK is allocating tuition revenue from UK centrally down to the colleges where the classes are taught. This will take effect for the upcoming Summer session(s) and will take effect for the Fall and Spring semester in 2021. The tuition will be divided into four categories of students: grad students, undergraduate students, on-line students and special situational students.*

b. Position Budget Review – *In January, the Business Center will begin sending out to the units reports on every position for the departments to review and for the 1018's (position cost distributions) to be corrected, if necessary. The freeze date (snapshot of the position budget) will take place at the end of January. The snapshot is used to set the budget for FY21, so it is important that corrections are made in the system in order to ensure that the FY21 base budget is correct. The deadline for recurring budget transfers happens near the same time.*

6. **Other**

a. Business Center Announcements – *The new College Business Analyst Senior was announced at the meeting. Catherine Anderson, who fills the vacant analyst position in the Business Center, was introduced and will begin work on December 2. She will be responsible for the units previously served by Tina Navis.*

b. New Staff Introductions
   i. *Alyssa Turner – North Farm*
   ii. *Cynthia Byars – Philanthropy Office*
   iii. *Mike Pelfrey – Vet Sciences*

c. Sign-In Sheet

d. Relay meeting info to other departmental staff

NEXT MEETING: Tuesday – February 11, 2020, 8:30 am (Gorham Hall, Good Barn)

Reporting Suspicious Activity:

Your personal safety and security is our priority. Maintaining a safe workplace requires diligence from our whole community. If you see something, say something.

You may be reluctant to contact police about suspicious behavior because you think the call may unnecessarily tie up police resources. In fact, reporting suspicious activity immediately can help police prevent or interrupt crime. Even if you just feel something "isn't right" or the hair is sticking up on the back of your neck, do not hesitate to contact campus police. Trust your gut. If it's suspicious to YOU, it's worth reporting to UK Police. They are here for our protection.

- For emergencies, contact UK Police:
  - From a university landline: 911
  - From a cell phone: #UKPD (#8573)
  - Use the LiveSafe app: see attached flyer or go to: http://www.uky.edu/EM/LiveSafe.html

- For non-emergencies, contact UK Police:
  - Call: (859) 257-8573 or (859) 257-1616
  - Use the LiveSafe app: see attached flyer or go to: http://www.uky.edu/EM/LiveSafe.html

Workplace Safety Tips:

- When working *DURING normal operating hours*:
  - Lock offices and labs each and every time you leave, even for just a few minutes
  - Keep personal belongings (e.g., purse, cell phone) locked up at all times
  - Do not prop open or unlock exterior building doors

- When working *OUTSIDE normal operating hours*:
  - Keep office and lab doors locked at ALL times
  - Do not prop open or unlock exterior building doors

- Review your Building Emergency Action Plan:
  - http://administration.ca.uky.edu/building-emergency-action-plans

- Sign up for UK Alert (if you haven't already) to receive alerts when an incident disrupts normal campus operations or threatens the immediate health and safety of the campus community:
  - http://www.uky.edu/EM/UKAlert/

- Sign up for Facilities Notifications (if you haven't already) to receive facility notifications from PPD (e.g., power outages, floods):
    - https://www.getrave.com/login/ukyii

- Ag Security provides a safety escort service after hours for CAFE faculty/staff/students between on-campus CAFE buildings and parking lots:
    - To contact Ag Security, call:
        - Office: 859.257.4637
        - Mobile: 859.509.2957 (mobile # is best – if no answer, leave a message)

    - Ag Security is on duty every day, all year - including weekends, holidays, and when the university is closed due to an emergency, such as extraordinary weather conditions. Operational hours:
        - Weeknights (Monday through Friday): 5pm to 8am
        - Weekends: On duty 24 hours
        - Holidays: On duty 24 hours

- Download the University of Kentucky LiveSafe Mobile Safety App (if you haven't already):
    - http://www.uky.edu/EM/LiveSafe.html

- Watch UKPD's Active Shooter video
    - Login to myUK
    - Under Employee Services tab, click on "myUK Learning"
    - Click the text "Click this link to access myUK Learning"
    - Click on the "Learning" box in SuccessFactors
    - Type "shooter" in the search box
    - Click on the UKPD Active Shooter Shots Fired WB" link
    - Click "Start Course"

For more personal safety tips, visit UK's Division of Crisis Management & Preparedness webpage: http://www.uky.edu/EM/personal-safety-tips.html

Contact Information:

Andrea Higdon, MS

Emergency Management System Director

College of Agriculture, Food and Environment

University of Kentucky

N-212B Agriculture Science Center North

Office Tel.: (859) 257-7868

E-mail: andrea.higdon@uky.edu

University of Kentucky LiveSafe Mobile Safety App

LiveSafe allows students, faculty, staff & visitors to:

Share Information

App users can submit tips for suspicious activity, harassment, or even a malfunctioning traffic signal, all with two-way text communications with the police. You can even submit pictures or videos with your tip, straight from you mobile phone. Tips can be submitted anonymously if you choose.

Have your friend's back with SafeWalk

Participate in a virtual escort and monitor your friend's location in real-time on a map. Users can chat with one another or call 911, if needed, from within the app.

Navigate Campus

Access a building list and receive turn-by-turn walking or driving directions to any building on the Lexington campus.

Summon Emergency Help

Call 911, call -859-257-UKPD or message campus police in an emergency from within the app. Safety officials can leverage location-data in an emergency, allowing faster response times!

Access Emergency Information and Resources

Fast access to campus emergency procedures as well as on and off campus resources right in the app.
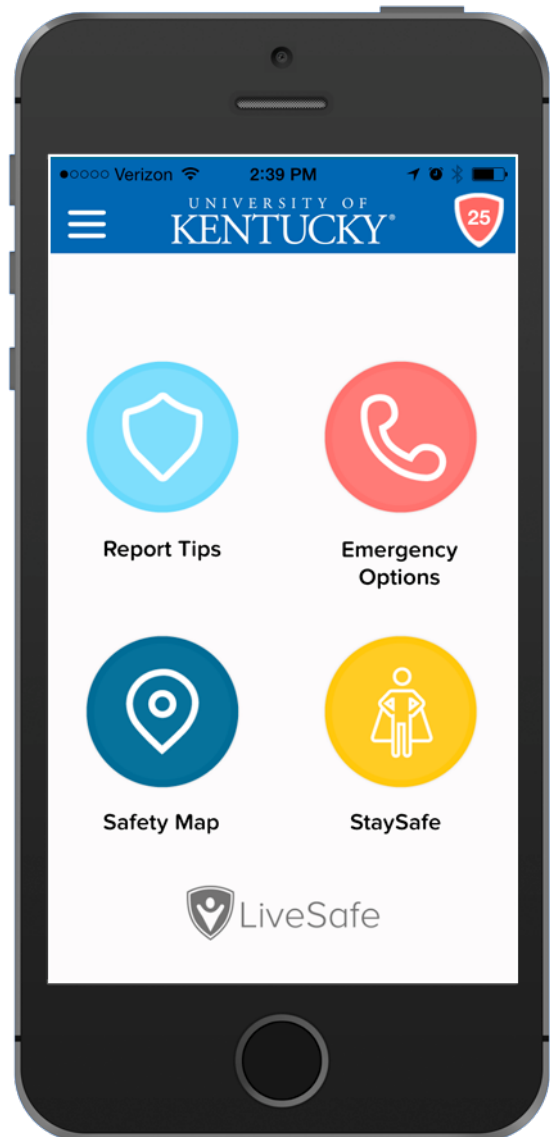
Download LiveSafe Today! It's as easy as:

1. Download "LiveSafe" from Google Play or the App Store.
2. Select "U. of Kentucky" as your school.
3. Sign up with your name & info.

University of Kentucky LiveSafe Mobile Safety App

What is LiveSafe?

LiveSafe is a free mobile app made available by the University of Kentucky Student Government Association and the University Police Department. Designed to prevent crime and enable better incident response, the LiveSafe technology includes an app for smartphone users that is connected to a cloud-based dashboard. This dashboard is monitored by PD officials within the UKPD dispatch center.

What are the main features of LiveSafe?

The core features include quick tip submittal via text with picture and video attachments (including the option to stay anonymous), live chat with safety officials, fast access to emergency phone numbers that initiate location tracking when called, a comprehensive safety map that pinpoints incidents on or near campus, a peer-topeer tool called SafeWalk that allows friends to watch out for each other through location monitoring and group chat, and a quick-access feature to request a safe ride. Additionally, app users can receive important broadcast notifications specific to their campus.

Why would someone use this app in an emergency?

So long as users have the capacity to make voice calls, we encourage anyone in an emergency to always call 9-1-1. If, however, a user is unable to make a direct call due to situational or technical issues, or if they must be discrete, then LiveSafe reporting becomes advantageous. Additionally, when the Emergency button is used to dial 9-1- 1, dial campus police, or message campus police, location services are enabled to help emergency personnel find your location.

If I download LiveSafe, can law enforcement see my location whenever they want?

No. Your location is only sent to the University of Kentucky Police Department when you submit a tip (anonymous or not) or use one of the features within the Emergency button (Call 911, Call Campus Police, or Message Campus Police). When you submit a tip, your current location is only submitted once and is attached to that tip – tracking is not enabled. However, when you use the Emergency Options button, your location is tracked until you stop location tracking within the Emergency button screen.

What happens when I click "Call 911" from the Emergency button?

When you click on the "Call 911" button from the Emergency screen, a confirmation bubble will appear with "call" or "cancel" options. This will help ensure that users do not accidentally call 911 if it is not an emergency.

What if a tip I submit to the UKPD turns out to be a mistake?

Users will not be penalized for making claims that turn out to be untrue. So long as reports aren't purposefully and falsely claimed, people are encouraged to share information.

Office of Sponsored Projects (OSPA) Subaward Information

What is a subaward?

A subaward is an agreement with another entity to perform a portion of the scope of work on a UKRF research project. This third party entity is referred to as a subrecipient or subawardee.

Who is responsible for monitoring a subrecipient?

The monitoring of a subrecipient falls to several areas. General duties include:

- Office of Sponsored Projects Administration – Reviews and approves the subaward contracts and evaluates the risk of awarding the agreement based on the subrecipients past financial and audit history as well as other factors.
- Principal Investigator/Department – Reviews subrecipient financial and technical reports for accuracy, timeliness, and other aspects as they relate to the scope of work and progress of the project. Approves all invoices prior to releasing payments.
- Research Financial Services – Randomly tests invoices and documentation to assure expenses are reasonable, allocable, verifiable, and allowable and that the subrecipient adheres to reporting and invoicing requirements.

Each department on campus has the option of creating a Subaward Invoice Reviewer (SIR) on a grant or department level basis. Requests for SIR designations should be submitted to subawards@uky.edu

When the SIR approves the invoice and the Principal Investigator submits the invoice for payment, this indicates the following circumstances have been met:

- Make sure the PO number is listed on all invoices as well as the subaward number

- The amount being paid is commensurate with the work being performed.
- The reports have been received from the subawardee.
- The invoice is dated during the period of performance of the subaward.
- The invoice expense detail coincides with the original budget of the subaward.
    - Charges that do not relate the PO or subaward that have been approved will be asked to be covered by the department and moved off grant. Or we will need a credit memo to be issued by the subrecipient for the unallowable charges.
- If cost sharing is part of the budget, it should be reflected on the invoice. If the cost sharing commitment is reportable, Research Financial Services will pull a copy for reporting purposes.
- Cumulative balance needs to be compared to expenses (invoices) posted to ensure invoice amounts have not changed and there are no missing invoices.
- If an invoice is missing any of the above items, please put the invoice on hold.
- If Final invoice, make sure the invoice is clearly marked final.
    - It would be a good idea to have a confirmation email from the sub that this is the final invoice, all outstanding charges have been accounted for.
    - Once a PO is liquidated, it cannot be reversed.
    - If final invoice, please send a request for liquidation to the subaward team in OSPA. OSPASubaward@uky.edu .
    - OSPA will work with administrative staff to liquidate PO. A copy of the distribution will be sent to the department and subrecipient once completed.

The OSPA subaward team can be reached at OSPASubaward@uky.edu or 257-9420

Performance Evaluations

- If Position Description Updates are needed, those should be submitted in IES by **November 15**. In the submit comment box please type *MJR update only*.

- On **December 2,** the PE forms will be available in myUK ESS.

- The CAFE deadline will be **2/28/20**.

- Each area is encouraged to communicate the departmental PE process specifics. Items that could be included in the communication include encouraging staff to include comments on their Self Evaluation and establishing a Self-Evaluation deadline.

- As a reminder the **Employee Resources** page contains PE resources: http://cafebusinesscenter.ca.uky.edu/content/employee-resources

Direct Deposit News

Great news for off campus employees!

The **Wildcard ID** is no longer required for <u>adding or editing</u> their bank information in Employee Self Service.

The bank entry screen now looks like this (Wildcard ID fields are no longer present):

Earliest Payroll Retro Dates

- Biweekly: Earliest retro date will reset on 11/26 **to 9/29/19**

- Monthly: Earliest retro date will reset on 11/19 **to 10/1/19**

Holiday Payroll Schedule:

BW PP24 (11/10/19 – 11/23/19)

- **Time entry** should be recorded **by noon Tuesday (11/19**), to allow supervisors ample time to approve before the Thanksgiving holiday.

- Plan to review **Timesheet Reports** on the **morning of Wednesday (11/20).**

- The **payroll deadline** for BW PP24 will be **noon Monday 11/25**. Plan to run/review payroll reports.

Example leave entry

| Type of Leave	Start Date	End Date	P...	S...	Absence hours
HOLIDAY-Thanksgiving	11/28/2019	11/29/2019	S...	Sent	16.00

BW PP26 (12/8/18 – 12/21/18)

- **Time entry** should be recorded **by noon Wednesday (12/18**), to allow supervisors ample time to approve before the holidays.

- Plan to run/**review payroll reports on Thursday 12/19**.

- The **payroll deadline** for BW PP26 will be <u>noon</u> Monday 12/23.

- Prior to departing for the holidays please ensure that your area's payroll is all correct, and that **any new hires have established direct deposit.**

- Melissa Horton and Le Anne Herzog will be in the office on the morning of 12/23 in case you need to reach them. If you would like them to be able to reach out to you, please provide them with your cell phone number in advance.

<u>Example leave entry</u>

Type of Leave	Start Date	End Date	P...	S...	Absence hours
HOLIDAY-New Year	01/01/2020	01/01/2020	S...	Sent	8.00
HOLIDAY-Special	12/30/2019	12/31/2019	S...	Sent	16.00
HOLIDAY-Special	12/26/2019	12/27/2019	S...	Sent	16.00
HOLIDAY-Christmas	12/25/2019	12/25/2019	S...	Sent	8.00
HOLIDAY-Special	12/23/2019	12/24/2019	S...	Sent	16.00

W2s
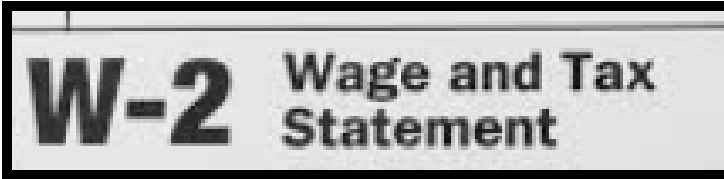
- Remind any employees who started in 2019 to sign up for the online option.

- Please also advise employees to review their address information.

- This is also a great time to review UK Alert and Emergency Contact information.

QRC @: https://cafebusinesscenter.ca.uky.edu/content/employee-resources

Updated Resources

Mentor Program: https://cafebusinesscenter.ca.uky.edu/mentorprogram

Employee Resources:
https://cafebusinesscenter.ca.uky.edu/content/employee-resources

Supervisor Resources: https://cafebusinesscenter.ca.uky.edu/content/supervisor-resources
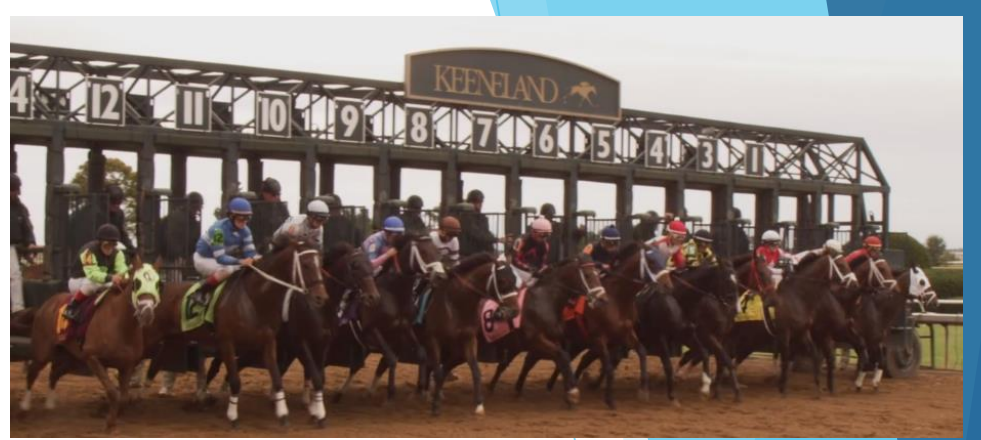
Lexington Just Feels Like Home

The video is approximately 3 minutes, and highlights Lexington as a vibrant community for professionals and their families.

The video can be utilized when:
- Developing a job summary for positions that may attract a lot of interest from candidates that would be relocating.

- Developing an offer letter for a candidate that would be relocating.

https://vimeo.com/302892787

Maintaining the SAP emergency contact screen is important so that emergency contact information is easily accessible. Collecting and entering the emergency contact screen should also be part of the new employee onboarding process. Maintaining the data makes it possible to generate an emergency contact list. CAFE department HR Administrators should utilize SAP transaction *ZHR_Addresses* to generate a department emergency contact list.

Setting the Criteria

-Access transaction: ZHR_Addresses

-Select your organization unit(s), enter the *Employment Status* field, and enter "**10**" in the *Address Record Type* field.

Address Query

◇ OrgStructure	◇ Search Help

Period

Reporting Period   D Today

Selection Criteria

Personnel Number
Employment Status   3
Personnel area
Personnel subarea
Employee group
Employee subgroup

Program selections

Address Record Type   10   to

Output format

◉ SAP List Viewer

Running the Report

-Click the Execute icon.

Viewing the Data

The emergency contact data will be displayed.

Last name First name	Street and House Number	Telephone no.
SMITH P	Barbara Smith	8595555555
JONES DARCI	John J. Jones	8595555556

Updated: 12/7/17