

CAFE ADMINISTRATIVE USER'S GROUP MEETING

November 12, 2019

9:00 am

E.S. Good Barn, Gorham Hall

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

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