

MARTIN-GATTON CAFE

ADMINISTRATIVE USERS' GROUP

May 14th, 2024

9-10:30am ET

Location: Zoom

FOLLOW-UP NOTES

1. Budget & Finance – Christie

a. State Fiscal Year-End Training

- i. The finance team will be holding a training for the state fiscal year-end process on May 22nd at 10am ET. PowerPoint slides will be provided in advance of the training for review. Please submit questions or issues in advance to cafeanalysts@uky.edu.

b. AD419 Reporting Process

- i. We will be holding a training on the AD419 reporting process on May 22nd 1:30pm ET. PowerPoint slides will be provided in advance of the training for review. Information is expected to be sent out by EOB Friday 05/17/2024.

c. Decommissioning of BW and Transition to Tableau

- i. BW is scheduled to be decommissioned on June 30th, 2024. The business center is working to develop needed reports in Tableau. We have created a Tableau guide that provides instructions for using recommended reports. [Find the guide on our website](#).

d. UFS Reconciliation Toolkit

- i. UFS has developed a reconciliation toolkit to guide departments through the process. All departments should maintain their own written protocols for reconciliation in their unit. One important step we recommend is completing a monthly review of open encumbrances so these can be cleaned up to provide a more accurate picture of available budget. Our office has also developed a reconciliation guide for the college, which can be found below.
- ii. [UFS Reconciliation Toolkit](#)
- iii. [M-G CAFE Reconciliation Guide](#)

2. Purchasing – Shelby

a. Goods Confirmations

- i. Recently, we've found old encumbrances departments were not aware of. Reminder that it is helpful to go through encumbrance detail to ensure goods confirmations are completed. This will help vendors get paid and ensure you have an accurate picture of your available balance. Departments are responsible for ensuring gifts, restricted, state and income accounts have accurate encumbrances. When items are returned and a goods confirmation has already been completed, be sure to cancel the goods receipt to release the encumbrance.

3. HR & Payroll – Le Anne – [Find slides on pg. 4.](#)

a. End of Semester/Fiscal Year Reminders

- i. Reminder to check on the status of overload assignments, PTI assignments, student assignments. It is important to reconcile active personnel lists. Remove employees off payroll when they are no longer working, even if temp assignments.

b. Summer Payroll/Leave Reminders

- i. Faculty summer supplements are centralized in the college. Submit these to [M-G CAFE HR](#).
- ii. Post-doc leave is not tracked anywhere centrally. Be sure to reconcile this within your departments. Post-docs should be turning in absence sheets. [Find the absence record template and other resources on our website](#).

c. Cell Phone Allowance Renewals

- i. Central payroll has released the new forms for FY25. New forms must be submitted every fiscal year. [M-G CAFE departments must use the college version of the form, found on our website](#).

****NEXT MEETING: Tuesday, August 20th @ 9:00am Eastern via Zoom****

- d. **Wethington Awards**
 - i. Wethington awards are processed centrally in M-G CAFE HR for May payroll. As of May 24th, faculty can preview their pay statements for accuracy.
- e. **MJR Reminders**
 - i. All staff should have the college professional standards in their MJR. This was recently updated due to the college name change. Reminder to “recycle” staff positions – use t-code PPOSE to determine if you have available positions prior to creating new positions.
- f. **Employee Enhancement Program Stats**
- g. **Summer Professional Development Options**
 - i. UK Staff Appreciation Day – May 23rd
 - ii. May 2024 Work-Life Events
 - iii. CBMI – Reminder that the Dean's office will provide 12 scholarships covering the full registration fee.
- h. **HR Huddle**
 - i. [Register here](#)
 - ii. July 17th, 2024 at 10am ET
- i. **Planning Ahead for Coverage – Summer Vacations**
 - i. Be mindful of the following prior to leaving for vacation:
 - Cross-training to make sure there is coverage
 - Out-of-office messages
 - Delegation
 - myUK app for approvals

4. Sponsored Programs – Angela

- a. **Robinson Forest Reservations on Grants**
 - i. The university has been looking at the allowability of interdepartmental payments on grants. We have run into issues when departments use Robinson Forest for conferences and events. If your department has upcoming reservations at the forest, let Jackie Allen know in advance if you will be using a grant for payment. Robinson Forest personnel must be directly charged to the grant. Recently, a department held a conference there and we were not able to transfer workshop conference fees to the grant, resulting in the department having to cover the costs.
 - ii. Robinson Forest is not able to be set up as a recharge center at this time, so we must expense costs out.
- b. **CGS Available to Assist with OSPA Grant JVs**
 - i. Any 3* account JVs can be sent directly to your department's CGS post-award contact, and they will review/process. This is not currently a requirement if departments prefer to complete grant JVs themselves. CGS has offered to complete these JVs for departments to take workload off departmental business officers. We are working with CGS to add required college approvals (department business analysts) to workflow when they complete JVs.
 - ii. If you wish to take advantage of this, send your post-award CGS contact an email explaining the JV need, including the JV explanation form, memo, and any pertinent information. Business officers can copy Angela or their analyst if needed.
 - iii. Reminder for grant JVs 120 days old – approval from chair, PI, and Tim West (on behalf of the Dean) is required. Send Tim an email with JV # and reason it is being processed.
 - iv. Reminder that this does not include cost share JVs – only JVs involving 3* grants.
- c. **Issues with OSPA Grant JV Approvals**
 - i. Recently, there has been an uptick of JV rejections from RFS.
 - ii. A few reminders:
 - RFS wants original charge documentation (not just screenshots) attached to JVs.
 - Be sure that the original expense date is accurately listed.
 - For batch billing (such as Fleet services fuel), actual date of service must be broken out on the JV rather than a general transaction date listed for the month's charge.
 - Include as much information as possible to increase the probability of JV approval. When JVs are rejected, it delays the correction process.

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- d. **Collaborative Grant Services Contact Updates**
 - i. CGS now has post-award and pre-award teams. CGS assignments are fluid and changes are being made frequently as CGS determines need. [The most recent updates can be found on this list](#). Kim Hall, Kimberly Monast and Stephanie Fischer (former CGOs) are no longer doing post-award. Post-award questions should go to the designated contacts on the above list.
- e. **Confirm CGS Account Requests Prior to Providing Information**
 - i. Business Officers have been receiving emails asking for cost centers to move charges off OSPA grants. However, we have found in some instances, charges were allowable on the grant and would not need to be transferred off. When you are asked to provide a cost center, go to your departmental analyst or Angela to determine if charges do need to be moved off the grant. The CGS team is new and has a learning curve.

5. Other – Cristin

- a. **Construction Updates**
 - i. Our college has several construction projects beginning soon. Orlando Chambers, our Associate Dean for Administration, shared [this website](#) that has been created for folks to have the most updated information regarding these projects. Please contact Orlando with any construction-related questions or concerns.
- b. **Introduction of New Departmental Staff Members – [Congratulations and Welcome to M-G CAFE!](#)**
 - i. Cindy Stidham – Transfer to KTRDC as business officer – 2/1/24
 - ii. Sharon Gibson – Admin Support Assoc – Research Farms – 3/24/24
 - iii. Philemon Johnson – Associate Dean for Extension – 4/7/24
 - iv. Jeffrey Husted – Center for Student Success – 4/1/24
 - v. Cortney Decker – Transfer to KTRDC – 5/19/24
- c. **Reminder to add full name to Zoom**
 - i. If you did not add your full name to the Zoom participants list, contact [Cristin](#) to ensure your participation was recorded.
 - ii. Find instructions on changing your Zoom name while in a meeting [here](#) or prior to logging in [here](#).
- d. **Reminder to relay meeting info to other staff in your departments**

Your input is valued! If you have any requests/questions you would like to see answered in future meetings, please send those to Cristin Costello (Cristin.sullivan@uky.edu).


****NEXT MEETING: Tuesday, August 20th @ 9:00am Eastern via Zoom****

M.G. CAFE
Business Center HR Team
AGBusinessCenter@uky.edu

HR Team Topics



END OF SEMESTER/ FISCAL YEAR TIPS

A close-up photograph of a person's hand holding a silver pen, writing on an orange sticky note. The hand is wearing a ring. In the background, there are other sticky notes in purple and green, and a blurred office environment with a window.

As we approach the end of
the Fiscal Year and Academic
year Remember to
End applicable:

Overload Assignments

PTI Assignments

Student Assignments

Pro Tip: If you would like a demo
on running an active employee list
– please let us know.

- **Submit Faculty Summer Supplement Request Forms**
- **Update Post Doc Leave Trackers**
- **Reconcile Payroll Cost Distributions**



CELL PHONE ALLOWANCE RENEWALS

Forms for FY'25 should be
submitted to the Business Center
at agbusinesscenter@uky.edu by
6/7

Please use the M-G CAFE
form from our Forms Page.



UPDATE ON
WETHINGTON
AWARDS



MJR UPDATE & REMINDER TO RECYCLE

Professional Standards, Customer Service and Organizational Improvement – 5%

Consistently live out the commitment to the **Martin-Gatton** College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. In accordance with the University's four pillars of employee well-being: belonging and engagement, health and wellness, career success, and financial stability, it is strongly recommended that some portion of the professional development is related to well-being. Other duties as assigned.



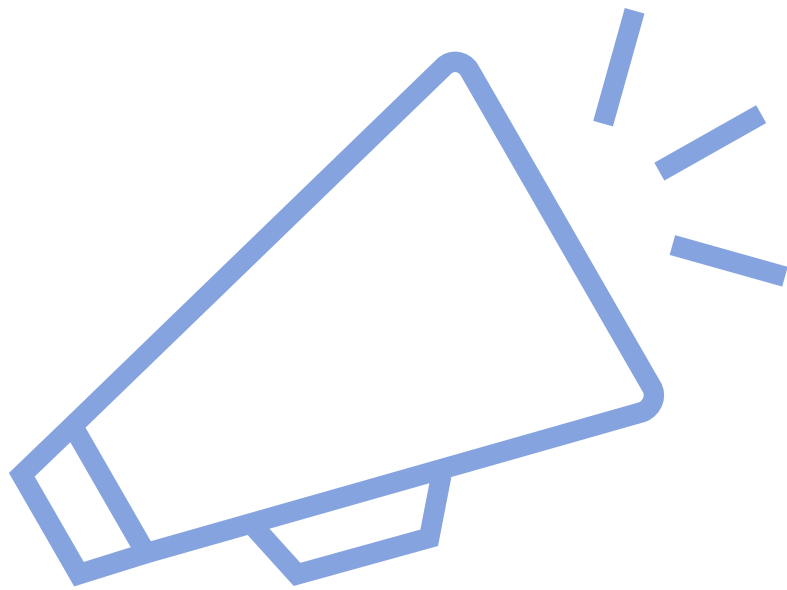
Be Kind – Recycle

Did you know: There are nearly 6 times the amount of regular staff positions in the college versus the active number of staff.

Please use **PPOSE** to determine if your unit has an available vacant position prior to requesting a new one.

Use our handy dandy PPOSE Quick Tip Video (found on our Training page)



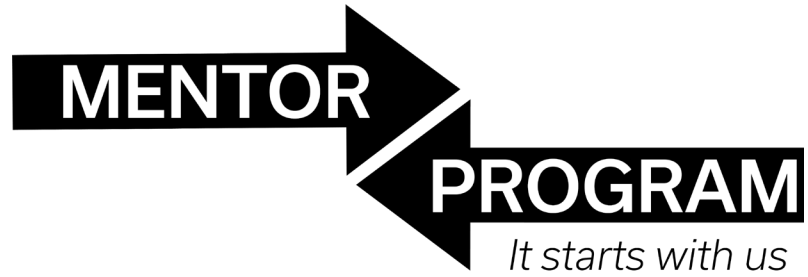


EMPLOYEE
ENHANCEMENT
PROGRAM NEWS

M-G CAFE EMPLOYEE ENHANCEMENT PROGRAM STATS



M-G CAFE New Employee Orientation	575 completed
Six Points of Contact Onboarding	210
Staff Professional Development Fund	\$142,184 awarded
Mentor Program	658 participants
Quick Tip Videos Launched on Training Page	51
Lunch & Learn / Employee Showcase Sessions	1567 attendees
Employee Exit Survey	267 completed
HR Huddle Training Sessions	503 attendees
M-G CAFE Jobs Page	Accessed 103,665+ Times



Sherry Taylor, Warren County Extension Office
Michelle Key, Bell County Extension Office
Jessi Jump, Veterinary Science
Dr. Lou Hersch, Plant Pathology

MENTOR APPRECIATION AWARD WINNERS DURING FY'24



SUMMER-TIME
EVENTS &
PROFESSIONAL
DEVELOPMENT
OPTIONS



Save the Date for Appreciation Day!

Join your fellow employees for the
2024 UK Employee Appreciation Day!

Virtual Events

TBD

In-Person Event

Date: May 23, 2024

Time: 11:00am to 4:00pm

Location: The 90, 440 Hilltop Ave



UK APPRECIATION DAY – MAY 23

VIRTUAL WELLNESS, MINDFULNESS, AND
SELF-CARE EVENTS FROM MONDAY, MAY
20 THROUGH WEDNESDAY, MAY 22



Work-Life Events

MAY 2024



MAY
2

Managing family time and expectations

Noon - 1 p.m. via Zoom

Presenter: Amy Rodquist-Kodet

MAY
14

Recognizing anxiety and depression in children and teens

Noon - 1 p.m. via Zoom

Presenter: Ann Bassoni

MAY
15

Parents "Real Talk" virtual chat

8:30-9 a.m. via Zoom

Offered by UK HR Work-Life & the UK Working Parents Network

MAY
15

Elder caregivers support group

Noon -1 p.m. via Zoom

Presenters: Terri Weber and Ann Bassoni

All events are held virtually. Visit the Work-Life calendar to register:

www.hr.uky.edu/worklifecalendar



WHAT:

THE DEAN'S OFFICE WILL AGAIN PROVIDE UP TO [12 SCHOLARSHIPS](#) FOR THE **FULL REGISTRATION FEE** FOR THE 2024 CBMI PROGRAM FOR DEPARTMENTAL BUSINESS OFFICERS AND HR ADMINISTRATORS.

HOW IT WORKS:

SUPERVISORS SHOULD SEND AN **EMAIL TO SUSAN CAMPBELL** REQUESTING A SCHOLARSHIP. ONCE APPROVED AND CBMI REGISTRATION IS CONFIRMED, A BUDGET TRANSFER WILL BE PREPARED TO REIMBURSE THE DEPARTMENT FOR THE COST.

Are there changes to the Hiring Proposal process?

Are there any quick visual HR resources!?!?

How can I figure out what benefits are available to each employee group?

How are Quick Tip Video topics chosen?

When is the next Employee Resource Festival!?!?

strategy for developing interview questions?

HR HUDDLE

July 17, 2024 @ 10:00 AM EST
N24b AG NORTH

Join us for continental breakfast and an interactive conversation on current relevant topics.

[Click here to RSVP.](#)

Zoom Option Available for those with offices located off campus.



SAVE THE DATE!

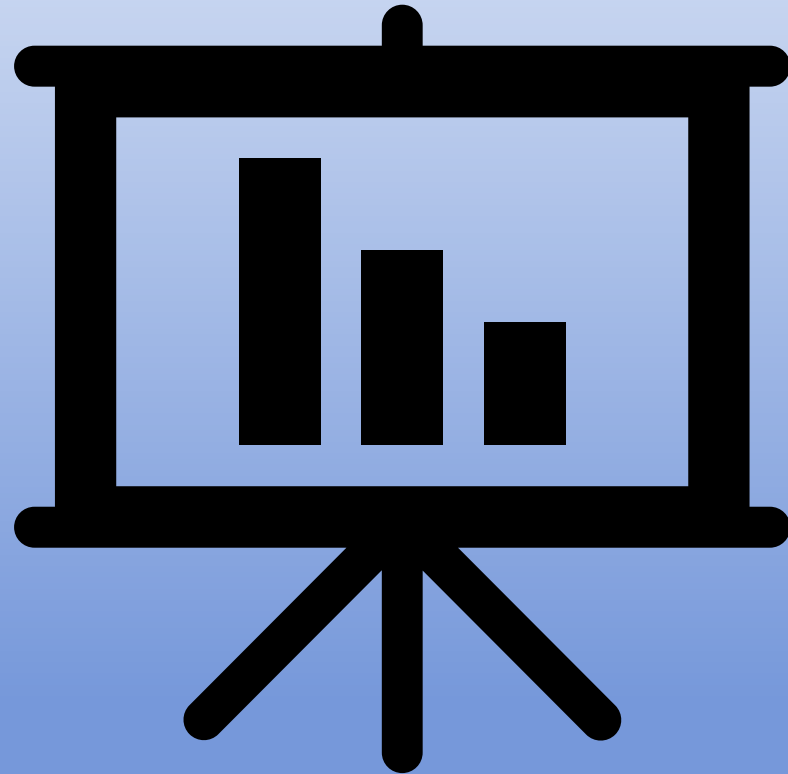
HR HUDDLE

JULY 17

PLAN AHEAD SO
YOU CAN RELAX &
ENJOY THAT SUMMER
VACATION

- *CROSS TRAINING
- *OUT OF OFFICE MESSAGES
- *DELEGATION
- *MYUK APP





POP
QUIZ!



QUESTIONS?