

# CAFE ADMINISTRATIVE USER'S GROUP MEETING

August 11, 2020

9:00 am

Via Zoom

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## Agenda Items

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*Susan shared "The Temporary Remote Playbook for Employees" received recently from HR that should be a resource of some good information during this unusual environment in which we are currently working. Everyone is encouraged to read this document! The link can be found at:*

<https://workanywhere.uky.edu/sites/default/files/2020-07/TempRemotePlaybookEmployeesJuly2020.pdf>

### 1. HR & Payroll

- a. 9027 Screens – *The benefits cost distributions screen (9027) is used for RA/GA/TA and Fellowship assignments when the benefits need to be charged to a different cost center than payroll. For instructions, please see the 9027 Entry QRG on the CAFE HR Administrator page found here:*  
<http://cafebusinesscenter.ca.uky.edu/files/grq - 9027 screen entry.pdf>
- b. FY21 Pay Scales: Staff, Students, PTI's – *There are multiple pay scales and fee schedules on the CAFE HR Administrator page as well as on the attached HR handout. The link can be found at*  
<https://cafebusinesscenter.ca.uky.edu/content/hr-administrator-resources>.
- c. FY21 STEPS Billing Rate – *The new rate for FY21 is 22%. Remember to indicate the applicable STEPS exemption code in the ZPAR/Workflow comments, to avoid processing delays. Contact Chris Fensin if questions.*
- d. GSAS Forms Reminder – *New GSAS online forms should be completed and submitted every semester. For the fall semester, these should be prepared by August 20; and the deadline for students to accept the GSAS is August 26. Please see the attached HR handout for more information.*
- e. Royster LCT From Procedures - *All Teaching, Research and other Graduate Assistants who should be exempt from paying local city taxes should complete a New Royster Memo [Local City Tax Form](#) (available on our forms page) each semester. Please help those in your department with this form and make sure that it is legible and that the individual uses the correct ID number on the form. Electronic signatures are acceptable. More information and instructions are included on the attached HR handout.*
- f. Moving Expense Reimbursement – *Relocation expense reimbursements are processed through the payroll system as an additional payment, are subject to tax withholdings and are considered reportable income. The offer letter, including the relocation details and the Dean's signature, must be attached to the ZPAR. The Relocation Reimbursement QRG is on the CAFE HR Administrator page at*  
<http://cafebusinesscenter.ca.uky.edu/files/grq - relocation expenses.pdf>.
- g. FES/ECRT Deadlines – *The FES deadline is August 18. The eCRT FY20 4<sup>th</sup> quarter deadline for confirmation of statements is September 8.*
- h. Payroll Earliest Retro Date – *The ERD for biweekly will reset on August 18 to 6/21/2020. And the ERD for monthly will reset on August 25 to 7/1/2020.*
- i. Video Tutorials - *The business center HR team has been working on a video tutorial initiative, and there are currently two VT's on their web site with more to come. See the attached HR handout for additional information.*
- j. myUK Learning - Professional Development Course Spotlight – *There are several professional development courses offered by HR that employees can take. They are included on the attached HR handout. Some are as short as ten minutes in length. Please relay these offerings to others in your department.*
- k. Holiday Updates – *The revised 2020-21 holiday schedule is included on the attached HR handout. The holidays are loaded generally 6 weeks prior to the holiday. Review this list especially when on-boarding new employees.*
- l. Remote Work Address SAP Entry – *It is important to maintain your SAP Work Address(es). The only scenario for an employee to complete the Remote Work Address is if the employee works full-time from home and does not come to campus at all. Otherwise, the employee will complete both the Work Address and the Secondary Work Address screens. Employees who fall in this secondary category must also complete the online health screening prior to working on campus. More information is included in the HR handout. A QRG relating to this is on the CAFE HR Administrator's page at*  
<http://cafebusinesscenter.ca.uky.edu/files/grq - remote work address entry.pdf>.

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- m. I-9 Scheduling System – *If new employees will be obtaining their I-9's at Scovell Hall, please advise him/her what documents are required and ask them to make an appointment to get their I-9 completed by going to [www.uky.edu/HR/i9](http://www.uky.edu/HR/i9). This link has been added to the IES section of the CAFE HR Administrator site.*
- n. Updates to COVID-19 Staff Page – *Please continue to utilize the CAFE Coronavirus page as a good resource for frequently asked questions and updates, as well as Restart Resources and Zoom tutorials. This link can be found at <https://coronavirus.ca.uky.edu/>.*
- o. Wildcard ID Badge Update – *Effective this week, the Student Center location is now open once again, located in Room #380, and the office hours are Monday through Friday, 8:00am – 4:15pm. There is a \$17 charge for the ID badge, but most departments cover this cost. Off campus employees should use the UK ID Card request form, which can be found at <https://www.uky.edu/hr/records/uk-id-card-request>.*
- p. Staff Professional Development Fund – *The college is pleased to announce they are continuing this professional development fund in FY21. Please promote this opportunity within your units. Currently these offerings have moved to an online platform. Applications are accepted anytime. You can apply by clicking on the link at <https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>.*
- q. FY20 Employee Enhancement Program Summary – *Participation in the CAFE New Employee Orientation, the Mentor Program and the Lunch & Learn Series has all increased over the past year. Also, the funds being awarded in the Staff Professional Development Program have increased—so great job on promoting these! The Employee Exit Survey participation though was significantly down. Departments are urged to promote this survey to help assist future employees' enhancement of their jobs.*

## 2. Finance & Other

- a. SME – Grants Training – *After surveying departments, the business analysts and the college's grants officers have scheduled a series of Zoom grants training sessions over the next few months. All training will be held on the third Thursday of each month, beginning on August 20. And all sessions will be scheduled from 1:30-3:30pm. Enrolling in the Grants training will register you for all five sessions. A list of the grants topics as well as registration information are included on the attached Financial handout.*
- b. Federal Fiscal Year-End Training (FFY20) – *On August 13, from 10:00am until noon, all business officers new to their role relating to federal capacity grants since last year are required to attend this training. However, it is available for all to attend. Contact your business analyst if there are any questions.*
- c. Cash Handling Training – *There are five virtual training classes for Cash Handling Operations that have now been set up for employees. All college employees who are responsible for any tasks relating to receiving or depositing any type of income (cash, checks, wires or credit card payments) are required to complete this training. There were over 150 college employees identified several months ago as needing to take this training, so all of these individuals should get enrolled in one of the sessions listed on the attached Financial handout in order for the college to remain in compliance with cash handling policies. Registration is through myUK Learning.*
- d. Concur Pilot & Go-Live – *The pilot for the Concur Travel & Expense Management went live on August 7. Some units within the college are part of the pilot program. The University Go-Live date is tentatively scheduled for September 7. Access will be web-based through Concur Solutions. As a result of the new system, some travel policy updates will be made to the BPM. Those participating in the pilot program should have received the pilot training document from UFS. Individuals participating in the pilot program are urged to submit feedback to improve the system. Also, please make sure to participate in the Q&A sessions during the pilot. The implementation team is providing step by step training as well as answering any questions the group has; these sessions will help guide the implementation team as they roll out Go-Live for the entire University.*

## 3. Budget

- a. Fund Balances – *The state and mandated fund balances should be returned from the PBO and distributed to our college units in February 2021. Summer school balances will be treated the same as in the past, rolled up with the state and mandated balances, and will be returned first. The PBO 6% tax will remain this year. Newly implemented this year is a 5% college tax on the fund balances that will be returned in FY21. The college tax will be taken after the PBO 6% taxed amount. Units should make every effort to reduce expenditures to allow for unforeseen changes to fund balance returns.*
- b. NTR Funding – *The Net Tuition Revenue model began in FY20 to allocate tuition revenue to colleges based on several metrics. This model includes Fall, Spring and Summer tuition allocations. Funding was to be a recurring transfer in FY20 to build the base allocation, with incremental increases in subsequent years, but it is doubtful there will be an increase this year. More information is included in the attached Financial handout.*
- c. Budget Cuts – *The total recurring cut for the college was 9.96%. The NTR allocation was taken off the top, and then each mandated program was required to be reduced to the threshold of each program. Most departments took their full cut recurring, but some needed to use non-recurring funds to meet their full cut in FY21. Those using the non-recurring funds to cover the cut this year will need to identify the recurring dollars*

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*this fall to be reduced in their FY22 budget during the budget prep next spring. Additional information regarding the cuts can be found in the attached Financial handout.*

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