MARTIN-GATTON CAFE ADMINISTRATIVE USERS' GROUP

FOLLOW-UP NOTES

1. **Guest Speaker**
   a. **Internal Audit –** Martin Anibaba of Internal Audit joined us to discuss the importance of reconciliations and how departments can use the process to the advantage of their unit. Find the presentation slides on **pg. 4.**
   b. For a detailed step-by-step guide on reconciliations, find our college Reconciliation Guide here on our website.

2. **Budget & Finance**
   a. **FFYE Close – Jason/Christie**
      i. Jason and Christie discussed our upcoming Federal Fiscal Year-End process. The Business Center Finance team will hold a training **on August 28th at 10:30am**. All business staff in departments with Federal Capacity Grants should plan to attend. A Zoom invite has been sent to our users' group list. If you did not receive the invite, please contact ginny.huntress@uky.edu.
   b. **Unit Budgets – Jason/Christie**
      i. Jason and Christie discussed the annual unit budget process. All FY25 unit budgets have been sent out to chairs and business officers. Departmental analysts are scheduling meetings to review budgets and will assist with any budget corrections as necessary.
   c. **Tableau demo – Christie/Cristin**
      i. Cristin and Christie shared the new Tableau roll-up reports they created for the college. These reports are meant to replace BW roll-ups and provide a quick glance at balances. Separate reports have been created for state/mandated accounts, income accounts, restricted accounts, VPR accounts, HR Clearing accounts and Federal Capacity Grants. We are also working on an all funds summary that combines each of these reports. The BvA report in this folder is also helpful in completing reconciliations as it gives you the ability to run an overall budget vs actual, while also allowing you to click into different tabs and get more detailed information, such as encumbrances.
      ii. These reports can be found in the M-G CAFE Financial Operations folder in Tableau. If you need access to these reports, please contact Cristin Costello.
      iii. **A question was posed** – "When someone leaves the university, do we still have access to Tableau reports they have created?"
         • **Christie received an answer from the IRADS team** – Yes, we can still access reports created by individuals who have left the university, as long as they are saved in shared project folders.
   d. **FAST training compliance reminder – Susan**
      i. Susan shared the new year FAST compliance requirements. New Courses have been added. Two courses are required to be completed prior to December 31st, 2024. Users will need to complete two NEW courses to remain in compliance. Courses can always be retaken as a refresher, but these will not count towards a user's completion requirement.

3. **Purchasing & Travel**
   a. **Software acquisition – Shelby**
      i. Shelby shared a reminder of the new requirements for software acquisition. All new software requests must go through an approval process via service now. Purchasing has a list of pre-approved software that is not required to go through the approval process.
      ii. Purchasing software acquisition FAQ - https://purchasing.uky.edu/servicenow-software-and-software-subscription-pre-approval
      iii. Approved software list - https://luky.sharepoint.com/sites/ApprovedSoftware/Lists/UK%20Approved%20Software%20List/AllItems.aspx
      iv. **Helpful hint shared by Kevin Horn-Pacheco** – "We have monthly charges related to software that was approved through this process. I have been noting on the Pcard expense report "Monthly fee Software subscription previously approved via campus IT requests"."

NEXT MEETING: Tuesday, November 12th @ 9:00am Eastern via Zoom

- b. **Concur Homepage Redesign – Cristin**
    - i. Recently, travel services sent out a notification that the Concur homepage layout will be changing. With this change, the Concur team hopes to have easier navigation and increased performance. This will likely take some getting used to, so please inform any travelers and procard holders in your department of the change. There will be an option to enable the new homepage at the end of August, and travel services suggests switching early to help them identify issues as they arise. The homepage will become mandatory in January 2025.
- c. **Cash Distributions No Longer Allowed on Declining Balance Procards – Cristin**
    - i. The procard office has informed us that declining balance procards are no longer allowed to be used to distribute cash to research participants. These cards are no longer usable at banks or ATMs. However, gift cards can still be purchased on declining balance procards.

4. **Sponsored Projects**
    - a. **Update on handling non-reportable Cost Share on OSPA – Angela**
        - i. Angela provided an update to a topic originally discussed at the February 13th Users' Group Meeting. BOs should reach out to their CGS Post Award contact rather than the FA in RFS for non-reportable cost share. In the situation that the grant account isn't set up in time to process the retro, costs can be left on a state account and the department will need to send their CGS Post Award contact an email (CGS Contact List). When emailing the CGS Post Award contact, let them know that when looking for cost share costs, they would find the cost on the state cost center they were charged to. Provide the CGS Post Award contact with the grant number and salary percentage to let them know that when the FA is doing the close out of the grant, they will find the salary charged to the department's state cost center for the 3 months it was unable to charge the grant. Find the cost share policy here. For questions, contact Angela if needed.

5. **HR & Payroll – Le Anne – find slides on pg. 15**
    - a. **Staff Appreciation Day Update**
        - i. M-G CAFE Staff Appreciation Day will be held on September 27th in a new location, Kroger Field.
    - b. **New Academic Year Hiring Tips**
        - i. Watch out for pre-employment screenings and don't forget ID cards, even for part time employees.
        - ii. Reminder that the department can pay for an employee's ID by filling out the ID badge form with cost center information. The employee should bring the completed form with them to the ID office.

        ID Badge form for on-campus employees - https://wildcard.uky.edu/sites/default/files/2022-09/IDBadgeApp.pdf

        ID Badge form for off-campus employees - https://hr.uky.edu/webform/uk-id-card-request
        - iii. Be sure to stay on top of inputs for Usage reports and leave.
        - iv. It may be helpful to create a calendar reminder for payroll deadlines.
    - c. **9027 Screens (RA/GA/TA & Fellowship Benefit Cost Distribution)**
        - i. Reminder that the graduate school will provide a cost center to charge Graduate Health Fees for Official TAs. A cost distribution must be entered in order for this to charge correctly. Instructions can be found here.
    - d. **Outstanding Staff Award Nominations –** https://cafebusinesscenter.ca.uky.edu/awards-and-recognition
    - e. **October HR Huddle Save the Date**
        - i. To be held October 29th at 10am in N24B Ag Science North
    - f. **Staff Professional Development Fund – Now Accepting Applications!**
    - g. **Demo: Checking Workflow Status – Kayla**
        - i. Kayla demonstrated how to check workflow status on an HR master data request in SAP.
    - h. **Federal Vacation Accruals**
        - i. Our team is currently working with the CDEM team to get the new federal fiscal year fund loaded into CDEM. HR Administrators should work with BW and monthly staff charging FCGs to ensure leave taken 10/1/23-9/30/24 is entered prior to the end of the federal fiscal year and can be recorded on the FY24 fund.

6. **Other**
    - a. **Introduction of New Departmental Staff Members – Cristin**
        - i. **Welcome to M-G CAFE and congratulations on your new positions!**
        - ii. **Ginny Huntress –** new Administrative Services Assistant in the Business Center
        - iii. **Katie Allen –** transferring from Arboretum to Landscape Architecture as BO
        - iv. **Hatalia Domingos –** new HR admin in Regulatory Services
        - v. **Elizabeth Gordon –** new Business Officer in Equine Programs

        NEXT MEETING: Tuesday, November 12th @ 9:00am Eastern via Zoom

      vi. **Mayada Matt-Rayan** – new Administrative Support Associate in CLD

     vii. **Emily Hill** – transferred from Entomology/Plant Path to Plant and Soil Sciences as HR admin

   viii. **Hanna Bullock –** transferred from Fleet Services to Food Connection as BO

     ix. **Faith Park** – new Staff Support Associate in DHN

      x. **Mark Wood** – new STEPS Staff Support in DHN

     xi. **Sandie Waddell** – promoted from Admin Support Associate to Administrative Services Assistant in West Region Extension Office

    xii. **Diane Warren** – promoted from Admin Support Associate to Administrative Services Assistant in East Region Extension Office

   xiii. **Rhonda Owsley** – Admin Support Associate to Administrative Services Assistant in Central Region Extension Office

b. **Reminder to add full name to Zoom**

      i. If you did not add your full name to the Zoom participants list, contact Ginny 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.**

c. **Relay meeting info to other staff in department**

d. **Reminder of new name M-G CAFE and instructions for turning off accent – Ginny**

      i. Reminder that the new college name is abbreviated as "M-G CAFE"

     ii. Microsoft programs automatically adds an accent mark to "CAFE", which should be removed. **Find instructions for turning off Microsoft's autocorrection in Word and Outlook on pg. 30.**

e. **Holiday Schedule 24/25 available** – https://hr.uky.edu/official-staff-holiday-schedule

f. **UFS Advisor July 2024 newsletter is available** – http://www.uky.edu/ufs/ufs-advisor

g. **UK Postal Services White Hall Relocation** – https://auxserv.uky.edu/departments/uk-postal-services

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

NEXT MEETING: Tuesday, November 12ᵗʰ @ 9:00am Eastern via Zoom

UK Internal Audit

Martin-Gatton College of Agriculture, Food and Environment (MGCAFE) Business Analyst

Reconciliations

Date: August 20, 2024

I. Risks

Not performing/poor reconciliations increase the risk of:

Inaccuracies

Inaccurate financial records can lead to **incorrect financial statements** and **budgeting problems**.

Fraud

Lack of oversight can allow **errors** or **fraudulent activities** to **go unnoticed**.

Noncompliance

Legal or financial impacts of noncompliance with regulations and University policies.

Poor financial management

Reduced tracking of expenses and revenues **hinders budget** and **resource management**.

Reputational damage

Financial discrepancies can **damage** the unit's and University's **reputation with stakeholders**.

II. What makes a reconciliation "poor?"

1. Reconciler gathers required documents but **does not review them** for accuracy and propriety.

2. Reconciler verifies that the transaction matches its supporting documentation but not that it was **allowable, reasonable, accurate** and **approved.**

3. Discrepancies are **noted but not resolved**, or there are **no notes** to document the resolution.

4. Reconciliation is **not performed in a timely manner**.

> *Poor information paves the way for poor decisions.*
> *Fraud, waste and abuse opportunities increase.*

III. Recent UKIA findings in MGCAFE units

From four recent ProCard reviews in the MGCAFE, UKIA noted the following:

Reconciliation concern	No. of units	Description
Nonperformance	1	Evidence indicated that reconciliations were not being performed.
Unsigned/uncertified	2	Reconciliation approvals were not being signed.

IV. Three Lines Model

1. Unit

2. Management, stakeholders (process owners)

3. Internal Audit

GOVERNING BODY
Accountability to stakeholders for organizational oversight

Governing body roles: integrity, leadership, and transparency

MANAGEMENT
Actions (including managing risk) to achieve organizational objectives

INTERNAL AUDIT
Independent assurance

First line roles:
Provision of products/services to clients; managing risk

Second line roles:
Expertise, support, monitoring and challenge on risk-related matters

Third line roles:
Independent and objective assurance and advice on all matters related to the achievement of objectives

EXTERNAL ASSURANCE PROVIDERS

KEY: ↑ Accountability, reporting ↓ Delegation, direction, resources, oversight ↔ Alignment, communication coordination, collaboration

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IV. Three Lines Model (cont'd.)

Collaboration and compliance

1st – Unit/department	2nd – Process owner	3rd – UKIA
• Governance/culture	• Functional guidance	• Provide reasonable assurance
• Finance	• Oversight	• Leverage resources for you
• Operations	• Agency reporting	• Inquiries and investigations

University Financial Services is the process owner for reconciliations.

V. Unit/centralized area responsibilities

To **mitigate risk**, **prevent mistakes** and **deter fraud, waste** and **abuse,** front-line units should emphasize:

- Ensuring **accurate account balances**

- Completing **timely reconciliations** at every level

- Developing a **good control environment** with **compensating controls** as needed

- **Providing procedures** for policy adherence

- **Detecting** and **preventing errors** and **improper conduct**

VI. Purpose

Reconciliations are critical to the University because they help:

Ensure financial accuracy

Confirm financial records are **accurate and up to date.**

Detect and correct errors

Identify and rectify discrepancies to minimize the risk of misreporting.

Maintain budgetary control

Monitor departmental spending against the budget.

Support internal controls

Verify that financial processes are **functioning properly** and **mitigating risks** of fraud or misuse**.**

Enhance financial reporting

Provide **reliable and timely** financial information to support transparency and accountability.

Assist with decision-making

Management relies on **accurate financial data** to make strategic decisions.

University of Kentucky

VII. Benefits

When done right, reconciliations can provide:

- Assurance that **financials are accurate** and that transactions have been **allocated to accounts/cost centers**

- A **true picture of spending** trends to improve budget tracking and planning

- **Opportunity to adjust early** to ensure accurate reporting

- Window to **detect errors** and **deter fraud**

- A **compensating control** for a weak internal process

- Accurate reporting for **external audit** and **regulatory compliance**

- Opportunity for **process flow improvements** to increase internal controls while improving efficiency.

- A **strong audit trail** – knowledge of who's done what, when, how and why

VIII. When and how to contact us

Request assurance or advisory services

- You are implementing a new process or program, and you want to ensure associated procedures have proper internal controls.
- Your current process is not yielding the desired results.

- **Office**: 1648, McGrathiana Pkwy., Suite 340, Lexington, KY 405011
- **Email**: internalaudit@uky.edu
- **Phone**: 857-257-3126
- **Website**: internalaudit.uky.edu

Report a concern

- You suspect improper activity, e.g., misappropriation of funds or theft (*note: you should not attempt to confirm it yourself*).

- Comply Line
- UKIA's Anonymous Report form

Ask an auditor

- You have a question about a policy, procedure or practice in your unit.

- UKIA's Ask an Auditor form

Attend training

- You are interested in learning about current "hot topics" and trends from UKIA's reviews and events across the nation.

- Attend *Lessons Learned* live or watch later on our website.
- Email julie.hoover-ernst@uky.edu to be added to promotion list.

University of Kentucky

Internal Audit

1648 McGrathiana Parkway, Suite 340
Lexington, KY 40511
Phone: 859-257-3126

http://www.internalaudit.uky.edu

UKIA Mission Statement
To support UK in its pursuit of excellence by providing expert analyses and advice to champion the achievement of institutional objectives.

NEW ACADEMIC YEAR HIRING & FFY END TIPS

STUDENT FALL SEMESTER HIRING HELP TIPS

Tips

- Know the Pre-Employment screening requirements

- Be familiar with the M-G CAFE Student Wage Scale

- Schedule I-9 appointments (2 locations now available!)

- New Royster Memo LCT Forms Are required each semester.

Pro Tip: Student Hiring Information Sheet

Pro Tip- Please initiate the **PES prior** to giving the student access to the **I-9** scheduling link.

UTILIZE THE **9027** SCREEN BENEFIT COST DISTRIBUTION SCREEN

For step-by-step instructions please access the Quick Reference Guide on the **HR Administrator** page.

Did you Know – The Graduate School will provide the cost center to cover the Graduate Health Fees for Official TAs!

Part Time Instructors

Tips

- **Start date: August 1**

- Refer to Fee Schedule

- Remember that **Canvas access** is granted as soon as the assignment is entered in SAP.

- The September monthly **ZPAR/WF deadline is 9/9**.

For step-by-step guidance please see our *QRG on the **HR Administrator** page.*

EMPLOYEE ID

Both the On Campus and Off Campus ID Applications can be found on our Forms page

Tip: Remember that you can use your ID for several employee discounts.

FFY END HR TIPS

- **Leave Requests**
- **Biweekly Pay Period <u>21</u>**
- <u>**Plan to attend the 8/28 FFY Training for more in-depth details**</u>

SAP Bi-weekly Payroll Schedule for July-Dec 2024									
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day									
Documents MUST be received in Compensation by Monday 5:00 PM	Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Run (Final)	Payroll Period Dates				**Earliest Retro Date Set After Payroll	Payroll Confirmation Off Cycle Processing Wednesdays
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR#		
06/24/24	Wednesday 6/26/24	06/30/24	Monday NOON 7/1/2024	6/16	6/29	7/5	14		
07/08/24	07/11/24	07/14/24	07/15/24	6/30	7/13	7/19	15		
07/22/24	07/25/24	07/28/24	07/29/24	7/14	7/27	8/2	16		
08/05/24	08/08/24	08/11/24	08/12/24	7/28	8/10	8/16	17	06/16/24	
08/19/24	08/22/24	08/25/24	08/26/24	8/11	8/24	8/30	18		
08/30/24	09/05/24	09/08/24	09/09/24	8/25	9/7	9/13	19		
09/16/24	09/19/24	09/22/24	09/23/24	9/8	9/21	9/27	20		
09/30/24	10/03/24	10/06/24	10/07/24	9/22	10/5	10/11	21		
10/14/24	10/17/24	10/20/24	10/21/24	10/6	10/19	10/25	22		
10/28/24	Wednesday 10/30/24	11/03/24	Monday NOON 11/4/24	10/20	11/2	11/8	23		

AWARDS & PROFESSIONAL DEVELOPMENT

It's Time to Nominate Your Stars for the

Dr. Lisa P. Collins Outstanding Staff Awards!

Accepting nominations through August 28th

Applications are available on the Employee Resources page

Staff Appreciation Day – September 27th

STAFF APPRECIATION DAY

UK Martin-Gatton
College of Agriculture,
Food and Environment

- An event specifically designed for staff
- Cash awards are now $750 – Come cheer on your peers!
- Free lunch
- Unique photo ops
- Everyone that registers gets a gift
- Celebrate your colleagues that are nominated
- Resource tables and goodies

HR Huddle

October 29th
10:00-11:00

N24B, Ag Science Center N.

Join us for some seasonally themed treats & an interactive conversation on current relevant HR Topics

❖ **Feel free to wear seasonal themed attire! Come to see how your college HR Team celebrates the season!**

THE NEXT **CHECK IN** MEETINGS ARE COMING SOON!

The **Check In** Meeting are designed to compliment the HR Huddles.

The meeting provide a **one-on-one customized** training opportunity.

So, be thinking about what topics you would like to cover.

STAFF PROFESSIONAL DEVELOPMENT FUND

NOW ACCEPTING APPLICATIONS FOR FY'25

THE APPLICATION IS AVAILABLE ON THE <u>EMPLOYEE RESOURCES</u> PAGE
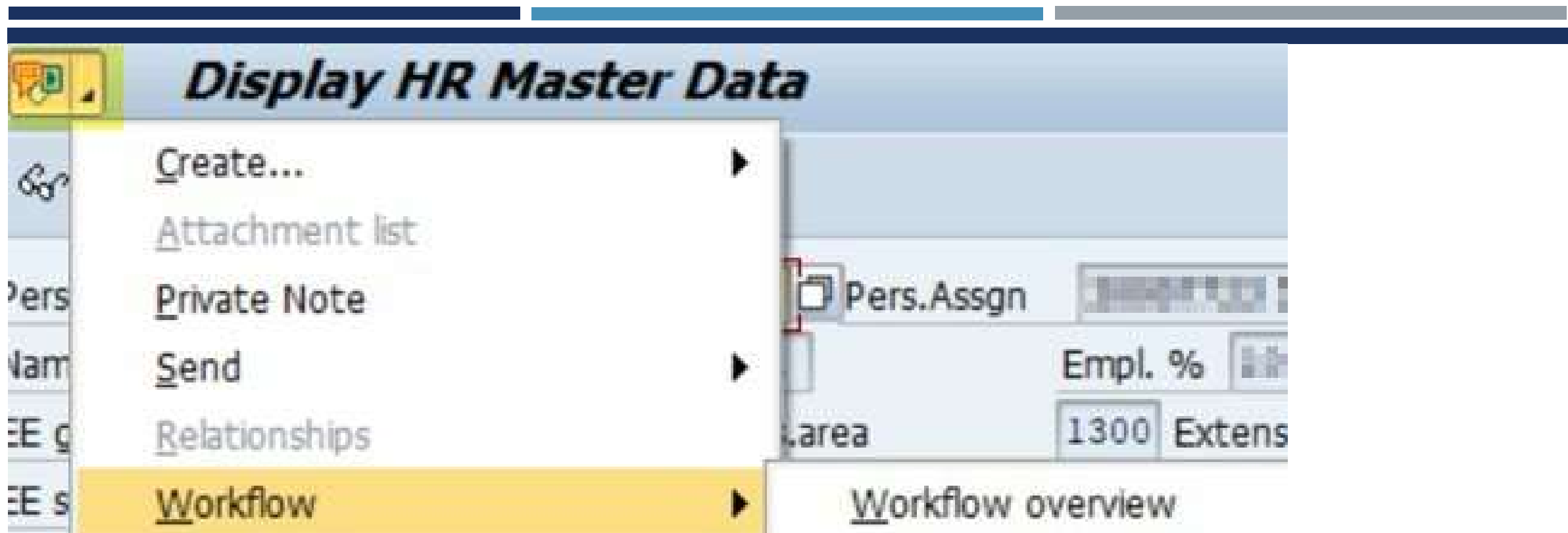
DEMO: CHECKING PERSONNEL ACTION WORKFLOW STATUS

QUESTIONS/ COMMENTS?

Prevent Auto-Accent of "CAFE" in Outlook:

1.) In Outlook, click "File" in the top left corner.
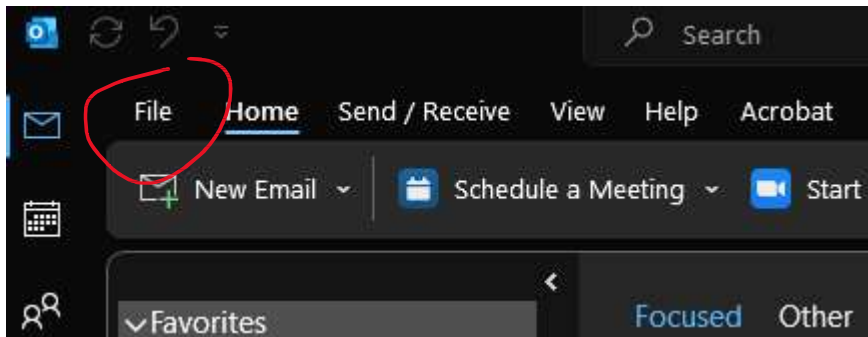
2.) Click "Options" in the lower left corner.
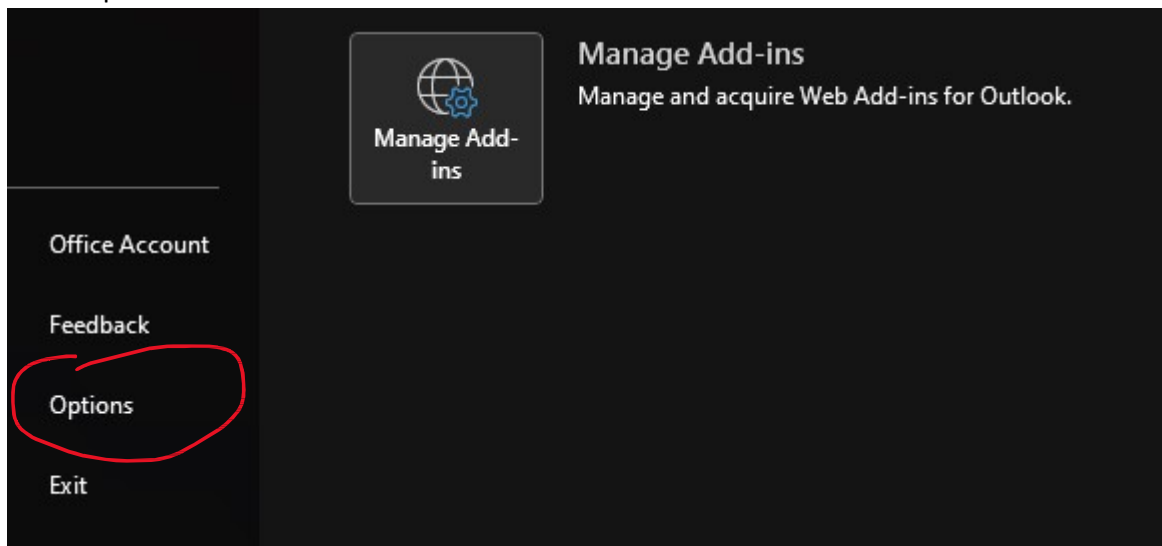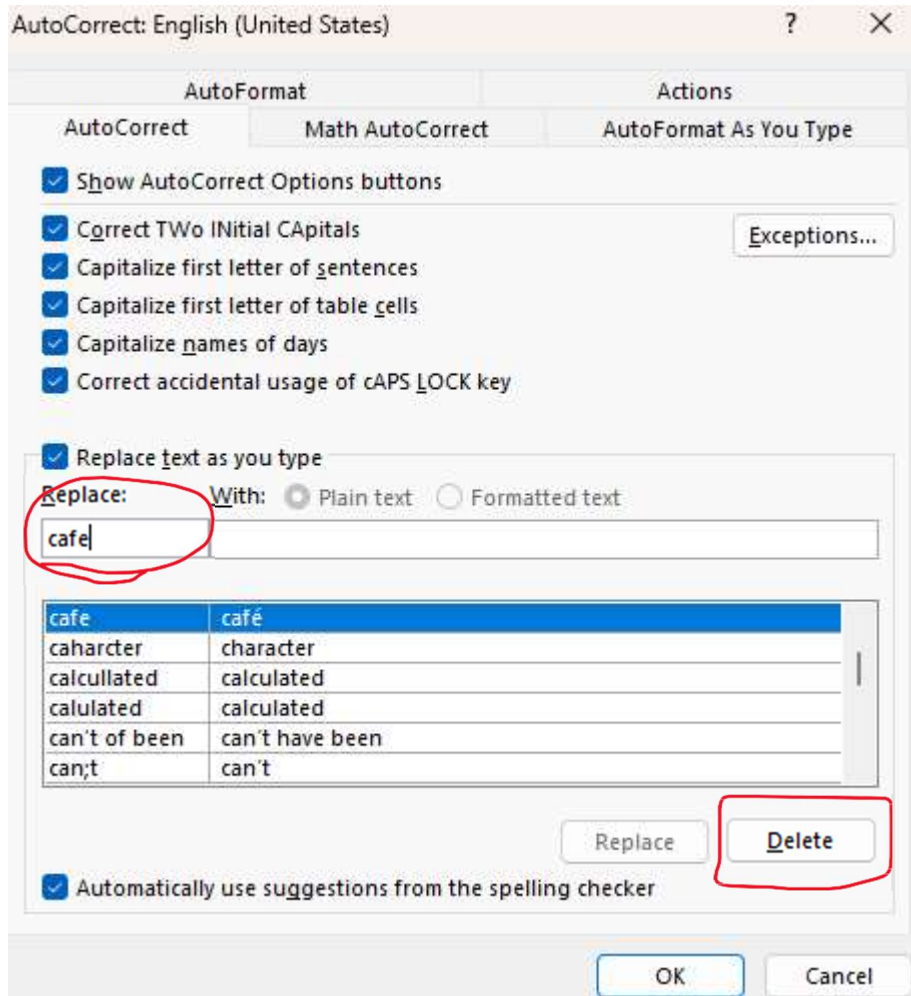

3.) Click "Mail" in the left sidebar.
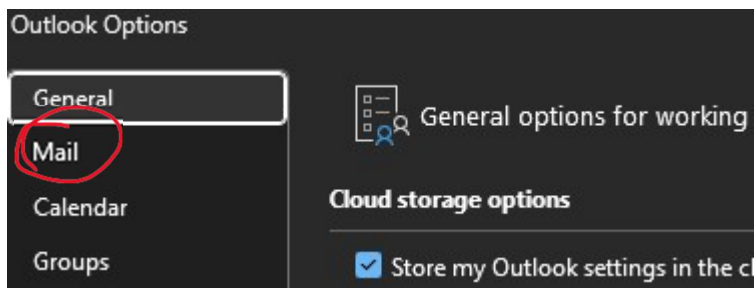
4.) Click "Spelling and Autocorrect"
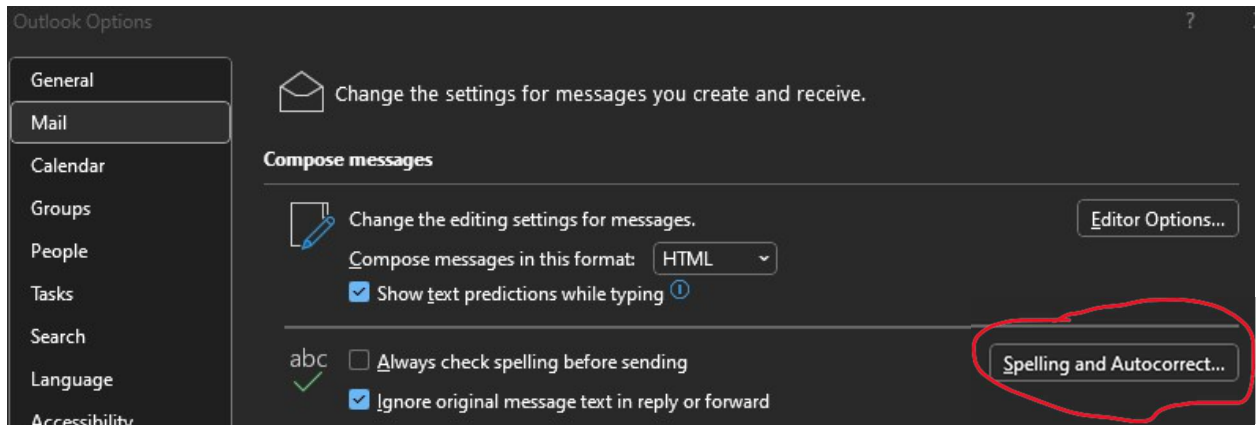
5.) Click "AutoCorrect Options"
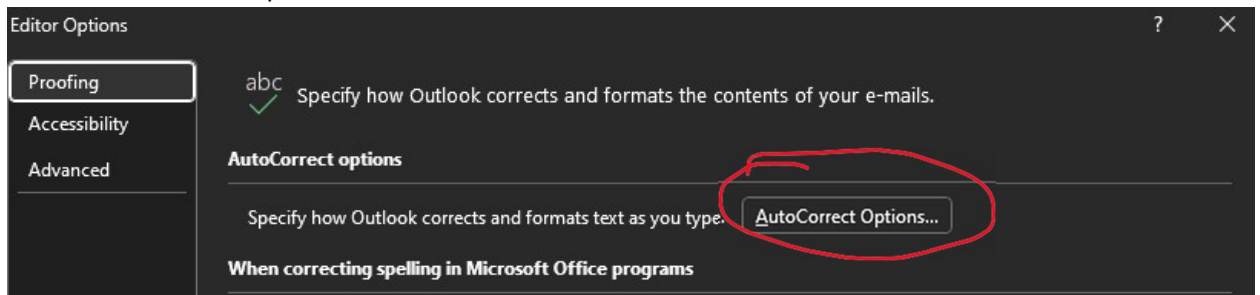
6.) Search for "cafe" in the field circled below, make sure the word "cafe" is highlighted, then click "Delete" shown in the red square below.
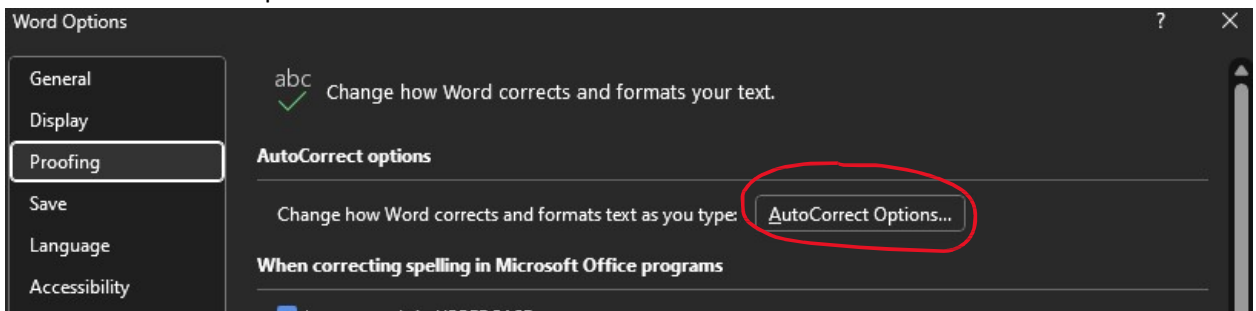
7.) Click "OK" to close out all of the windows that have now been opened. Outlook should no longer correct "cafe" to "café."
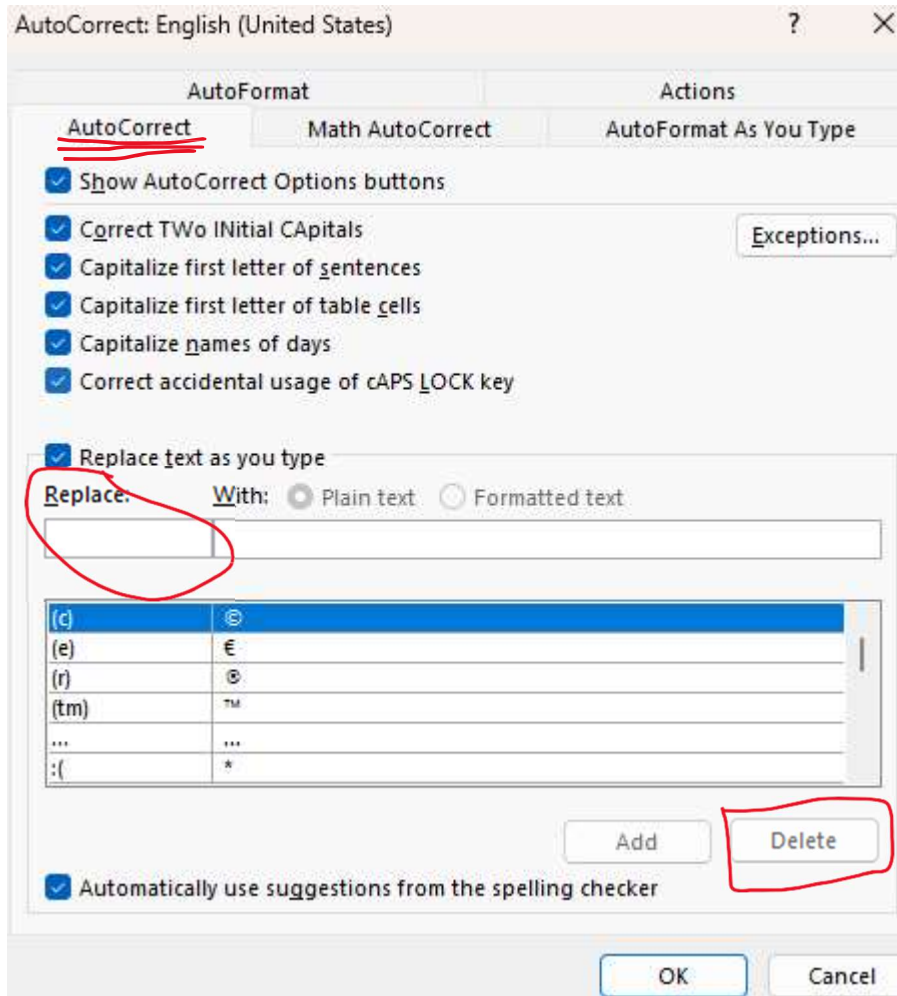
Prevent Auto-Accent of "CAFE" in Word

1.) In Word, click "File" in the top left corner.
2.) Click "Options" in the lower left corner.
3.) Click "Proofing" in the left pane.
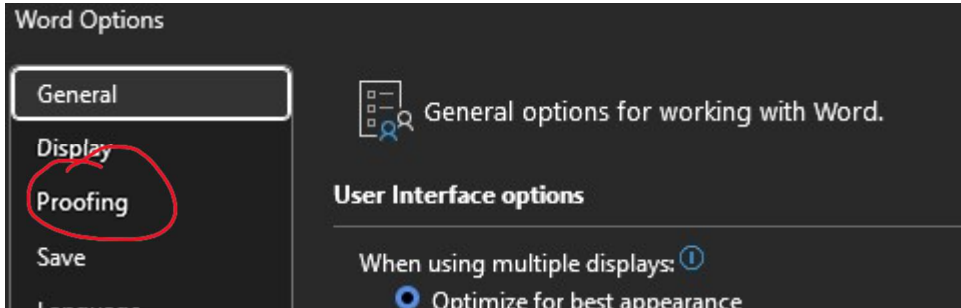
4.) Click "AutoCorrect Options".

5.) Make sure the "AutoCorrect" tab is displayed. Type "cafe" in the field circled below, make sure it is highlighted in the box below that field, and click "Delete".

6.) Click "OK" until all of the new windows are closed.