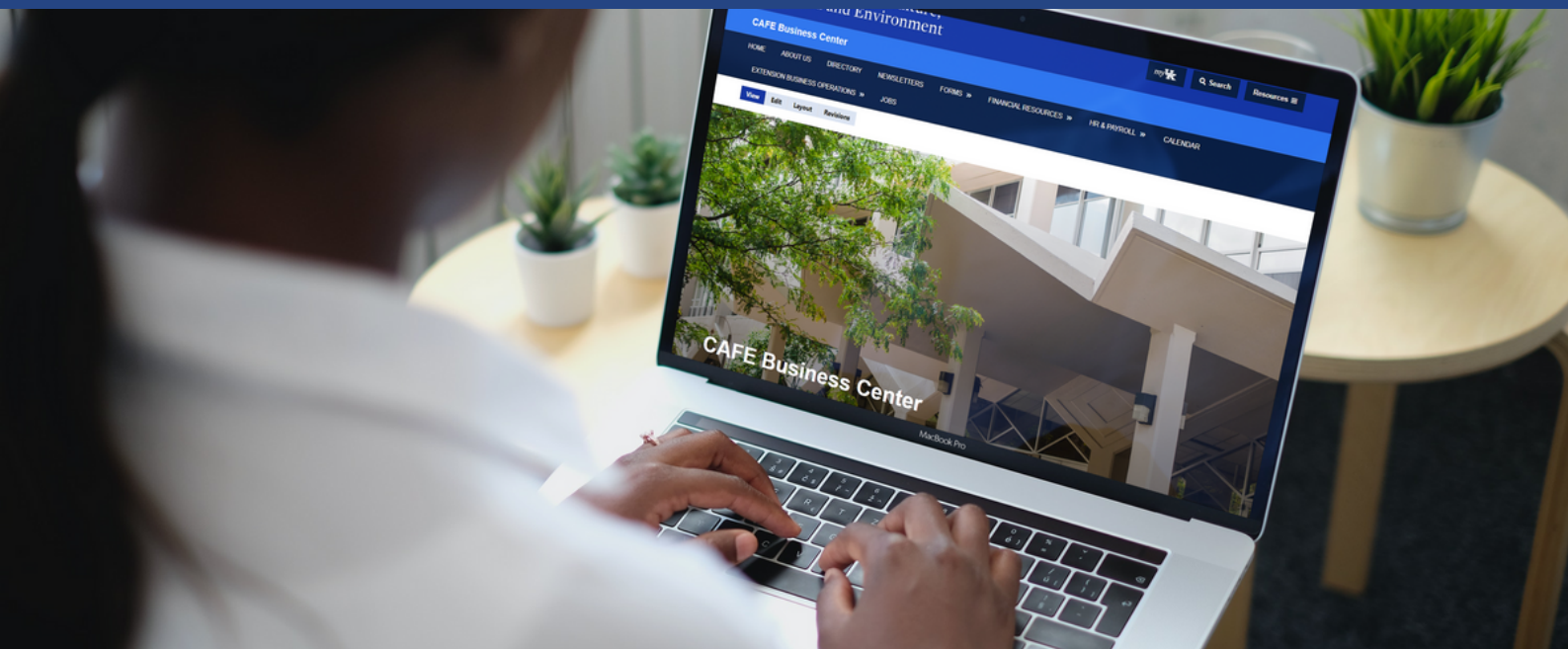# CAFE Business Center Newsletter

Welcome New Business Center Staff!

Adam Pickerill has transferred to CAFE from Human Resources Training and Development where he has worked for the past eight years. You might recognize his name from having worked with him in his current capacity; he is the main point of contact for the University's performance evaluation process. Adam is also a STEPS success story, having first worked for Enterprise Learning in UK HealthCare. Adam brings a love of training, communication, and human connection to CAFE and is excited to be joining our team.

Christie Henson has joined the Business Center Team as our new Principal Business Analyst. She transferred from the College of Nursing were she has served as the Assistant Business Officer since 2010. Christie has worked at the University since October 2000. She began her UK journey as an Account Clerk in the Microbiology/Immunology Department. In 2003, she transferred to the Department of Physiology, and after six years there, she moved into a departmental administrator position in the Center for Manufacturing (College of Engineering).

Business Center Staff

- Susan Campbell   7-5934
- Le Anne Herzog   7-2981
- Chris Johnson   8-3906
- Melissa Howard   7-4722
- Maggie Maynard   7-7143
- Adam Pickerill   8-5222
- Jason Hardin   562-2994
- Christie Henson   8-5223
- Angela Knapp   7-9833
- Shelby Verhoeven   8-5374
- Cristin Costello   8-6680

Extension Business Operations

- Rebecca Amsler   7-7194
- Tina Ward   7-0132
- Zach Waller   7-4254
- Lindsay Poore   323-4499
- Ryan Martin   7-7241
- Natalie Simpson   7-1553

Inside this Issue

GENERAL UPDATES

April 2023

New Cybersecurity Course Available in myUK

CYB 300 is a cybersecurity course designed to educate individuals on various aspects of cybersecurity, including identifying and preventing phishing attacks. As part of the course, a 15-minute training module called "Phishing Foundations" is available in the myUK learning portal. This module presents real-life scenarios of phishing attacks to demonstrate how cybercriminals trick people. The Phishing Foundations training module is a valuable resource for anyone looking to improve their cybersecurity knowledge and skills.

UK Staff Senate Creativity Showcase

UK Staff Senate invites all musicians, vocalists, comedians, and other performers to participate and showcase their unique creativity at our upcoming Employee Appreciation Day event. Each performer will have a fantastic 15-minute time slot to demonstrate their skills and amaze the audience. We are incredibly excited to recognize the outstanding performance of our employees in this fun and engaging way.
This is a chance to show off your unique talents and connect with colleagues from the campus community. So, what are you waiting for? Sign up now and make sure your part of this unforgettable event!

SUBMIT HERE BY MONDAY APRIL 17, 2023

HR NEWS

April 2023

NEW – STAFF ONBOARDING ENHANCEMENTS

We are excited to announce that the college has rolled out a new **Staff Onboarding Enhancements Program**. The staff that are new to the college will continue to receive the CAFE New Employee Orientation course invite, as normal, and have now added some additional personal touch points as well. The college has a set of three brief communications that now go out to the new employee that includes a short anonymous survey among other web links and information that may be helpful (Mentor Program, Staff Professional Development Fund, Lunch & Learns, Diversity Resources etc.) It will also serve to introduce the Talent Manager as a point of contact for any general questions they may have. These three touch points will go out on or around the employee's first week, 30th day and 75th day in the unit. We will use the survey data to judge how the onboarding process is going and to try to course correct or add new items. Then, we will round out the initial 90 day introduction period by sending the End of Orientation Form to the unit as normal. If the employee elected to join the Mentor Program that will continue on through the first six months.

Staff Onboarding Enhancement Program Timeline

CAFE New Employee Orientation Course/Upon completion invited to participate in Mentor Program	First Week Check In	30 Day Check In	75 Day Check In	End of Orientation Form	Continue Mentor Program through the first six months

Staff Degree Completion Form

As a reminder, the Staff Degree Completion Form is available to help maintain the accuracy of the staff degree information in SAP. Please share the form, as needed, with employees in your department who have recently completed a degree. Please email the completed form to agbusinesscenter@uky.edu

OPPORTUNITIES TO LEARN ABOUT OPEN ENROLLMENT

Take advantage of two opportunities to learn about Open Enrollment.

Employees are invited to join us for a Lunch & Learn Benefits Open Enrollment April 27 at 12 p.m. EDT.

Additionally, Benefits Open Enrollment open houses will occur in May. Employees may drop in at their convenience to talk with vendors and pickup materials. Mark your calendar:
- **May 5 from 9-11 a.m., VDL Coldstream campus**
- **May 9 from 8-10 a.m., E.S. Good Barn**

Register for Lunch & Learn

PROFESSIONAL DEVELOPMENT
Lunch & Learn Series
UK College of Agriculture, Food and Environment

PERFORMANCE EVALUATIONS UPDATE

Now that the 2022 Staff Performance Evaluations process is complete, we wanted to remind you that supervisors looking for ways to enhance employee performance and professional development, throughout the year, can access the Supervisor Resources page. Also, the CAFE Employee Enhancement Programs offer many professional development opportunities for employees throughout the year.

HR NEWS

April 2023
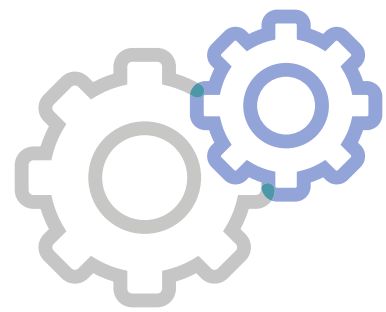
HR HUDDLE TRAINING CERTIFICATION SERIES

We kicked off the launch of the 2023 HR Huddle Training Certification Series on March 15! This is a fun, interactive conversation on current relevant topics for the HR Administrators. Stay tuned for the next session date.

SEASONAL FLAG

As you know, due to ACA, temporary employees with an FTE of 75% or higher are offered the UK health insurance credit. However, there is an exception for seasonal employment (an assignment less than three months). In order for the UK Benefits Office to be aware that the employee is seasonal, please remember to select the seasonal flag on screen 7 when processing the personnel action.
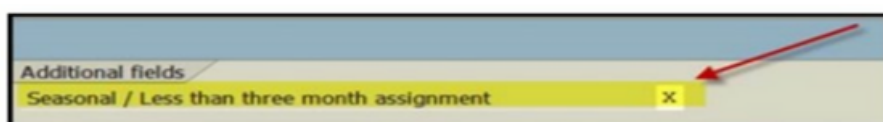
HR NEWS

UPCOMING RECRUITMENT EVENT

The Business Center will be plugging all
of the available CAFE job opportunities
at the upcoming spring UK Jobs Fair. Stay tuned for more details.

SERVICE AWARDS ENHANCEMENTS

This year the college is recognizing 272 staff who have reached a service milestone. Recipients were given the opportunity to select from a variety of awards including options for pins, charms, and products from the RCARS Wood Utilization Center. Awards have been distributed along with individual certificates and letters, from the dean, recognizing the hard work and dedication to the College of Agriculture, Food and Environment.

HR NEWS

April 2023
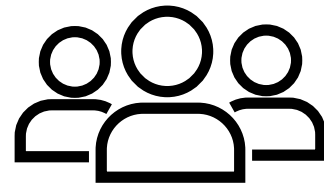
STAFF SHARED LEAVE POOL PROGRAM DONATIONS

Not going to use all of that vacation leave? Don't waste it! Please consider helping out a fellow staff member who is facing a tough situation by donating to the Staff Shared Leave Pool. Donations can be submitted via the myUK Employee Self Service portal. Click here for step by step instructions.

Dates to Know

Payroll Earliest Retro Date will set to the following:
Bi-Weekly 3/26/23   Effective 5/23/23
Monthly 4/1/2023   Effective 5/16/23
Access payroll schedule tutorial **here**.

ECRT Deadlines
Pre-Review: 4/18-5/8
Confirmation: 5/9 – 6/6*
Access ECRT resources **here**.

*PI should plan to confirm ECRT statements prior to leaving when the semester ends on 5/6/23

MENTOR PROGRAM

MENTOR ➡ PROGRAM ⬅
It starts with us

Know a staff member that is positive and encouraging? Please consider taking a minute to nominate the employee to be a mentor. Click here to access the nomination form and click here to access the sharable Benefits of Being a Mentor flyer.

FI NEWS

April 2023

It is the time of year to start preparing for state fiscal year-end close! In an effort to be proactive, our team has compiled a list of reminders and items that your department should look for when preparing for year-end.

State Fiscal Year-End Reminders

1. Ensure all pending travel requests and procard purchases are completed by the dates specified on the year-closing calendar <u>at the latest</u>. We recommend department business officers set their own travel and procard use cut-off dates to avoid late submissions.

2. Review open Purchase Orders on your accounts. Submit invoices to Accounts Payable and enter goods receipts by the dates specified on the calendar to ensure POs with items received prior to June 30th are recorded in the appropriate fiscal year.

3. Review your department's HR clearing account to ensure charges have been moved off and account will be at zero at year-end.

4. Take stock of orders that may need to be recorded as account payable accruals and/or items/services sold that may need to be recorded as account receivable accruals. Detailed documentation on these items is required.

4. OPSA Grants - Expenses moved to the CAS Direct account cannot be moved and are used by RFS as matching/cost sharing on the grant they were removed from. Expenses moved to your CAS Indirect account can be moved by JV to another cost center (state, income, or gift) but they cannot be moved to another grant. If you leave expenses on either CAS account at state fiscal year-end, they will be deducted from your fund balance return. Ideally, CAS indirect accounts should be at zero at year-end.

INTERNAL AUDIT – LESSONS LEARNED

Separation of Duties

You've read that duty separation is required in the BPMs, but do you really know what it means? In this edition of Lessons Learned, the UKIA team discussed the importance of properly segregating roles and responsibilities across personnel to help prevent — and detect — inappropriate activities.

Watch the recording or view the slides below -

[Session Recording](#)

[Powerpoint](#)

Primary takeaways -

- Best practice is three degrees of separation in the following categories. UKIA recommends that no employee has job functions in more than one area.
  - Acquiring/transferring (physical access to assets such as cash, ProCards, purchase orders, etc.)
  - Recording (posting actual transactions)
  - Reconciling (comparison/review of transactions)
- In some situations, it may be necessary for employees to complete more than one of these functions. In those cases, further controls should be put in place to minimize risk.

Find past UK Internal Audit Lessons Learned sessions [here](#).

Grant Reminders

- If your department has OSPA grants, remember to check the accounts close to the grant end date for open PO's and personnel. The dept should have a plan in place for personnel regarding where they should charge or whether they need to be separated.

- Reminder to subscribe to the Grants Listserv
Send e-mail to LISTSERV@lsv.uky.edu with the following text in the message body:
subscribe IRIS-GMNEWS Yourfirstname Yourlastname
The subject line should be blank as well as the rest of the body of the email.

Concur Trainings

Concur/Travel Additional Training Opportunities

Training Class
On-demand, Virtual
Introduction to Concur Travel & Expense Management
Concur: Create a Travel Expense Report from a Pre-Approved Travel Request
Concur: Creating a Travel Expense Report without a Travel Request
Concur: Creating a Travel Request
Concur: Expense Reporting for Procard Transactions
Concur: Review and Complete User Profile Settings
Cash Handling Basics
Procurement Card

For more information or to register for these courses visit your **myUK Employee Self Service** Training page.

FY24 Budget Process - Finance Staff Availability

The FY24 budget process is currently underway. Please be aware that the Business Center may have limited availability and delayed response times in the upcoming weeks as we work on keying budgets. The last two weeks of April (17th-28th) will be especially hectic as we process position budgets. Thanks in advance for your patience!

CHANGES IN PAYMENTWORKS AND VENDOR MASTER DATA ACCESS

As an effort to improve the efficiency of procurement transactions across the University, changes related to SAP Vendor Master Data and PaymentWorks access are planned during the coming weeks. Planned for implementation later this spring and early summer, the PaymentWorks onboarding tab in myUK will transition from its current Open Access to that of Restricted similar to that of SRM Shopper, Goods Confirmer, etc. Specifically, access to the PaymentWorks tab to send onboarding invitations to new vendors will require completion of coursework in myUK Learning and assignment of a role. Employees currently using the PaymentWorks tab and sending new vendor onboarding invitations will be required to complete two planned courses in myUK Learning to retain the PaymentWorks tab. Those new to using the PaymentWorks tab after the transition, currently planned for cutover in May to July, would submit an approved SAP Access Request Form identical to the onboarding process for other myUK roles.

In addition, as part of the transition, all learning and reference materials on the Purchasing website related to searching SAP Vendor Master Data and PaymentWorks onboarding will be updated and modernized, providing a more substantial knowledge base for departments to use in their vendor search and onboarding activities.

Further information and progress on this initiative will be shared via our listserv and Purchasing website news in the coming weeks.

TABLEAU UPDATES

Labor Distribution Instructions

- Labor Distribution reports can be found on Tableau at the path below -

Explore / Financial Reporting / HR Reports / Labor Reports

- Once here, select the appropriate report based on source of funds, pay period, dept, etc.
- Then, click "variable selections" to customize the report for your specific department, financial period, and/or cost center
- Click "execute" to run your report. View in Tableau or export to excel to filter as needed.

Find more financial resources on the CAFE Business Center website. Please contact the CAFE Business Analysts group via email with any finance-related questions.

FI NEWS

April 2023

VEHICLE PURCHASE PROCEDURES

Purchases Under $40K

1. Obtain quote from dealer. Ensure that dealer has a vendor number in SRM/SAP. If not, send PaymentWorks invite to them to get them onboarded. *Do this immediately, as it takes several days to process. You can work on the other steps while the vendor is being added.
2. Complete the Vehicle Request Form and gather the appropriate signatures.
3. Complete a free text shopping cart for the purchase. Attach the quote and VRF to your cart.
4. Ken Scott (purchasing specialist) will process a purchase order and send it to you. You can forward directly to the sales rep your department is working with.
5. Arrange the pick-up.
6. Work with Steven Strunk in Capital Assets to obtain an "Asset Tag" for the vehicle and titling. Work with Barbara McFarlane in Fleet Services to obtain a voyager card.

*If you are trading in another vehicle or piece of equipment, Capital Assets must approve the trade-in before the purchase can be processed. Contact Bill Coleman for more information on this.

Purchases Over $40K

1. The Commonwealth of Kentucky Model Procurement Law requires that competitive bids be solicited for purchases of $40,000 or more. If a specific vehicle is needed that can only be provided by a certain vendor, a Sole Source Justification must be filled out and approved by the college and UK Purchasing. After the SSJ has been completed, follow steps 2-6 above.

Find more information on the bid process here and the Sole Source Justification form here.