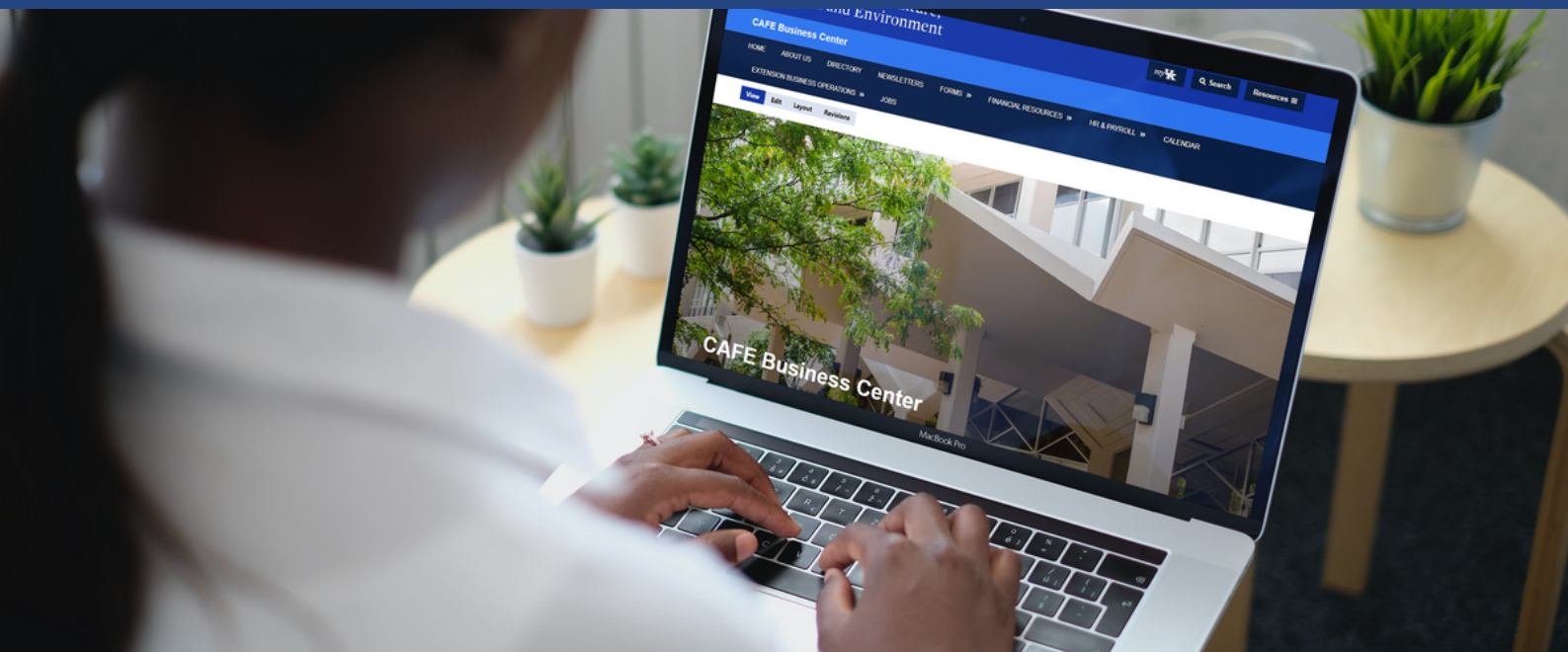


CAFE Business Center Newsletter



Welcome to the Business Center!



Mary Hammons has transferred to the CAFE Business Center as a Business Analyst Lead as of May 1st. Coming from from Vet Sciences, with over 9 years of experience in that role, Mary is no stranger to CAFE or the university. Mary has worked in several other university departments prior to her time in CAFE.

Mary will be our primary contact for Concur travel, service centers, farms and service units. We are excited to have Mary on our team!

Business Center Staff

- Susan Campbell 7-5934
- Le Anne Herzog 7-2981
- Maggie Maynard 7-7143
- Adam Pickerill 8-5222
- Jason Hardin 562-2994
- Christie Henson 8-5223
- Angela Knapp 7-9833
- Shelby Verhoeven 8-5374
- Mary Hammons 7-4722
- 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

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IN MEMORIAM

July 2023

Chris Johnson

We are again sharing some sad news. Chris Johnson passed away on Sunday, June 11. Chris has been with the university for 15 years and with the college since 2017. She started working in healthcare in the department of Family Practice before moving to the College of Fine Arts and then to the CAFE Business Center as HR and Payroll Specialist. Our thoughts and prayers are with her family and friends as they grieve.

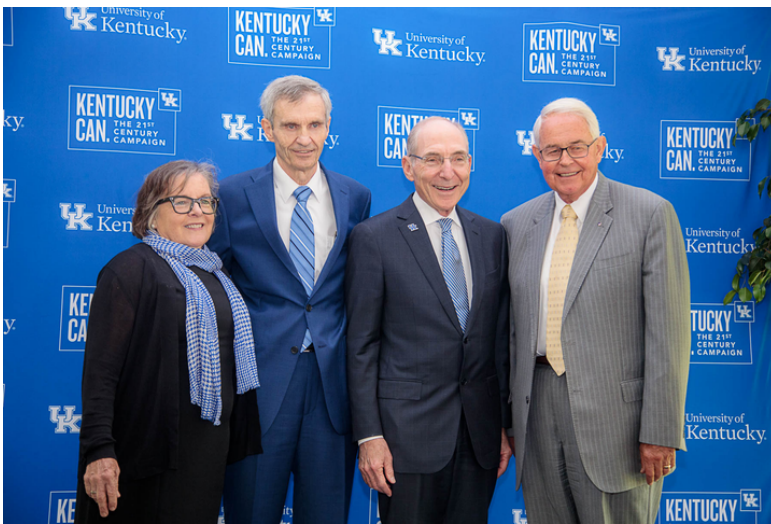
Chris will be fondly remembered by our college for years to come.



COLLEGE UPDATES

July 2023

Historic \$100 Million Gift & College Renaming



L-R: Nancy Cox, UK Vice President for Land Grant Engagement and CAFE Dean; Danny Dunn, Bill Gatton Foundation Trustee; Dr. Eli Capilouto, UK President; Mike Richey, former UK Vice President for Philanthropy and Alumni Engagement. Photo by Matt Barton

On May 25th, The Bill Gatton Foundation gave the college a transformational gift of \$100 million.

The gift is the largest to the university in its nearly 160-year history and the largest to a college of agriculture in the United States.

To honor Gatton's parents, Edith Martin and Harry W. Gatton, Sr., the college will be renamed as the Martin-Gatton College of Agriculture, Food and Environment.

This gift is a testament to the college's world-class faculty, staff and students as well as its service to the entire commonwealth. It also recognizes the college's commitment to its integrated missions of teaching, research and outreach.

We are so grateful to Bill Gatton for his generosity and vision. What an incredible heart Mr. Gatton had for the university and Kentucky.

Learn more about the gift [here](#)

The [Ag Communication Services Marketing web page](#) has material that can be used with the new UK Martin-Gatton College of Agriculture, Food and Environment logos.

Stationary template examples are directly available [here](#).

GENERAL REMINDERS

July 2023

FY24 Employee Parking Permits

2023–2024 employee intermediate (E) and employee periphery (EK) parking permits must be displayed when parking on campus starting Monday, July 3.

For your convenience, Transportation Services exterior express pick-up window is open from 6:30 a.m. to 5 p.m. Monday through Friday. Our customer service center is open from 7:30 a.m. until 5 p.m. Monday through Friday.

Permits can also be purchased online via the [transportation services portal](#).

If your vehicle has changed, be sure to email uktransportation@lsv.uky.edu to update your account.

Records Retention

The beginning of the new fiscal year is a good time to clean out records that are no longer needed. To find more information on records retention requirements, view the Research Administration & Fiscal Affairs website [here](#).

Document	Minimum Length of Retention
Time Sheets/Absence Records	3 years
Personnel Files	5 years after employee terminates
Payroll Labor/Salary Distribution Reports	3 years*
Travel Requests/Reimbursements/Vouchers	3 years*
Ledgers/PRD's/JV's/Requisitions/Shopping Carts PO's	3 years*
Cash/Check Transmittals/Pro Card Receipts	3 years, if no audit; or 3 years after audit
Work/Job Orders	Destroy when maintenance is approved and completed

University Approved File Sharing Resources

Want to potentially save some money on IT (Information Technology) software by using University Approved File Sharing Resources?

As we come around on the end of one fiscal year and the start of another, it is good to be sure folks know about software that is not needed to be purchased and may even be detrimental to data security practices.

In particular, [Dropbox should never be used to store/share any university information/data](#). If you want to share files with someone outside of the UK community, visit [Share with someone outside of your organization](#) for more information.

Additional resources for using [OneDrive](#), [Teams](#), and other resources can be found [here](#).

If you have questions regarding using these resources, feel free to contact the [CAFE Helpdesk](#) or your Departmental/Unit IT support person. We hope this information will help keep the data safe, continue to allow you to do the work that needs to be done, as well as save some money. Please feel free to send this information to faculty, staff, and/or students who may make this kind of purchase.

Background Information:

The University of Kentucky has an Enterprise license for the full suite of Microsoft 365 products, including file sharing apps such as OneDrive, SharePoint, and Teams. UK also has a Business Associate Agreement with Microsoft, a legal agreement that permits University data including HIPPA, FERPA, and other sensitive data types to be stored using the Microsoft 365 apps.

"A Business Associate Agreement (BAA) is an agreement between a company or organization and the University of Kentucky that outlines the rules, regulations, and expectations with regards to the outside organization's handling of personally identifying information (PII) or Protected Health Information (PHI) belonging to a member of the University Community or a patient under the care of UK Healthcare "

IT UPDATES

July 2023

Don't Overshare with AI

AI chatbots like ChatGPT are powerful tools – have you tried using one? They can draft documents, write code, summarize complex concepts, and even write jokes. UK ITS urges employees to be aware that there is no expectation of privacy when using these services. Information entered into AI chatbots could be incorporated into future data models, so exercise caution when using them-- personally or professionally. No University-protected or confidential data should be shared with AI chatbots.



Cybersecurity Tips & Tricks

See below for important things you need to know:

- [How do I report spam and phishing emails?](#)
- [How do I access cybersecurity courses in myUK Learning?](#)
- [IT Administrative Regulations, Policies, Standards, Guidelines, Etc.](#)
- [Cybersecurity Best Practices When Working Remotely](#)

Find more information on cyber security through UKITS – its.uky.edu/cybersafe



EMPLOYEE SUMMER RESOURCE FAIR

Employees are invited to join us for a Summer Resource Festival on 7/26. Have some fun, while learning, during this interactive session! Click [here](#) to register.

You will receive a zoom link after registering.



UK APPRECIATION DAY – CAFE OFF CAMPUS – T-SHIRT ORDERS

More than 1,000 t-shirts were ordered, for CAFE employees with work locations off campus, and were distributed in June.

New – Stay tuned for an announcement about an enhanced offering for next year!



HR NEWS

July 2023

DR. LISA P. COLLINS OUTSTANDING STAFF AWARDS

Annually, the Dr. Lisa P. Collins Outstanding Staff Awards program recognizes seven high achievers out of more than 2,000 employees. Some 35-45 nominations are reviewed by a committee of college peers and honored at the annual RoundUp Staff Appreciation Day.

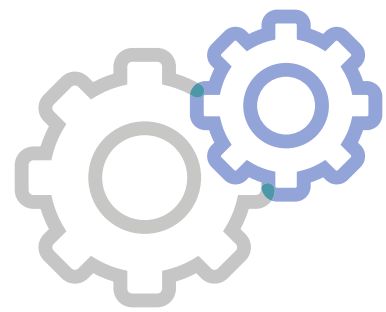
This year, we are delighted to continue nominations for the Outstanding Team Category, which was introduced in 2022.

Nominated teams may consist of any group of CAFE employees who work together to achieve common goals. These teams can be formal, such as the staff of a specific laboratory or unit, or informal, such as a multidisciplinary team comprising employees from multiple units, and they may also include faculty and student workers in addition to staff members. Just like individual staff nominations, team nominations will be recognized at the 2023 Roundup Staff Appreciation Day event. Each team member will receive a certificate, and the winning team will be awarded a plaque engraved by the Robinson Center for Appalachian Resources Sustainability, which can be proudly displayed in a common area. Team nominations can be submitted using the provided form and are due by August 25, 2023. We look forward to celebrating the remarkable achievements of both individuals and teams in this year's Dr. Lisa P. Collins Outstanding Staff Awards program.

[Individual Nomination Form](#)

[Team Nomination Form](#)

For more information on the Dr. Lisa P. Collins Outstanding Staff Awards program please click [here](#).



STAFF PROFESSIONAL DEVELOPMENT FUND – FY24

We are excited to let you know that the CAFE Staff Professional Development Fund is accepting applications. Click [here](#) to access the Staff Professional Development page. The application is easy and straight forward.



STAFF SHARED LEAVE POOL REMINDER:



Donations can now be made year-round!
Donations are now completed via myUK.
Instructions have been added to the CAFE Employee Resources page. Click [here](#) to access the QRG.



HR NEWS

July 2023

RECRUITMENT INITIATIVES

Job Fairs are just one way in which we support your recruitment needs.

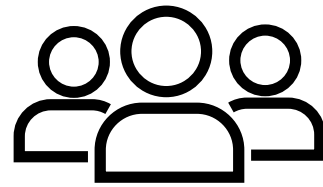
Click [here](#) for additional resources



Important Dates



Mentor Appreciation Award Drawing	July 11
ECRT Preview	FY' 24, Quarter 4
ECRT Confirmation	FY' 24, Quarter 4
Payroll Retro Biweekly	Will change to 6/18/23 on 8/14/23
Payroll Retro Monthly	Will change to 7/1/23 on 8/21/23
Independence Day Holiday	July 4
Staff Summer Resource Fair	July 26



STUDENT WAGE SCALE & PTI RATES FOR FY'24

The FY'24 [Student Wage Scale](#) and [Part Time Instructor Fee Rates](#) have been updated.

STEPS SERVICES

STEPS is UK's full-service temporary staffing agency. In some instances, STEPS can be the perfect option for your job search needs. For more information about why STEPS might be the right fit please click [here](#). The FY'24 [STEPS](#) billing rate has actually lowered to 19%. Click [here](#) to access the types of temporary positions that may have an exemption.

FACULTY (12 MONTH) VACATION ROLLOVER



FACULTY - VACATION LEAVE CARRYOVER (12 MONTH FACULTY)

- For FY'23, **all** unused faculty vacation leave will be extended until September 30, 2023.
- Applicable faculty will be able to view their new deadline date, via the **myUK portal**, by mid-May.
- Vacation accruing faculty will still receive their FY'24 quota on July 1, 2023.

Note: Unused leave from FY'23 will **not** be subject to terminal vacation payout if a faculty member resigns after June 30, 2023. (This is a change from last year).

FAST TRAINING UPDATES

NEW FAST COURSE NOW AVAILABLE

The newest FAST course is now available to all FAST participants, both mandatory and voluntary, in myUK Learning.

Human Resources Employee Relations and Leave Administration describes the role of the UK Employee Relations department, what to do when workplace injuries occur and the guidelines for different types of staff employee leave.

With the addition of the new course, there are now four Human Resource related WBTs in the FAST Library. If you would like to learn more, click on the links below to be taken directly to the course in myUK Learning.

- Human Resources Compensation: Job Classification
- Human Resources Employee Records and Unemployment
- Human Resources Personnel Action Requests Processing
- Human Resources Employee Relations and Leave Administration

The complete FAST library now contains 22 web-based trainings. You can view a list of all FAST courses on their website.

Martin-Gatton CAFE Reaches 100% Compliance!

We are pleased to report that our college has achieved a 100% on-time completion rate for the FAST program in the compliance period ending 6/30!

Thank you all so much for your assistance in meeting this goal.

FAST Completion Summary	
Administrative Unit Or College	
College of Ag, Food and Environment	
Not Complete	Complete
	✓
	396
	100.0%

FY 23 CAFE Business Center State Year-End Close Calendar

FY23 University Fiscal Year-End Close Calendar

We are nearing the end of our FY23 cycle. Please continue to pay close attention to year-end deadlines as we close out the year.

Happy New Year!



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 at the latest. 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. Z4 JVs may be needed to clear salary charges.
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. OPISA 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.



YEAR-END PURCHASE ORDER MAINTENANCE

- Use t-code Z_MMEKPO (Open PO Report) to review open purchase orders on your departments' cost objects. Find a QRG on this t-code [here](#).
- For purchases where items or services will not be received until AFTER July 1, these POs will automatically be moved to and accounted for in the new fiscal year.
- For purchases where items or services will be received PRIOR to July 1, purchase orders must be completed and closed out in the current fiscal year. Ensure invoices are sent to AP and goods receipts are completed by the required dates.
- Purchase orders for goods or services to be received in FY24, but that a vendor requires to be paid out in FY23 are considered prepaid expenses and require an accrual to be filed so that the expense is accounted for in the appropriate fiscal year.
- Year-end Purchasing FAQ's can be found on the UK Purchasing website [here](#). A university login is needed to access this document.

Journal Voucher Tips

- Always include documentation and an explanation for why the JV is necessary. This will help the workflow process move faster as AFRS/RFS will be better able to understand the reasoning behind your JV. Use the explanation form templates [found on our website](#) if you need guidance.
- Check your workflow regularly. Use t-code FB03 to frequently check that your JV is properly moving through workflow.
- Pay attention to college and campus deadlines to ensure JVs are processed in the appropriate fiscal year.
- Double-check your math to ensure debits and credits make sense.
- Attach an explanation form and get additional approval for JVs over 120 days old.
- Find more JV tips [here](#) on the AFRS website.



YEAR-END ACCRUALS

What is an accrual?

An accrual is an accounting entry used to ensure transactions are recorded when expenditures are incurred, or revenues are earned, regardless of when the cash payment is made or received.

Why do I need to do an accrual?

Accruals are needed when the receipt or payment of cash is made in a different fiscal year than when goods/services have been rendered or received. Accruals ensure expenses and revenue are recorded in the fiscal year they are earned or goods/services received.

What are the different types of accruals?

Accounts payable – Used when departmental goods or services have been received before June 30th, but for which payment will not be made until July 1st or later; Ex. Equipment item ordered in May, received in late June, but invoice receipt and payment is still pending as of July

Accounts receivable – Used when goods or services are provided by UK prior to July 1st but payment will not be received until after July 1st; Ex. Lab testing service provided on June 25th, but payment from the customer is not expected until July 15th

Prepaid expenditure – Used when goods or services are purchased and paid for before July 1st, but for which the good or service will not be used until after June 30th; Ex. Registration for a conference is paid on June 25th, but the conference will not be held until August 15th

Deferred revenue – Used when revenues are received before July 1st, but for which the goods or service will not be provided until after June 30th; Ex: Revenue from customer for attendance at a workshop is received on June 25th, but the workshop will not be held until July 25th

Contact the [Business Analysts Team](#) with questions.