

MARTIN-GATTON CAFE

ADMINISTRATIVE USERS' GROUP

Tuesday, May 13th, 2025

9-10:30am ET

Location: Zoom

AGENDA ITEMS

1. Building Move Presentation:

Presentation Slide are [here](#) and ongoing updates and information are located here:

<https://research.ca.uky.edu/preparing-building-moves>

Please reach out with questions:

Sara.Green@uky.edu

Andrea.Higdon@uky.edu

Kevin.Horn@uky.edu

2. Budget & Finance (Jason)

a. Approval of agreements or contracts

Any contracts or agreements need to be reviewed/approved by UK Purchasing or UK Legal. They should not be signed by anyone within the departments. Please ask the Analysts for help in getting the approvals your department's legal needs.

b. Year End Training

The training meeting was Tuesday and the checklist, schedule, presentation slides, and recording are located on the M-G CAFE website, here:

[Fiscal Year-End Process | M-G CAFE Business Center](#)

3. HR & Payroll (LeAnne)

Presentation attached [here](#).

a. End of Semester/Fiscal Year End Payroll Reminders

- i. Close out the academic year by conducting and active employee review
- ii. Prepare for the new fiscal year by review salary data

b. Employee Enhancement Program News

- i. The College continues to support employees by providing numerous enhancement programs. It was a record-breaking year for the Staff Professional Development Program and don't forget to consider nominating a someone for the Outstanding Staff Awards: [Dr. Lisa P. Collins Outstanding Staff Awards | M-G CAFE Business Center](#)

c. Summer Employee Events & Professional Development Opportunities

Make the most of the summer by attending UK Appreciation Day, a Work Life event, and maybe even CBMI!

Work-life Event Calendar: <https://hr.uky.edu/calendar/worklife-wellbeing>

Next HR Huddle: https://uky.az1.qualtrics.com/jfe/form/SV_cXPuv1WeXlwZnEy

4. Sponsored Programs (Angela)

****NEXT MEETING: Tuesday, August 5th @ 9:00am Eastern via Zoom****

- a. **Grants and Effort for PIs and Required Cost Share-**
Find more information on these topics [here](#)
 - b. **Scopes vs Primes**
 - i. [OSPA Grant Training PADR, Grants Master Display, BudRule Crosswalk, AVC and PADR at a Glance](#)
 - c. **Tuition**
See email from UK CAFE Business Analysts [here](#).
 - d. **Sponsored Project Services new website-**
<https://research.uky.edu/sponsored-project-services/about/OSPA>
- For further Grants information and videos, refer to the section on our website [here](#)

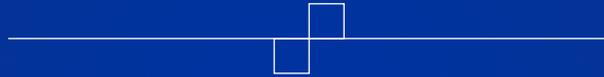
5. Other (Cristin)

- a. **Introduction of New Departmental Staff Members**
 - i. Erin Bohannon, STEPS admin in Research Office
- b. **Reminders**
 - ✓ Add full name to zoom
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0061891
 - ✓ State Senate voting this week
 - ✓ Beam signing ends Wednesday May 21st
 - ✓ Fast Trainings due June 30th
 - ✓ Next Users' Group meeting August 5th
 - ✓ Relay meeting info to other staff in department
- c. **Tableau Demo**

Budget vs Actuals for show all cost centers together in one excel sheet
M-G CAFE B vs A All Cost Centers - Excluding State Benefits -
<https://analytics.uky.edu/#/workbooks/18464/views>
Recommendation – Pivot table training
Any needs or questions or new report types you'd like to have or learn, let us know.

****NEXT MEETING: Tuesday, August 5th @ 9:00am Eastern via Zoom****

Building Moves Preparing to Relocate



Kevin Horn-Pacheco, Administrative Services Assistant
Andrea Higdon, CAFE Emergency Management Director
Sara Green, Program Coordinator

Martin-Gatton College of Agriculture, Food and Environment

Move Coordination

- Site: <https://research.ca.uky.edu/preparing-building-moves>
- Surplus all UK property in all departmental locations
- Eliminate/reduce paper files
- FEPP property return/relocation
- Start Now 😊

**Regular
Work
Duties**



**Other
Duties As
Assigned**

Surplusing of UK owned property

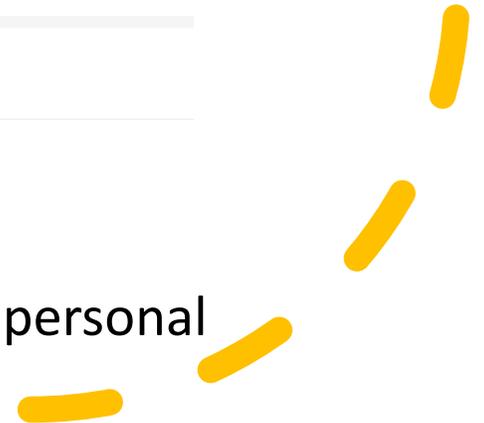
- All workspaces must be 100% empty for the move.
 - No Furniture
 - No Files
- Furniture must be broken down for surplus. Put in work orders via myUK to have large desks, etc. disassembled.
 - Login to myUK. Select “Enterprise Services” tab; select “Facilities Management” tab; submit a work order.
- Complete “Surplus Property Pickup Form” using brief/generic descriptions.
 - <https://www.uky.edu/eForms/alphaindex.php?startswith=S>
- Surplus items must be labeled. Please use the labels supplied at <https://research.ca.uky.edu/preparing-building-moves>

Preparing for Building Moves

NEW: Labels for marking items as UK Surplus ([PDF file](#))



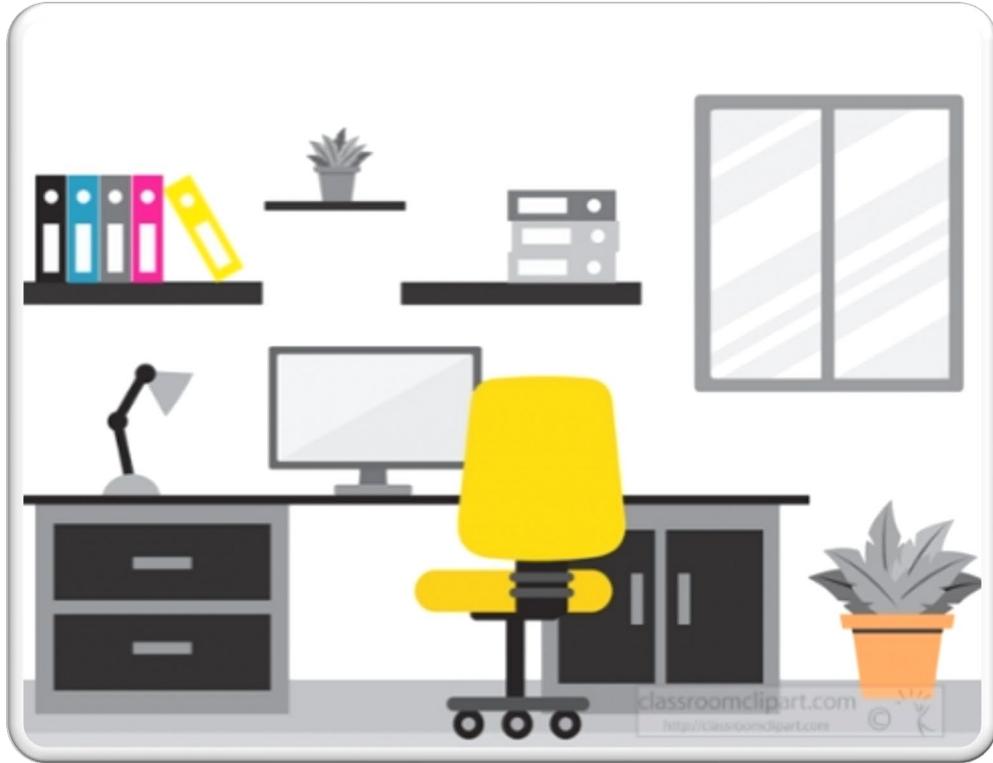
- Timing is everything.
- UK movers are not responsible for moving personal property.





Eliminate/Reduce Paper Files

- Evaluate the need.
 - Scan to electronic files or destroy
- Use the UK Records Retention rules
 - https://cafebussnesscenter.ca.uky.edu/sites/cafebussnesscenter.ca.uky.edu/files/records_retention_2025.pdf
 - For questions contact Carlos Lopez, Carlos.R.Lopez@uky.edu
- Never too early to start. Do not wait until the last minute!
- Site: <https://research.ca.uky.edu/preparing-building-moves>



New Office Space Details

- No storage closets
- No hallway cabinets
- On average, offices will be smaller than current spaces
- New furniture to be provided
- Old furniture will not be moved to new buildings. Surplus all existing furniture.

For additional information contact:

Sara Green

Sara.Green@uky.edu

Andrea Higdon

Andrea.Higdon@uky.edu

Kevin Horn-Pacheco

Kevin.Horn@uky.edu

From: [UK CAFE Business Analysts](#)
To: [Allen, Jackie L.](#); [Allen, Katherine N.](#); [Amsler, Rebecca S.](#); [Brown, Merna](#); [Bullock, Hanna J.](#); [Conn, Susan L.](#); [Consalvi, Scarlett R.](#); [Costello, Cristin](#); [Davidson, Karen B.](#); [DeLage, Anne M.](#); [Feddes, Melissa J.](#); [Garrett, Patsy A.](#); [Gibson, Casey L.](#); [Goodrich, Carolyn](#); [Gordon, Elizabeth R.](#); [Guinn, Kristen C.](#); [Gutierrez, Debbie](#); [Hammons, Mary](#); [Hardin, Jason J.](#); [Henson, Christie R.](#); [Horn-Pacheco, Kevin R.](#); [Howard, Christine](#); [Huntress, Ginny](#); [Husted, Jeffrey A.](#); [Jackson, Shelby K.](#); [Jump, Jessi](#); [King, Rhesa A.](#); [Knapp, Angela D.](#); [Matti-Rayan, Mayada N.](#); [Maynard, Maggie](#); [McKinney, Katherine E.](#); [Myers-Wilson, Anastasia P.](#); [Ord, Jaclyn G.](#); [Owsley, Rhonda J.](#); [Quillian, Brandi S.](#); [Ramey, Covetta H.](#); [Rogers, Whitney G.](#); [Short, Stephanie L.](#); [Simpson, Natalie D.](#); [Smith, Anthony](#); [Spahn, Amelia D.](#); [Stanton, Tymory S.](#); [Stidham, Cindy L.](#); [Stiefel, Barbara L.](#); [Tipton, Betty D.](#); [Tolliver, Julie](#); [Waddell, Sandie D.](#); [Ward, Tina M.](#); [Warren, Diane](#); [Watson, Lisa C.](#); [Weisenhorn, Ellen](#); [Wilford, Johnna T.](#)
Subject: FW: Spring 2024 GSAS Entry
Date: Thursday, November 14, 2024 1:49:19 PM
Attachments: [image001.png](#)
[GSAS Training Documentation 24-25.pdf](#)
[View Submitted GSAS Forms.pdf](#)
[SHIP Process for Departments.pdf](#)
[FY25 Baseline Stipends.pdf](#)

Hello DGSs and GSAS Enterers,

We have made it through the first half of the fall semester and the GSAS entry window for spring will open on **November 18th**. While ever-changing conditions might make it hard to enter GSAS appointments early, please remember that late entry can result in tuition scholarships not being posted in time. This can be very stressful for graduate students. Please remember that GSAS forms should only be entered on a term-by-term basis. GSAS forms will be cancelled if the dates entered are across more than one term. Attached are documents describing how to enter GSAS and how to identify students who have not yet accepted their GSAS form to help the program meet its responsibility to ensure that students accept their GSAS in a timely manner. Do NOT enter GSAS forms for overload assignments, students on LTJ Fellowships, students on training grants, students using EEP, or students supported by extramural organizations such as Fulbright, LASPAU, Foreign Government Sponsorships, etc. Please carefully read the following information, the attached documents, and let me know if you have any questions. If you would like to have a short zoom or teams meeting to go over GSAS entry, please let me know and we will organize a time and schedule it.

GSAS Entry

- The dates as well as the updated instructions for GSAS entry have been posted on the Graduate School website: <https://gradschool.uky.edu/gsas>
- **Spring Semester**
 - o Spring GSAS Open **11/18/2024** through **01/13/2025**
 - o Exception to Business Procedures needed for GSAS not submitted by **01/13/2025**
 - o Deadline for students to accept GSAS form: **01/20/2025**
 - o Universal Tuition Account Field Edit open **11/18/2024** thru **02/21/2025**
- **ATS Entry**

Each college has received the number of ATs they can use for each academic year. Please

consult with your DGS and/or college Budget Officer before selecting these types of assistantships to verify the number of ATS available for your department.

- ***DTS Entry***

Each college has received a specific dollar amount to be used as DTS for the academic year. Please consult with your DGS and/or college Budget Officer before entering “1234567890” as the UT Account number.

- ***Term Stipend***

Please remember stipends below the new baseline amounts must be at or above their respective baselines that were established by the Graduate Stipend and Benefits Committee. For more information, please review this link:

<https://gradschool.uky.edu/assistantships#Compensation>. You do NOT have to enter the term stipend in the stipend field however you must enter something in order to move forward in the submission process. Please just enter 0.01 or something similar. We do not use this information anymore and are in the process of getting the GSAS system updated. If you still want to enter the term stipend, you may. I apologize for any inconvenience this might cause.

- ***RA/GA Tuition Recharge***

To charge RA or GA tuition to a grant, all the following criteria must be met:

1. The individual must be coded in payroll as a graduate research assistant; and
2. The sponsored project must be active at the midpoint of the semester being charged; and
3. The student must show effort on the sponsored project by at least the midpoint of the semester being charged; and
4. Tuition must be an allowable expense on the sponsored project with appropriate budget available; and
5. Tuition charges to the sponsored project follow the effort proportionately; and
6. The sponsored project account to charge must have been submitted to the Graduate School by their established deadline.

If any one of those criteria are not met, SAP will reject the recharge of the in-state portion of tuition to a grant and we must change the account to recharge to a departmental overrun account. If you have a specific departmental cost center or overrun account you would prefer, we recharge the in-state portion of tuition when a grant number is rejected, please let me know.

Work Overload Request Form

The new Work Overload Request Form is now available to use starting this spring semester. Use this link, [Work Overload Request Form](#), to access the new form. This new form will replace the old pdf form that has been used in the past and start a workflow to obtain the correct approval signatures. If you have any questions or issues with the form, please do not hesitate to contact me.

I look forward to working with each of you again this semester and please do not hesitate to reach out to me if you have any questions.

Thank You,



Kevin Johnson, MBA

Student Affairs Support Coordinator
University of Kentucky Graduate School
203F Gillis Building
Lexington, KY 40506
kevin.johnson@uky.edu



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 and a grey sleeve. In the background, there are other colorful sticky notes (purple, green) and a blurred office environment with windows.

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

Overload Assignments

PTI Assignments

Student Assignments

GENERATING A REPORT OF ACTIVE EMPLOYEES

- Access SAP report zhrflex.
- Click the Variant icon.
- Select the Active Employee variant.
- Type in your organizational unit(s).
- Click the execute icon.

Your report will be displayed.

You can right click an any column to sort.

Flexible Employee Data

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





WETHINGTON AWARDS - MAY PAYROLL



GRADUATE STUDENT STIPEND BASE PAY RATES
HOURLY STUDENT WORKER WAGE SCALE



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If you have any hourly-paid student workers, graduate students with stipends, post docs, or temporary employees in your department – then this offer is for you.

Be on the look out for an email with more information regarding the FY'26 salary entry – coming soon!

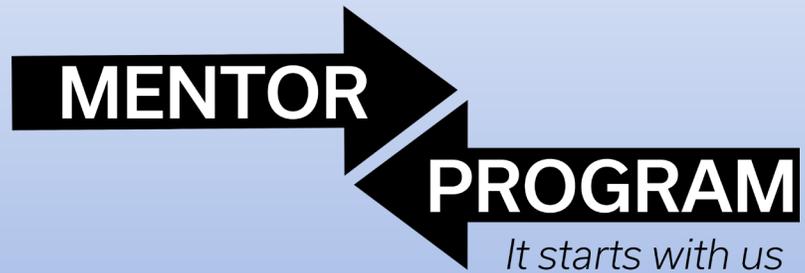


EMPLOYEE
ENHANCEMENT
PROGRAM NEWS

M-G CAFE EMPLOYEE ENHANCEMENT PROGRAM STATS



M-G CAFE New Employee Orientation	651 completed
Six Points of Contact Onboarding	355
Staff Professional Development Fund	\$183,306 awarded
Mentor Program	714 participants
Quick Tip Videos Launched on Training Page	64
Lunch & Learn / Employee Showcase Sessions	1567 attendees
Employee Exit Survey	293 completed
HR Huddle Training Sessions	590 attendees
M-G CAFE Jobs Page	Accessed 197,397+ Times



Debbie Dunaway
Janet Stevens
Alice Perry
Sonny Saylor

MENTOR APPRECIATION AWARD WINNERS DURING FY'25

A photograph of a pineapple and a lei of pink flowers on a sandy surface. The pineapple is on the left, and the lei is on the right. The background is a light-colored, textured surface, likely sand. A dark blue rectangular box is overlaid on the left side of the image, containing white text.

SUMMER-TIME
EVENTS &
PROFESSIONAL
DEVELOPMENT
OPTIONS

T-SHIRT
DISTRIBUTED!



UK EMPLOYEE APPRECIATION DAY!

MAY 22, 11:00 AM-4:00 PM



KROGER FIELD

UK
APPRECIATION
DAY

MAY 22

11:00 – 4:00

**MAY
1**

Creating a fitness routine that works

Noon - 1 p.m. via Zoom

Presenter: Dr. Carrie Davidson

**MAY
8**

Monthly Thursday campus walking

12:10 - 1 p.m.

Funkhouser Building

**MAY
13**

Infant safety tips for new parents, grandparents and caregivers

Noon - 1 p.m. via Zoom

Presenter: Sherri R. Hannan



Work-Life Events

MAY 2025

**MAY
14**

Elder caregiving from a distance

Noon - 1 p.m. via Zoom

Presenters: Billie May & Debbie Kitchen

**MAY
15**

Hello spring! Working parents brown bag lunch

Noon - 1 p.m. Lewis Honors College

Presenter: Azetta Beatty

**MAY
20**

Staying active - ages and stages

Noon - 1 p.m. via Zoom

Funkhouser Building

Presenter: Carrie Davidson

**MAY
21**

Parents "Real Talk" virtual chat

8:30 - 9 a.m. via Zoom

Presenter: Azetta W. Beatty

**MAY
21**

Elder caregivers support group

Noon - 1 p.m. via Zoom

Presenters: Hazel Teichen and Ann Bassoni

**MAY
29**

Flipping the script on aging: Dispelling the myths of ageism

Noon - 1 p.m. via Zoom

Presenter: Hazel Teichen

All events are held virtually, except as noted.
Visit the Work-Life calendar to register.

hr.uky.edu/calendar/worklife-wellbeing



WHAT:

THE DEAN'S OFFICE WILL AGAIN PROVIDE UP TO [12 SCHOLARSHIPS](#) FOR THE **FULL REGISTRATION FEE** FOR THE 2025 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.

Human Resources

HUDDLE



[https://uky.az1.qualtrics.com/jfe/form/
SV_cXPuv1WeXlwZnEy](https://uky.az1.qualtrics.com/jfe/form/SV_cXPuv1WeXlwZnEy)

REGISTRATION IS OPEN NOW!

HR HUDDLE

JULY 15



COMING SOON

2025
OUTSTANDING
STAFF AWARD
NOMINATIONS!

PLAN AHEAD SO
YOU CAN RELAX &
ENJOY THAT SUMMER
VACATION

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



DECISION TIME: APRIL 28-MAY 16

Benefits open enrollment

*Your annual opportunity to
personalize your benefits for the
year ahead.*



BENEFITS OPEN ENROLLMENT ENDS MAY 16



QUESTIONS?