

CAFE ADMINISTRATIVE USER'S GROUP

November 8th, 2022

9am – 10:30am

Location: Zoom -
<https://uky.zoom.us/j/86986602122>

Follow-Up Notes

1. **Budget & Finance**
 - a. FAST Program Compliance Requirements
 - i. Susan discussed requirements for completion of the FAST program. Names of employees who are not in compliance with the program's deadlines have been sent to department/unit heads. Please ensure these deadlines are met to remain in compliance with the program.
 - b. Equipment Inventory - full email from UFS on page 3.
 - i. Cristin explained that the university's annual equipment inventory process has begun as of November 1st. All capital inventory must be scanned/verified by December 15th. Scanning exceptions must be finalized by January 13th. A recorded training is available on the [capital assets website](#) as well as other helpful resources. Resources can also be found on our [CAFE Business Center website](#), including our college's minor equipment inventory policy.
 - c. Federal Fiscal Year-End Update
 - i. Jason gave an update on federal fiscal year-end. No further charges should be going through on federal accounts. We are in the final stretch of closing out our federal accounts and making corrections.
 - d. Unit Budget Meetings
 - i. Jason discussed that our new analysts have begun meeting with their assigned units for budget reviews. If we have not met with your unit yet or you have issues with departmental budgets, those meetings will be scheduled as soon as possible.

2. **Purchasing & AP**
 - a. Enterprise Amazon Business Account – Post-Launch Status - full email from UK Purchasing on page 4.
 - i. The deadline for departments to migrate to Amazon business was October 1st. As a reminder, items should first be purchased from contracted vendors via the punchout catalog (ODP Business Solutions, CDW-G, etc.). Amazon should only be used if an item cannot be found on the contracted vendor catalog, or if there are other reasons for purchasing on Amazon, such as price differences. Restricted items on Amazon require an explanation in order to purchase. Amazon items must be purchased via a Procard and added to a concur expense report like any other Procard purchase. Shipments of any orders to any residential address are not permitted unless the employee has a full-time telecommuting status supported by appropriate documentation at the departmental level. Product purchases for any employees having a hybrid working model must be shipped to a campus address for pickup. Questions or support requests relating to the Enterprise Amazon Business Account can be sent to amazon@l.uky.edu. More Amazon resources can be found on the [Central Purchasing website](#).

3. **HR & Payroll** – Please find HR & Payroll slides on pages [5-25](#).
 - a. Handshake demo
 - b. Staff Performance Evaluations
 - i. Instructions found [here](#). Also visit our [Employee and Supervisor](#) resources for more information.
 - ii. Register for the Supervisor Lunch & Learn [here](#).
 - iii. Find recordings to previous Lunch & Learn sessions [here](#).
 - c. Holiday Payroll Coverage
 - d. Employee Discounts and Fitness Trackers
 - i. Register for our Hinge Health Lunch & Learn [here](#).
 - e. Hybrid Work Request form - find the form [here](#).
 - f. Update address for W2s, reviewing beneficiaries, UK alerts etc.
 - i. [W-2 access instructions](#)
 - ii. [MyDocs](#)
 - iii. [Update your address](#)
 - g. Planning for absences/backup coverage
 - i. [Instructions for setting an out-of-office reply](#)
 - h. Service Awards
 - i. Mentor Program and Staff Professional Development Fund update
4. **Other**
 - a. Staffing Update
 - i. Susan introduced three new Business Center staff members and a position change–
 - o Shelby Verhoeven, Business Analyst Lead
 - o Angela Knapp, Business Analyst Senior
 - o Becky Amsler, Business Analyst Principal – Director of Extension Business Operations
 - o Jason Hardin has transitioned into the role of Business Operations Assistant Director
 - ii. The Business Center currently has two vacant analyst positions. Posting for the College Business Analyst Principal position is open until 12/6/22 and can be found [here](#). We also have a new Talent Manager position; the posting is open until 11/15/22 and can be found [here](#).
 - iii. We would like to welcome several new departmental business staff to the college!
 - o Shelley Spiggle – BAE
 - o Miranda Holm-Hudson & Alec Steckler – Hort
 - o Stefani Purcell – AFS
 - o Mary Merlin – CLD
 - b. Reminder to display full name in Zoom window
 - i. If you did not display your full name in the attendance window, please contact Cristin so your participation can be recorded.
 - ii. **IT Tip** – When signing into Zoom, use the Sign in with SSO option. When prompted for the domain, enter “UKY” and click continue. Then sign in with your LinkBlue credentials. This will connect you to UK’s licensed account and will automatically display your full name upon connecting to the Zoom.
 - c. **Please remember to share this information with others in your department!**

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

<https://cafebusinesscenter.ca.uky.edu/>

From: List of UK Campus Business Officers - IRIS Communication <UKBUSOFRCAMP-L@LSV.UKY.EDU> **On Behalf Of** Bugay, Lexi
Subject: 2022-23 Annual Equipment Inventory Announcement

Equipment inventory scanning will begin **November 1, 2022 with a completion date of December 15, 2022**. Exceptions must be finalized and paperwork supporting exceptions need to be submitted to Accounting and Financial Reporting Services by January 31, 2023 (for College of Medicine areas, the deadline is January 13, 2023). Please ensure that adequate personnel have been assigned to this task to enable timely completion of the equipment inventory process for your area.

A recorded eBARS training session will be made available to assist in preparation for equipment inventory. The session will review the overall system, scanner operation, website functions and reporting, and required documentation needed to complete the annual equipment inventory. The result will be a step-by-step guide to completing equipment inventory using the eBARS system. A link to this online session is located on the [Capital Assets Accounting](#) website under the Equipment Inventory section.

Use of the scanning software requires an iPod Touch, iPad or iPhone (mobile Apple device). It is the department's responsibility to acquire the needed Apple device. Any department interested in purchasing the optional handheld scanner should email [Capital Assets Accounting](#) for additional information.

Please be advised, there are two versions of the eBARS scanner app starting this year. Both look and function the same as previous versions. As indicated on the eBARS scanner app download website (found at the top of page 4 in the instruction manual), one version is for devices installed with iOS 8.0 and higher and the other for devices installed with iOS versions below 8.0.

As a reminder, any item given a disposition status in eBARS (Lost, Stolen, etc.) for which proper documentation has not been received will have its status returned to 'Active' at the completion of the inventory process and department personnel will be required to continue tracking each item until it is found or proper documentation is submitted.

Instructions can be found on the [eBARS](#) website or on the [Accounting & Financial Reporting Services](#) website.

Please email any questions to [Steve Strunk](#) or [Capital Assets Accounting](#).

From: List of UK Campus Business Officers - IRIS Communication <UKBUSOFRCAMP-L@LSV.UKY.EDU> on behalf of Bugay, Lexi <alexis.bugay@UKY.EDU>
Sent: Monday, September 26, 2022 10:31 AM
To: UKBUSOFRCAMP-L@LSV.UKY.EDU
Subject: Amazon Post-Launch Status and Notes

Enterprise Amazon Business Account Update and Reminders

The Enterprise Amazon Business Account was successfully launched for campus on August 11 and now serves as the University's single, integrated platform for making needed purchases from Amazon. As a reminder, the deadline for academic campus departments to transition to the platform or for any existing Amazon.com work accounts or departmental Business Accounts to migrate is October 1.

Areas within UK Healthcare (Hospital department numbers HXXXX) and Athletics will be integrated with the platform in a second phase with hospital departments potentially onboarding in early 2023.

In sourcing common operational goods, remember to use the University's conventional contracted suppliers as first choice for product purchases. This includes Ariba Network e-catalog providers such as Dell, CDW, Grainger, Fastenal, B & H Photo, etc. with particular attention to those having exclusive contracts with the University, such as ODP Business Solutions for purchase of office supplies and VWR for laboratory/research purchases. The [University Supply Center](#) should also be considered a first source for provision of products available through their offerings. Remember to place comments during the checkout process from Amazon Business providing cost comparison information or other rationale for the purchase from Amazon over other primary contract providers, when applicable. Comments here can be condensed, if needed, with examples being: "Item not on contract", "Checked Dell, CDW and Connection. Required item out of stock", "Item available from CDW but lead time does not meet my needs", "Item available from Office Depot but 50% less from Amazon", etc.

Shipments of any orders to any residential address are not permitted unless the employee has a full-time telecommuting status supported by appropriate documentation at the departmental level. Product purchases for any employees having a hybrid working model must be shipped to a campus address for pickup.

As a reminder, various help materials and references are available for both Amazon Approvers and Shoppers. A dedicated course is available within myUK Learning entitled **FAST Amazon Business**. Amazon shoppers and other interested parties can access and take the course via myUK Learning on demand at any time. Simply locate and book the course by title and click Start. The course takes approximately 25 minutes to complete and includes interactive quizzes. Although optional, the course is recommended for both Amazon Shoppers and Approvers.

Available Learning Resources on the Purchasing Division website include: Dedicated Amazon Business General Information Page, Amazon Business Frequently Asked Questions (FAQs), Amazon Shoppers PowerPoint, Amazon Approvers PowerPoint, account conversion steps, and more. If you are looking for a one-stop shop on all Enterprise Amazon Business information, Section C of our [Learning and Training Resources page](#) has links to all available resources on the Purchasing website regarding Amazon Business in a single section. Questions or support requests relating to the Enterprise Amazon Business Account can be sent to amazon@l.uky.edu.

HUMAN RESOURCES & PAYROLL UPDATES





**STAFF
PERFORMANCE
EVALUATIONS
2022**

PREPARATION



Update Position Descriptions

If any job duties changed in 2022 please work with your unit HR Admin to submit any updates by November 23.

Prepare Communication

Consider scheduling a staff meeting to discuss:

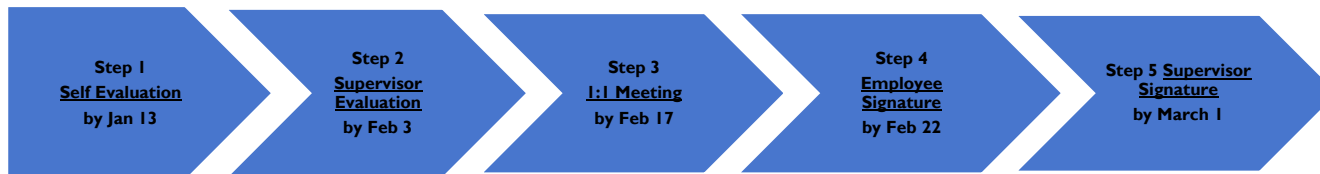
- Unit expectations and timeline
- Browser preferences: Chrome
- You could even show the Participating in Your Evaluation Video

[HTTPS://CAFEBUSINESSCENTER.CA.UKY.EDU/RESOURCES/HR-PAYROLL/EMPLOYEE-RESOURCES/VIDEO-TUTORIALS](https://cafebusinesscenter.ca.uky.edu/resources/hr-payroll/employee-resources/video-tutorials)

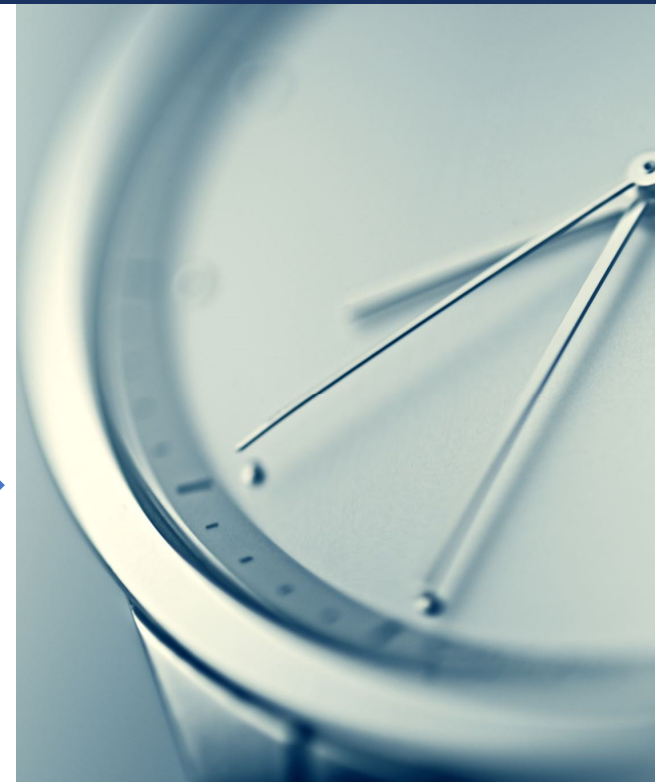
Pro Tips – Avoid requesting a supervisor update until after a PE is complete.
--If a supervisor is going to be separating, retiring, or going on extended leave, during this cycle, please plan accordingly.

RECOMMENDED TIMELINE

- Self-Evaluations released **December 5**
- The CAFE PE deadline will be **March 1, 2023**



<https://www.uky.edu/pe/how-participate-your-university-self-evaluation>



RESOURCES



- **Employee Resources (CAFE) page:**

[https://cafebusinesscenter.ca.uky.edu/content/Employee Resources](https://cafebusinesscenter.ca.uky.edu/content/EmployeeResources)

- **Supervisor Resources (CAFE) page:**

[https://cafebusinesscenter.ca.uky.edu/content/ SupervisorResources](https://cafebusinesscenter.ca.uky.edu/content/SupervisorResources)

TRAINING



Lunch & Learn (supervisors):

Successfully Manage the Performance Evaluation Process

January 6, 2023 – to register

https://uky.azl.qualtrics.com/jfe/form/SV_6Qfbxypt7yTEKua

Note: All Lunch & Learn sessions are recorded and available to view after the session.

Event Calendar Link - <http://cafebusinesscenter.ca.uky.edu/event/lunch-learn-successfully-manage-pe-process-supervisors-2>



Weekly status reports will be provided each week beginning in January.



Score reports will be provided to chairs/department heads in March.



Performance Improvement Plan information will be distributed to applicable supervisors in March.

Reports



END OF CALENDAR YEAR REMINDERS



A woman with dark hair tied back, wearing a white zip-up jacket, is smiling and looking down at her smartwatch on her left wrist. The background is a blurred indoor setting.

FITNESS WEARABLE **DISCOUNT**

- **Did you know that Anthem provides 20-22% discounts on Fitbits and Garmins for those on UK benefit plans**

- **Log in or create an account to get started**

www.anthem.com/account-login/

Grab Your Groceries on the Way Home!



Everyone is busy. Let us help you out with one of your chores.

UK employees and students can now grocery shop online and then pick up at the Orange Lot.

The location is listed as “Hometown Pickup – Kroger Field.”

Pick up days & times:

- ☐ Mondays: 4-8 p.m.
- ☐ Thursdays: 4-8 p.m.
- ☐ Fridays: 5-7 p.m.
- ☐ Saturdays: 9 a.m. to noon (no availability on Saturdays with home football games)



Join us November 16 to learn more about the new Hinge Health Benefit

Register at:

https://uky.az1.qualtrics.com/jfe/form/SV_3shuY4GDmwkroH4

Application Process

1. Apply

- Visit hingehealth.com/ukentucky
- Fill out questionnaire
- Expect a follow-up email within 24-48 hours

2. Program Acceptance

- Receive welcome message from Hinge Health

3. Receive kit or Download app

- Login to the app and begin the Hinge Health program



**New Employee
Benefit Option**

Back and joint health benefit now available

[Hingehealth.com/ukentucky](https://hingehealth.com/ukentucky)

Control your pain. And move freely again.

What's in the kit

For Chronic and Surgery Programs

- 01 Tablet computer
- 02 2-3 Wearable sensors
- 03 Tablet charger
- 04 Kit case
- 05 Tablet stand
- 06 Y-Cable sensor charger



Find our Hinge Health Lunch & Learn calendar event [here](#) and recordings to all of our previous Lunch & Learn events [here](#).

NEW FORM – HYBRID/REMOTE WORK REQUEST FORM

 University of Kentucky
College of Agriculture,
Food and Environment

Hybrid/Remote Work Request Form

Date of Request

Employee Name Employee Title

Employee Department Employee Supervisor

Type of Request

Please List the City, County, and State Where Remote/Hybrid Work Will Be Performed

Proposed Schedule

Communication Methods During Hybrid/Remote Work (cell phone, Teams messaging, Zoom, etc.)

Specific Request (computer, software, etc.)

Supervisor Comments

Approvals (CAFE Business Center will coordinate Dean approval after the form is submitted)

Employee: _____

Supervisor: _____

Department Chair/Unit Director: _____

Dean: _____

Hybrid/Remote Work Request Form

Available on our Forms page [here](#)

Example Entry

Type of Leave	Start Date	End Date
HOLIDAY-Thanksgiving	11/24/2022	11/25/2022

Type of Leave	Start Date	End Date
HOLIDAY-New Year	01/02/2023	01/02/2023
HOLIDAY-Special	12/27/2022	12/30/2022
HOLIDAY-Christmas	12/26/2022	12/26/2022



**HOLIDAYS:
NOVEMBER &
DECEMBER**

END OF CALENDAR YEAR PAYROLL COVERAGE

BW PP 26 (12/4 – 12/17/22) – Normal Timeline

- The payroll deadline will be on Friday, 12/23/22

BW PP 1 (12/18/22-12/31/22) –

- Time entry should be recorded by Wednesday 12/14/22 to allow supervisors ample time to approve before the holidays.
- Plan to review Timesheet, Unapproved Leave, and Unapproved Time Reports on the morning of Friday, 12/23/22.
- The payroll deadline will be 1/3/2023 (noon)



If an employee's **mailing address** has changed, please ask them to update their address. Instructions found [here](#).

**Sign up to get W2 via myUK

It is also a good time to verify that their **UK Alert** information is up to date as well as **beneficiary** settings

Depending on county of residence, some employees will have **2** W2 documents to print, while others will have **1**.

The UK Benefits Office will be mailing the [1095 benefits forms](#) to applicable employees.

Employees who have separated will no longer have access to myUK. A hard copy W2 will be mailed to the address listed in SAP. For separated employees, HR Administrators have access to enter address updates as needed.

Pro Tip: Former employees can access docs via-
<https://mydocs.uky.edu/>

 Instructions for accessing your W2 can be found [here](#).

W-2 REMINDERS



IMPORTANT DATES

ECRT

Pre-Review for Fiscal Year 23, Quarter 1 ended yesterday (11/7/22)

Confirmation for Fiscal Year 23, Quarter 1 begins today (11/8/22) and will end on 12/6/22.

ERD

- Bi-weekly ERD will reset to 9/25/2022 on 11/22/22.
- Monthly ERD will reset to 10/01/2022 on 11/15/22



Timely Entry is important to ensure Canvas access.

QRG – PTI SAP Entry: Available on the SAP section of the CAFE HR Administrator page

Pro Tip: Canvas access is granted **as soon as the assignment is entered in SAP.**

Therefore, it is very important to coordinate the PES/I-9 process in a timely manner to allow the PTI **early Canvas** access for course preparation purposes.

PTI SAP ENTRY





PLANNING FOR ABSENCES/BACKUP COVERAGE REMINDERS

Tips

- Preparing an Outlook Out of Office reply that includes who to contact for different tasks. Find instructions [here](#)
- Meet with backup/supervisor, in advance, to develop a plan to ensure all tasks are covered
- If a backup is not available, for certain tasks, discuss what options are available (Business Function Overload Pool)
- Implement a shared leave calendar, to help everyone else in the unit plan absences to ensure coverage is always available.
- Submit leave request(s), in myUK, in advance
- If a supervisor/transaction approver set up delegation (help links on our website)
- If applicable, apply for Family Medical Leave (help links on our website)
- If a PI, delegate ECRT approvals and let Chris Johnson know



**MENTOR PROGRAM/STAFF
PROFESSIONAL
DEVELOPMENT FUND
UPDATE**

■ **Mentor numbers:**

48 Staff

4 Faculty

Total 52

■ **Staff Professional
development fund:**

13 applicants awarded

\$10,876.50

SERVICE AWARDS



This year staff/faculty with a regular service date of 2017, 2012, 2007, 2002, 1997, 1992, 1987, 1982 and 1977 will be recognized for reaching a milestone during calendar year 2022. This information is listed as the regular service date on SAP screen 41 (with breaks in regular service – this field is recalculated).

Employees will be able to select from several options from various vendors.

Order sheets will be distributed by Maggie Maynard this month.

Service award packets will be distributed in early spring and will include: Awards, certificates, recognition letters, and service award enhancement ideas.



QUESTIONS?