

MARTIN-GATTON CAFE

ADMINISTRATIVE USERS' GROUP

November 12th, 2024

9-10:30am ET

Location: Zoom

FOLLOW-UP NOTES

1. Guest Speaker

- a. **Tom Hanna** discussed FEPP (Federal Excess Personal Property) as related to the relocations coming up in 2026. The goal is to take care of FEPP items prior to moving. There is a different process for taking care of FEPP surplus items as these are not the same as UK surplus. FEPP items are not owned by the university and are considered on loan from the federal government. We have the PPMS – Personal Property Management System, a database of FEPP items held in the college. Each department should have a contact in their office who works with FEPP. Departments should contact Tom Hanna or Larry Dean at uofkyfepp@uky.edu when there are items to excess. See presentation slides [here](#).

2. Budget & Finance

- a. **AD-419 NIFA Reporting process update (Jason)**
 - i. Our office will be holding a training soon on the AD-419 process for departments who have federal capacity grants. We are starting on the process early this year and hope to get the information out to departments in the next few weeks.
- b. **USDA/NIFA Federal Fiscal Year kickoff -tips/tricks (Christie/Jason)**
 - i. October 1st began the new federal fiscal year – FFY25. We recommend that dept business officers meet with their chairs to discuss new year funding. A few tips to get started:
 - Federal capacity grant website – to find open projects in your department <https://acsg.ca.uky.edu/webapps/projacct/projmenu.asp>
 - Plan to allocate faculty salary NOW; we want to see effort added to projects consistently throughout the year rather than in lump sums.
 - Contact our office for assistance when needed cafeanalysts@uky.edu
- c. **CNS review and how to find QRGs, etc. (Christie)**
 - i. We have a [QRG on CNS fees](#) (converged fees) that are charged for each employee. These charges should be reconciled monthly, and retroactively moved off when needed. To change an employee's CNS cost distribution, contact [M-G CAFE HR](#) for assistance.
 - ii. The Tableau report to review how fees are charging in your department can be found [here](#).
 - iii. If you need Tableau access to see the report, contact our cafeanalysts@uky.edu shared inbox.
- d. **RPA/UBIT Annual Questionnaire (Christie)**
 - i. AFRS will be sending out a Qualtrics survey this year to collect information on RPA/UBIT accounts, sometime in November, rather than their typical PDF survey.
 - ii. [UBO Meeting Presentation regarding RPA/UBIT questionnaire](#)

3. Purchasing & Travel

- a. **Sales tax update from UBO meeting (Shelby)**
 - i. The UBO has announced a \$30 threshold for sales tax on purchases. The cost of recouping low dollar sales tax is greater than paying the sales tax. Note that departments should continue to have sales tax removed for ALL PURCHASES, however, if the tax is under \$30, do not spend several hours trying to get it removed.
 - ii. [Procard FAQs](#)
 - iii. [UBO Meeting Presentation](#) regarding sales tax policy
- b. **International Shipping update/website (Cristin)**
 - i. UK Research now has a [website](#) regarding export controls (international shipping, travel, etc). Be sure to look for the latest updates prior to arranging international travel or shipping/receiving international items.

4. HR & Payroll – [Presentation Slides here.](#)

a. **Staff Performance Evaluation Preparation (Le Anne)**

- i. The time has come to prepare for performance evals. Reminder that PEs are based on MJRs loaded in IES. Make sure MJRs are updated prior to PE process. Updates should be made before Thanksgiving break. HR admins should consider meeting with staff to get started on the process, especially for new employees.
- ii. [2024 PE Timeline](#)
- iii. [PE Resource Videos](#)

b. **Holiday Planning Tool Kit (Le Anne)**

- i. Reminder of resources offered by UK during the holidays.

c. **End of Calendar Year Reminders & Payroll Coverage (Le Anne)**

- i. Timesheet reminders - Thanksgiving Day (11/28) and day after Thanksgiving (11/29) both coded as Holiday-Thanksgiving
- ii. BW PP 26 (12/1/24 – 12/14/24) – Normal Timeline
- iii. BW PP 1 (12/15/24-12/28/24) –
 - Time entry should be recorded by Wednesday 12/18/24 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, 12/20/24.
 - The payroll deadline will be 12/30/2024 (noon)
- iv. **W-2 Reminders**
 - Depending on county of residence, some employees will have one W-2 and others will have two. Be sure to verify before printing documents for taxes. Former employees can access documents via <https://mydocs.uky.edu/>
- v. **Earliest payroll retro resets**
 - Bi-weekly: ERD will reset to 9/22/2024 on 11/19/24.
 - Monthly: ERD will reset to 10/01/2024 on 11/12/24. Employee Enhancement Program Update (Le Anne)

d. **HR Professional Development – Certificates Awarded (Adam)**

- i. HR Huddle Certification – recognizes admins who have attended all 3 Huddles.
- ii. Employees who missed previous Huddles can retroactively watch and get your certificate. Find recordings [here](#).

e. **Service Award Orders (Adam)**

- i. <https://cafebusinesscenter.ca.uky.edu/service-awards>

f. **Mentor Program Fun Facts (Sarah)**

- i. Our mentor program is making a difference for mentees and mentors alike. Employees receive a certificate for completion of the program that can be used as professional development for PEs. More information [here](#).

5. Other (Cristin)

a. **UK Business Procedures Certificate Series (UKBPCS)**

- i. The HR Training & Development business procedures certification program is back up and running after taking a break to re-evaluate their courses. This is also something that looks good during performance evaluation time! More information here - [UK business procedures certificate series | Human Resources](#).

b. **Welcome and congratulations to the following M-G CAFE new employees and those who have transferred into new positions!**

- i. William Herschelman, HR Administrator, Entomology
- ii. Brandi Quillian, Budget Officer, CEDIK
- iii. Christine Howard, HR Administrator /Budget Officer, Arboretum
- iv. Abigail Shepard, new STEPS position, Dietetics and Nutrition
- v. Faith Park, promoted in Dietetics and Nutrition
- vi. Anne DeLage, Business Officer, Fleet Services
- vii. Jeanne Draper, Staff Assistant, Fleet Services

- viii. Casey Gibson, Business Officer, UKREC
- ix. Nadxieli Ramirez, Staff Assistant, HES
- x. Elayna Hofmeister, Staff Assistant, Philanthropy
- c. **New Mailroom Clerk**
 - i. Our facilities office has hired a new mailroom clerk to replace Paul Anderson. Jennifer Gordon started on November 7th. She is currently STEPS and is learning the ropes. You may see her around in the mailroom so be sure to say hello as she learns! Please be sure to check your dept mailbox in N106 if you haven't in the last several weeks.
- d. **Reminder to add full name to zoom** – if you did not have your full name listed on the Zoom participants list, contact [Ginny Huntress](#) to ensure your attendance was recorded.
- e. **Be sure to relay this information to others in your department who could not attend!**
- f. **Tableau Break-out Session**
 - i. Cristin conducted a break-out session on various Tableau reports we have created for department business officers. Find our reports [here](#). If you need access, please contact us at cafeanalysts@uky.edu. We will continue these demonstrations monthly.

Federal Excess Property Program

**Office of Research
Kentucky Agricultural Experiment Station**

FEPP

Note: This presentation was delivered to the Business Users Group quarterly meeting 11/12/24, and to the college Chairs & Directors monthly meeting on 11/13/24.

1. Very quick background

- Our participation
- How it works

2. Looking towards preparation for the building moves...


Search Property

Internal Agency Property

Excess Property

Foreign Gifts

History Records

All Words 

Search by Item Name or Property Description

— Advanced Search

Item Agency and Transfer

Reporting Agency/Agency Bureau

Select Agency Bureau

Item Attributes

Item Control Number

FEPP Process

- The FEPP disposal process:
 - Our departments notify Larry Dean or me
 - USDA prepares listing for GSA
 - GSA initiates either Internal Screening or Excess Screening
 - If not claimed, item goes to GSA Public Sales or Auction

This process can take days, weeks, months, depending on USDA & GSA.

- FEPP items are on loan; we don't own them and no money is involved
- Very few items are trashed; GSA tries to disburse everything
- Bi-annual inventory is required by USDA

How to get hold of us...

UK Fed Excess Property

uofkyfepp@uky.edu

Also, coming soon...

We will have a **web-based PDF** with all referral information:

- FEPP
- UK Surplus
- UK Trucking
- Records retention
 - Regular files
 - Research data
- Hazardous waste, e.g., lab chemicals

Note: The UK Surplus and FEPP processes are separate and different!

What's next?

Start planning now for the move by clearing out surplus and excess items!

Questions...

Tom Hanna, FEPP APO

tom.hanna@uky.edu



M-G CAFE
Business Center HR Team
AGBusinessCenter@uky.edu

USERS GROUP – HR TOPICS



STAFF
PERFORMANCE
EVALUATIONS
2024

PREPARATION



Update Position Descriptions

If any job duties changed this during the year, please work with your unit HR Admin to submit any updates by November 25.

Prepare Communication

Consider scheduling a staff meeting to discuss:

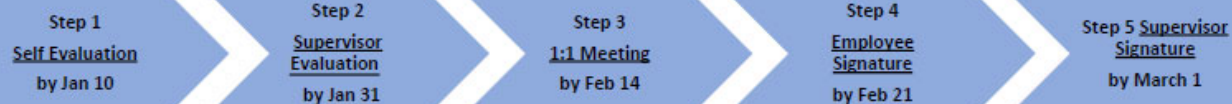
- Unit expectations and timeline
- Browser preferences: Chrome
- You could even show the Participating in Your Evaluation Video

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 Martin-Gatton CAFE PE deadline will be **March 1, 2025**

Example Timeline



RESOURCES



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

[https://cafebusinesscenter.ca.uky.edu/content/Employee Resources](https://cafebusinesscenter.ca.uky.edu/content/Employee%20Resources)

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

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

- **PE Tool Kit**

[uky.edu/pe/eval](https://cafebusinesscenter.ca.uky.edu/pe/eval)



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



HOLIDAY PLANNING SURVIVAL TOOLKIT



EMPLOYEE
DISCOUNT
PROGRAM



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 outdoor 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/



Need fresh veggies?

Farm Stand

1505 College Way

Thursday from 4-6pm.

They accept cash, check, and card at the Farm Stand. Please bring your own bags. Items for sale will always be listed at the blog at ukcsa.wordpress.com

TDL Well-Being Days



Big Blue Family Care:
Providing occasional, and
part-time childcare needs



**NOV
7**

Emotional eating: Why it happens and how to curb it

Noon - 1 p.m. via Zoom

Presenter: Dr. Karen Bryla McNeese

**NOV
12**

Building healthy relationships with your children, ages 5-18

Noon - 1 p.m. via Zoom

Eric Wilkinson

**NOV
14**

Monthly Thursday campus walking

12:10 - 1 p.m.

Funkhouser Building

**NOV
18**

Bi-weekly Monday campus walking

Noon - 1 p.m.

William T. Young Library

**NOV
20**

Parents "Real Talk" virtual chat

8:30-9 a.m. via Zoom

Presenter: Azetta W. Beatty

**NOV
20**

Elder caregivers support group

Noon - 1 p.m. via Zoom

Presenters: Terri Weber and Ann Bassoni

**NOV
21**

How dementia can impact our five senses

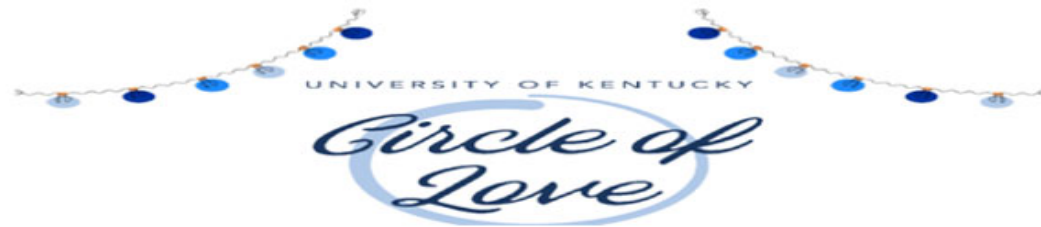
Noon - 1 p.m. via Zoom

Presenter: Dr. Elizabeth Rhodus



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

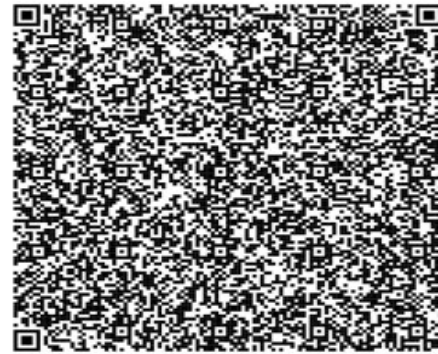
hr.uky.edu/calendar/worklife-wellbeing



**UK's annual gift collection program for Fayette County
Public Schools is going on now.**

Donations due Dec 9 – 11

In the Gatton Student Center, Grand Ballroom



END OF CALENDAR YEAR REMINDERS



Example Entry

Type of Leave	Start Date	End Date
HOLIDAY-New Year	01/01/2025	01/01/2025
HOLIDAY-Special	12/31/2024	12/31/2024
HOLIDAY-Special	12/30/2024	12/30/2024
HOLIDAY-Special	12/27/2024	12/27/2024
HOLIDAY-Special	12/26/2024	12/26/2024
HOLIDAY-Christmas	12/25/2024	12/25/2024
HOLIDAY-Thanksgiving	11/29/2024	11/29/2024
HOLIDAY-Thanksgiving	11/28/2024	11/28/2024
HOLIDAY-Pres Election	11/05/2024	11/05/2024



**HOLIDAYS:
NOVEMBER &
DECEMBER**

END OF CALENDAR YEAR PAYROLL COVERAGE

BW PP 26 (12/1/24 – 12/14/24) – Normal Timeline

- The payroll deadline will be on Monday, 12/16/24

BW PP I (12/15/24-12/28/24) –

- Time entry should be recorded by Wednesday 12/18/24 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, 12/20/24.
- The payroll deadline will be 12/30/2024 (noon)



If an employee's **mailing address** has changed, please ask them to update their address.

**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/>

W-2 REMINDERS



Remember to also check Emergency Contact information.



IMPORTANT DATES

Earliest Payroll Retro Date

- Bi-weekly: ERD will reset to 9/22/2024 on 11/19/24.
- Monthly: ERD will reset to 10/01/2024 on 11/12/24.





HR HUDDLE CERTIFICATION SERIES

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Congrats to the following people who attended all 3 HR Huddles!

HR HUDDLE CERTIFICATION SERIES

Katie Allen

Karen Davidson

Hatalita Maria Moraes Domingos

Rhonda Owsley

Melissa Feddes

Katie McKinney

Miranda Holm Hudson

Emily Hill

Darlene Tipton

Patsy Garrett

Jaclyn Ord

Whitney Rogers

Micah Satterly

Aleah Shumate

Anthony Smith

Angie Fogle

Jeff Husted

Covetta Ramey

Helen Williams

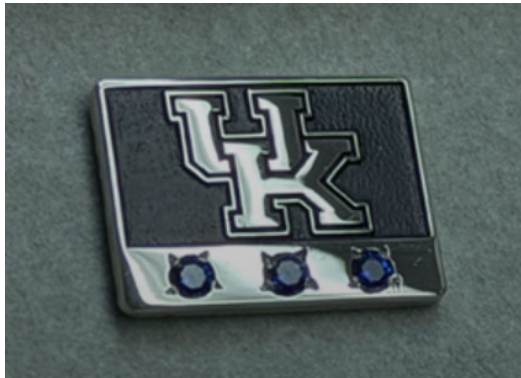
HR HUDDLE CERTIFICATION SERIES

There's still time to watch all three and
get your 2024 HR Huddle certificate!

Visit our [Training Page](#) today to view previous
HR Huddles you may have missed



SERVICE AWARDS



This year staff/faculty with a regular service date of **2019, 2014, 2009, 2004, 1999, 1994, 1989, 1984 and 1979** will be recognized for reaching a milestone during calendar year 2024. 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 are due **by December 20.**

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

MENTOR

PROGRAM

It starts with us



Martin-Gatton

College of Agriculture,
Food and Environment

PROFESSIONAL DEVELOPMENT

Amber Lippert

Is hereby recognized for completing the
CAFE MENTOR PROGRAM



Martin-Gatton
College of Agriculture,
Food and Environment



PRESENTED BY: *Le Anne Herzog* /CAFE HR & Payroll Manager

MONTH/YEAR: *October 2024*

Professional
Development



Alice Perry

This experience provided the opportunity to help a co-worker by providing encouragement and building up self-confidence.
"Fall 24 Mentor Winner"



Deloris Foxworth

I am happy to serve as a mentor. Everyone I have interacted with in this college have always made me feel welcomed and appreciated. This mentorship program is another way I can show my appreciation.



What are the Mentors saying?



Shawn Wright

It was a good experience. Any insight I provided was from being around a long time and seeing a lot more than any profound understanding of UK.



Debbie Dunaway

While being a mentor I was there to guide and support my mentee but have also learned fresh perspectives, new ideas, and new skills that I will take with me through this experience.

Certificates and Incentives

The program helps employees earn professional development. At the end of the six months, mentees receive a professional development certificate, and mentors receive a program incentive as well as being entered for a chance at a monetary award.

Resources

Click a topic below:

- [Mentor Program](#)
- [Mentor Program Handbook](#)
- [Mentor Nomination Form](#)
- [Employee Resources](#)
- [Supervisor Resources](#)

MENTOR

September

Mentor

APPRECIATION

WINNER

Congratulations to **Alice Perry** (Extension Staff Assistant, Carter County). Alice was the Mentor Appreciation Incentive Award winner for this quarter!



She had this to say about the college Mentor Program: "I feel that the college Mentor Program gives new employees the opportunity to build a support network that makes the adjustment to a new job easier. This experience provided the opportunity to help a co-worker by providing encouragement and building up self-confidence. It's amazing how showing kindness can have such a positive influence on each other."

Support

Awards

Incentives



QUESTIONS?