

CAFE ADMINISTRATIVE USER'S GROUP

February 7th, 2023

9am – 10:30am

Location -

<https://uky.zoom.us/j/89905691261>

AGENDA ITEMS

1. **Guest Speaker** – Heather Roop, ADA Coordinator, UK Office of Institutional Equity and Equal Opportunity
Heather is the ADA Coordinator and Technical Compliance Officer in the UK Office of Institutional Equity and Equal Opportunity. Heather gave a brief presentation on the ADA accommodation request process. Please see [page 3](#) for the slides presented.
2. **Budget & Finance**
 - a. Budget Prep Calendar
 - i. Susan Campbell shared upcoming budget prep deadlines.
 - ii. Important dates –
 - o Salary Freeze Date – Must be employed by Feb 3rd to be eligible for any potential raise pool
 - o Recurring budget transfers – due by Feb 23th
 - o General fund and restricted income estimates – budget software open for entering March 6th, will send out more information prior
 - o Income estimate explanations – will collect by April 7th
 - o Axiom new budget software – April 12th projected to be opening date for round 2 (salary proposals)
 - o FY23 fund balance requests – due by April 10th
 - o Projected deadline for all budget preparation April 28th
 - iii. We have received fund balance return from provost's office – depts should be receiving returns next week
 - b. Tableau Converged Fee Report - See [page 18](#) for a QRC
 - i. Cristin Costello showed a demo of the how to run the Tableau ITS Converged fee report. We have had some questions regarding running reports for reconciliation of converged fees. As a reminder, converged fees are charges that come from UK ITS. They are charges incurred for all employees and they cover technical services such as a phone line, network access and network security. It is important to regularly review these charges to ensure they are charging to appropriate cost objects for each employee in your unit.
3. **HR & Payroll** – Please find HR & Payroll slides on pages [20-29](#)
 - a. Performance Evaluation Updates
 - b. Important Dates & Deadlines
 - c. Feb Work Life Events - https://www.uky.edu/hr/calendar/all?field_calendar_tid_1=734
 - d. CSA Registration/Vouchers - <https://www.uky.edu/hr/csa-2023>
 - e. Service Awards Update
 - f. Payroll Bridge Checklist – Coming soon
 - g. HR Huddle Invite - https://uky.az1.qualtrics.com/jfe/form/SV_b4pOBzPeuLuhJTU

4. Extension Updates

- a. County Budget Process
 - i. Becky Amsler provided information on the upcoming county extension budget process. The EBO Team is gathering all budget materials and will be working with Area Extension Directors to provide this information to the counties and collect budget documents per Department of Local Government due dates.

5. Other

- a. Update on Business Center staffing
 - i. Susan introduced two new Business Center staff members. Welcome to the college!
 - o Christie Henson, Business Analyst Principal
 - o Adam Pickerill, Talent Manager
- b. Update on Departmental staffing
 - i. Susan introduced several new departmental staff. Welcome to the college!
 - o Anthony Smith – Research Office
 - o Stacey Myers-Wilson – AFS
 - o Cindy Stidham – Transferring to EACL 2/13
 - o Angie Fogle - Ag Economics
 - o Anne DeLage - Facilities Management
- c. 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.
- d. **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).

Next User's Group is scheduled for May 9th at 9am via Zoom

ADA
&
The Accommodation Process

 Office of Institutional Equity
and Equal Opportunity

IEEO Responsibility:

- ADA Compliance
- ADA Accommodations – Employees

What is the Americans with Disabilities Act?

(Americans with Disabilities Amendments Act of 2008-ADAAA)

- ❖ The Americans with Disabilities Act was established in 1990 to protect individuals with disabilities from discrimination in all areas of public life and guarantees equal opportunity for individuals in public accommodations, employment, transportation, state and local government services, and telecommunications. It was amended in 2008 to make it easier for an individual seeking protection under the ADA to establish that he or she has a disability.
- ❖ The ADA is divided into five titles that relate to different areas of public life:
 - Title I: Employment (Employers must provide reasonable accommodations)
 - Title II: State and Local Government (prohibits discrimination against qualified individuals in programs, activities, and services of public entities. Includes those that receive federal financial assistance)
 - Title III: Public Accommodations (Prohibits private places of public accommodation from discrimination against individuals with disabilities)
 - Title IV: Telecommunications (Requires telephone and internet companies to provide a nationwide system of interstate and intrastate telecommunications relay services that allows individuals with hearing and speech disabilities to communicate over the telephone)
 - Title V: Miscellaneous Provisions (Variety of provisions relating to the ADA as a whole-relationship to other laws, etc.)
- ❖ This protection applies during the hiring, firing, promoting, training, compensation, etc., and covers employers with 15 or more employees.

What is a disability?

- A physical or mental impairment that substantially limits one or more major life activities of an individual; or
 - Missing limbs; Quadriplegic; Schizophrenia;
 - Seeing, hearing, eating, sleeping, standing, sitting, reaching, lifting, breathing, learning, concentrating...
- A record of such an impairment; or
 - Cancer; Diabetes; Bipolar Disorder
- Being regarded as having such an impairment
 - Scarred from a car accident or discussion of bad days

What is a Reasonable Accommodation?

Any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability.

Types of Reasonable Accommodations

- Modified work schedules (ex. employee needs to attend dialysis on a daily or weekly basis.)
- Providing interpreters, modified equipment and/or training material.
- Granting breaks or providing leave .
- Moving to different office space.
- Changing tests, training materials, or policies.
- Making existing facilities accessible.
- Providing assistive technology.
- Travel Accommodations.

Asking for Reasonable Accommodations

- Does not have to be in writing, be formal, or use any special language (ex. I'm having trouble getting to work at my scheduled starting time because of medical treatments I'm undergoing.)
- Does not have to be requested at beginning of employment

Providing Reasonable Accommodation

- An employer must provide reasonable accommodation unless this would create undue hardship for the employer.
- Refusing to accommodate an employee because the accommodation requires an expense, such as purchasing special equipment is not allowed under the ADA.
- An employer is not required to make the exact accommodation the employee is requesting. If more than one option is available to accommodate that works, the employer may decide which to provide.
- Case-by-case determination: Accommodation can be anything needed to allow the person with a disability to perform the essential functions of this job.

What is “undue hardship”?

An employer may decline to provide an accommodation if such an accommodation is:

- Unduly expensive
- Extensive
- Substantial
- Disruptive
- Would fundamentally alter the nature or operations of the business

Ex. putting bright lights in a relaxing spa

Reasonable Accommodations Does Not...

- Require employer to lower production standards
- Require change of supervisor
- Require indefinite leave
- Require removing essential job functions.
- Require provision of personal use items (ex. hearing aids)
- Require medication monitoring
- Give a pass for conduct violations

*An Employer cannot force Employee to accept an accommodation

Discipline & Conduct

- Employer may discipline Employee for violating a workplace conduct standard, even if the violation results from a disability
- If the conduct standard is job-related and consistent with business necessity
- If other Employees are held to the same standard
- Employer may have to provide reasonable accommodation to help Employee to meet the standard in the future, but does not have to excuse past conduct

Enforcement Agencies

- The Department of Labor
- Equal Employment Opportunity Commission
- The Department of Transportation
- Federal Communication Commission
- Department of Justice

These agencies may file suit on an employee or applicant's behalf if there is evidence of discrimination.

University of Kentucky Reasonable Accommodation Process

- Employees requesting accommodations are asked to fill out the [ADA Reasonable Accommodation form](#) found on IEEO's website and provide documentation from their provider addressing the disability and suggested accommodations. If the disability is obvious documentation is not necessary.
- Upon receipt of the request a review takes place to verify a qualified individual. If the employee qualifies, a discussion with the department and employee takes place to identify if the accommodations requested are reasonable based on the job functions and departmental necessity. Employers may choose which accommodations are reasonable or suggest others that would allow the employee to perform the essential functions of the position.
- The disability is kept confidential and does not have to be disclosed to the department.
- If accommodations can be made, the department will implement them.
- If accommodations cannot be made a meeting between the ADA Coordinator or Deputy ADA Coordinator and the employee will take place to discuss the essential functions of the job. (Ex. nurse with permanent lifting restrictions)

Officials to Contact:

Heather Roop, ADA Coordinator

heather.roop@uky.edu

Brandon Williams, Deputy ADA Coordinator

brandon.williams1@uky.edu

QUESTIONS?



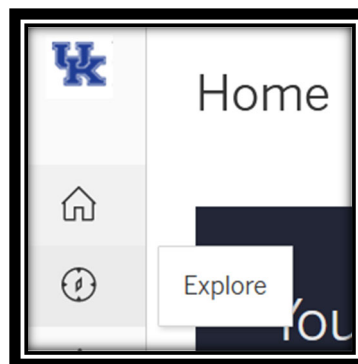
QUICK REFERENCE GUIDE

- **General Information**

1. CNS Converged fees are expenses charged to all UK departments by UKITS. These charges are incurred for all employees, and they cover technical services such as a phone line, network access and network security. It is important for units to regularly review these charges to ensure they are charging to appropriate cost objects for each employee. If you see that converged fees are being charged incorrectly in your unit, please contact the CAFE Business Analysts at cafeanalysts@uky.edu for assistance in correcting these charges.

- **Process**

1. To access the report, login to [Tableau](#)
 - If you do not have appropriate Tableau access, request it at [this link](#)
 - Click “Explore”
 - Click “Financial Reporting”
 - Click “HR Reports”
 - Click “ITS Converged Fees”
 - Click “Detail Dashboard”



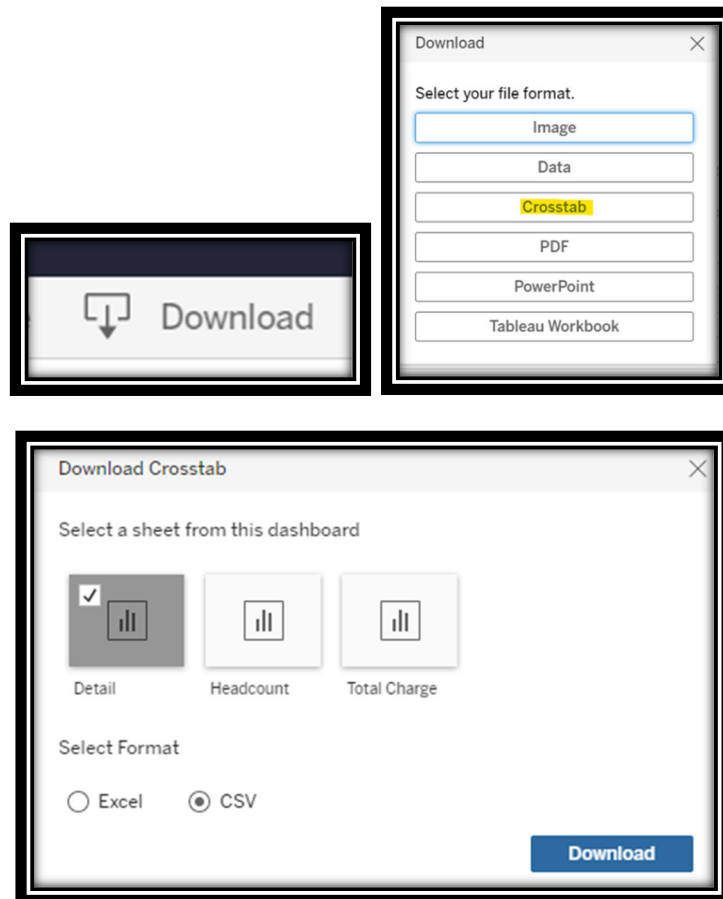
2. To run the report

- Select the Fiscal Year from the dropdown
- Select the Fiscal Month from the dropdown
- Select the Department from the dropdown
- Select the Cost Center from the dropdown (as necessary)

The screenshot shows the top of a report titled "IT Service Center Converged Fee Monthly Billing List". Below the title are five filter dropdown menus: "FISCAL YEAR" (set to 2018), "FISCAL MONTH" (set to 02), "Proposed Cost Center Department Code" (set to (All)), "Proposed Cost Center" (set to (All)), and "Proposed Cost Center Department Code Short" (set to (All)).

3. Download the report

- Select Download and choose Crosstab from pop-up menu
- Choose "CSV" format for best results, and open in Excel. Filter to view charges on appropriate cost center as needed.



HUMAN RESOURCES & PAYROLL UPDATES



STAFF PERFORMANCE EVALUATION UPDATE

- The CAFE PE deadline is coming up on **March 1, 2023**
- Resources are available to both employees and supervisors on our site.
- We will continue to send weekly status reports.



IMPORTANT DATES

Earliest Payroll Retro Date

- Payroll Earliest Retro date will reset on 2/14 for BW, and the ERD date will change to 12/18/2022
- Payroll Earliest Retro date will reset on 2/21 for MO, and the ERD date will change to 1/1/2023

We are trying to save you from having to process the dreaded **Z4 JV**

ECRT

Confirmation began today, February 7, 2023 and ends March 7, 2023





Work-Life Events FEBRUARY 2023

**FEB
2**

Emotional eating: Why it happens and how to curb it
Noon -1 p.m. via Zoom
Presenter: Vanessa Oliver

**FEB
14**

Workshop on balancing parenting styles and child rearing
Noon -1 p.m. via Zoom
Presenter: Azetta Beatty



**FEB
15**

Working parents coffee chat
8:30 - 9 a.m. via Microsoft Teams
Presenter: Azetta Beatty

**FEB
15**

Elder caregivers support group
Noon -1 p.m. via Zoom
Presenter: Terri Weber and Ann Bassoni

**FEB
21**

Presentation on advances in understanding and treating Alzheimer's disease and related dementias
Noon -1 p.m. via Zoom
Presenter: Donna Wilcock

**FEB
23**

Tips for choosing the right summer camp
Noon - 1 p.m. via Zoom
Presenter: Azetta Beatty

All events are held virtually. Visit the Work-Life calendar to register:

www.uky.edu/hr/worklifecalendar

WORK LIFE EVENTS

CSA ENROLLMENT & VOUCHERS



CSA shareholders purchase a share of a farm's harvest before the season starts and commit to being a shareholder for the entire designated season. In return, shareholders will receive a weekly box or bag of farm vegetables and sometimes fruit and herbs as well.

The UK HR Health and Wellness CSA Voucher program helps make this choice easier for you! As a participant in this program, employees* on a health plan receive a \$200 vouchers toward the cost of a CSA share from one of our partner farms.

<https://www.uky.edu/hr/community-supported-agriculture-csa>

SERVICE AWARDS



Service awards will be distributed in March.

Big thank you to all of the order coordinators!

What are some upcoming professional development opportunities?

I know someone that would be a terrific mentor – how do I get them started?

Where can I find help with writing job summaries?

Why are payroll bridges so hard!?!

Can I include videos to spice up our job ads?

Where can I find Workers' Compensation posters?

What are employees using the Staff Prof Dev Fund for?

Am I monitoring payroll in the most efficient way?

HR HUDDLE

**MARCH 15, 2023 @ 10:00 AM EST
N24B AG NORTH**

Join us for pastries and an interactive conversation on current relevant topics.

Click here to rsvp.

Zoom Option Available for those with offices located off campus

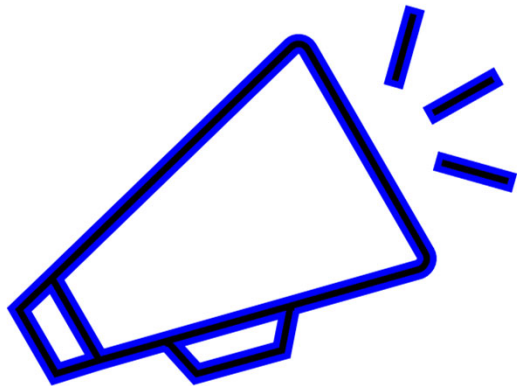
PAYROLL BRIDGE CHECKLIST



New resource coming soon!

If you have thoughts and/or comments please share those with Chris Johnson.

IES UPDATE



As of February 1, new hires will no longer be required to disclose proof of COVID-19 vaccination.

Action Item:

- All student/other (**direct user - DU**) postings you post will **no longer need to include the COVID-19 vaccination/exemption language in the job posting.**



QUESTIONS?