

# CAFE ADMINISTRATIVE USER'S GROUP

May 16<sup>th</sup>, 2023

9am – 10:30am

Location –

<https://uky.zoom.us/j/83118617298>

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## FOLLOW-UP NOTES

1. **Guest Speaker** – David Taylor, Student Financial Aid Program Coordinator – Federal Work Study
  - a. David Taylor joined us as a guest speaker. David is a Financial Aid Counselor with the Office of Student Financial Aid. He gave a brief presentation on the benefits of the federal work study program. Please see slides presented on pages [4-10](#).
  
2. **Budget & Finance**
  - a. Update on FY24 Budget Process
    - i. Jason Hardin shared updates regarding the FY24 budget process. Most of the budget process is finished. We appreciate help from business officers in getting information to us promptly. Thanks to chairs and directors for quick turnaround on merit pool. The next step is to work on unit budgets through May and June.
  - b. FY23 State Year-End Training
    - i. Jason discussed the fiscal year-end training we will be holding next Tuesday May 23<sup>rd</sup> at 9am via Zoom. Our goal is to send out the presentation this week, so that departments can review prior to the training. This should be an interactive session with questions. We will be recording the training for those unable to attend.
      - Update – Please find slides on our website [here](#) and send any questions to [cafeanalysts@uky.edu](mailto:cafeanalysts@uky.edu) prior to Tuesday's training.
  - c. Sales Tax Updates
    - i. Becky Amsler shared updates to state sales tax laws that affect services provided by our college. HB8 and HB360 have added more than 30 service categories requiring the collection of sales tax, including testing services, space rental, and parking services. Departments offering these services must charge customers sales tax unless they can provide a tax-exempt certificate. All 120 county extension offices have submitted tax exempt certificates. Regulatory services is the primary department affected. EBO will post a frequently asked questions section to their [website](#).
    - ii. Tim West explained that there are many different forms of sales tax exemption certificates, some of which we are not able to honor. If you are presented with an exemption certificate, please contact your Business Analyst to confirm whether it can be honored.
    - iii. KY.gov dedicated section for tax answers - <https://taxanswers.ky.gov/Sales-and-Excise-Taxes/Pages/default.aspx>
    - iv. A question was posed – Should departments collect sales tax for conferences where registration fees are collected through Eventbrite?
      - Update – Becky Amsler reached out to the Department of Revenue to confirm requirements. The charges for admission to educational seminars, conferences, or workshops is not subject to sales tax as a taxable admission as described in Section 2 of 103 KAR 28:010. Sales of admission to the public to these events made through the Eventbrite website would not be subject to sales tax.
      - The University would be permitted to issue their purchase exemption for the purchase of event space rental services from the vendor as described in KRS 139.470 and KRS 139.260.
  
3. **Grants**
  - a. Payroll & Overtime
    - i. Angela Knapp shared reminders regarding the status of employees whose payroll is charging to grants. Business officers and/or HR staff should regularly check CDEM to ensure end dates are entered appropriately. If employees separate, their cost distribution will need to be corrected. If the

end date is not updated and an employee is moving to another department at the university, the grant could continue to be charged incorrectly.

- ii. A question was posed – How often in do grant changes in CDEM update in Tableau?
  - Tableau is at least a day behind SAP, so it sometimes takes a bit to see updates. We are also working on getting information regarding a T-code that can be used to encumber temp/techs so that payroll can be more accurately estimated.

b. CAS Items

- i. Angela shared reminders regarding checking the GL on expenses posted to grants. Business officers or purchasing staff should confirm whether the GL used is an available category within the grant's budget. If not, a budget revision will need to be submitted so available funds can be added to the appropriate GL. Contact your College Grants Officer if a budget revision is needed.

**4. HR & Payroll –** Le Anne Herzog and Adam Pickerill covered HR & Payroll updates. Please find HR & Payroll slides on pages [11-28](#).

- a. End of Academic/Fiscal Year Tasks
- b. Employee Enhancement Program Stats
- c. Staff Onboarding Enhancement Process
- d. Job Fair
- e. Professional Development Opportunities
  - i. Upcoming Lunch & Learn - FML for Supervisors - register [here](#).

**5. Extension Business Operations**

- a. Extension-specific Concur Trainings
  - i. Becky Amsler shared that Ryan Martin (EBO Business Analyst) will be hosting a series of Concur trainings for Extension employees. The trainings will be held on June 7<sup>th</sup> and June 21<sup>st</sup> 2-3pm via Zoom.

**6. Other**

- a. SAP Access Request Form
  - i. Cristin shared a reminder regarding SAP access request forms. When a new employee is hired in your department or an employee moves to a new position where SAP access is needed, business officers should submit an access request form. Cristin submits request forms for business officers and Maggie submits forms for those hired through the business function overload pool. SAP access requests do not include Concur approver access. Email Cristin if Concur approver access needs changed.
  - ii. SAP Access request form - [https://uky.az1.qualtrics.com/jfe/form/SV\\_b8f7T7VIIJWXAy](https://uky.az1.qualtrics.com/jfe/form/SV_b8f7T7VIIJWXAy)
- b. Concur Deadlines
  - i. Please be mindful of Concur travel and procard deadlines. With state year-end coming up, it is especially important to submit reports on time. Business officers are encouraged to run the Concur Travel and Expense Management reports in Tableau to determine the status of open reports in their department.
  - ii. Concur Tableau report - <https://analytics.uky.edu/#/projects/441>
  - iii. Find our Concur Tableau reports QRG on the [CAFE Business Center](#) website.
- c. Update on Business Center staffing
  - i. Jason shared that Mary Hammons has moved from Vet Sciences to the Business Center as a Business Analyst Lead. Welcome, Mary!
  - ii. Jason also shared that Melissa Howard is separating from the university. We will miss you, Melissa!
- d. Update on Departmental staffing
  - i. Jason shared updates to departmental staffing. Congratulations and welcome to our new CAFE staff members!
    - Cindy Stidham – Transferred from AFS HR to EACL Business Officer
    - Patsy Garrett – Transferred from Equine Philanthropy to CAFE Philanthropy Business Officer
    - Cameron Richey – Transferred from STEPS Extension PSD HR to full-time
    - Katie Riley – NIOSH Research Project Manager
    - Kaleb Grey – Food Connection Business Officer

- Susan Conn – CLD Admin Support Associate
  - Melissa Feddes – PSD Budget Officer
  - Misty Howard – CAFE Faculty Resource Coordinator
  - Jeff McKee – FCS Admin Support I
  - Shawna Banks – AFS Admin Support I
  - Karen Davidson – RTM Business Officer starting 5/30
- e. Display full name in Zoom window – If you did not display your full name in the attendance window, please contact Cristin so your participation can be recorded.
- f. **Please 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](mailto:Cristin.sullivan@uky.edu)).**

# Federal Work-Study Program

- Federal Work-Study (FWS) pays student workers from a federal grant and university funds (75% grant, 25% university).
- Eligible FWS students are determined using their FAFSA information. Students must have need to be eligible.
- FWS provides students a way to make money, create campus connections, explore what jobs in their major look like, and build a resume that includes work experience.

# Benefits



## Departments

Departments pay 17% of students' wages and a background check (if needed).

Develop future regular employees.

Provide needy students a work opportunity (possibly in their field of study).



## Students

Opportunity for needy students to earn money  
Opportunity to earn money that doesn't count as income on FAFSA

Opportunity to possibly work within their field of study

# How Does FWS Work for Students?

- Contact the Federal Work-Study Office at [FWS@uky.edu](mailto:FWS@uky.edu) to confirm eligibility
- Visit [www.ukjobs.uky.edu](http://www.ukjobs.uky.edu) and create an account, then begin searching for FWS jobs in the correct term (i.e., Spring 2023)
- Apply for as many jobs possible
- Wait to receive an interview request and to be interviewed and hired by a supervisor
- The FWSO provides instructions how to complete an I-9, if one is required
- FWSO sends confirmation email to the student and supervisor when the student can begin working

# How Does FWS Work for Supervisors?

- Request a Job Listing Form from FWSO at [FWS@uky.edu](mailto:FWS@uky.edu)
- Upon receiving completed *Job Listing Form*, FWSO posts position and sends supervisor IES guest user log-in information
- Contact the FWSO before interviewing students to confirm FWS eligibility
- When supervisors hire students, they must inform FWSO initiate the hiring process in SAP
- FWSO sends supervisor *Hiring Form* to complete
- FWSO copies supervisor on email to student when I-9 is required
- Supervisor and student are emailed confirmation of student's start date by FWSO
- Supervisor approves time in SAP per bi-weekly schedule

# Additional Information

- When enrolled in classes, students may work up to 29 hours per week
- *Cannot work during scheduled class time*
- Inform FWSO when a student withdraws from all classes. Student must stop working
- When not enrolled (i.e., spring/winter break, summer) students may work up to 40 hours per week
- Students are paid on a bi-weekly basis
- Students enter hours via ESS and supervisors approve via Manager's tab on myUK



# Additional Information -- cont'd

- FWSO notifies students and supervisors when allotment is within \$250 of being earned
- FWSO notifies students and supervisors of changes in eligibility
- Supervisors notify FWSO when student stops working – separation required
- FWSO helps students and supervisors work through time entry and pay issues with Payroll

# Questions?

*“We’re here to help!”*


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## HUMAN RESOURCES & PAYROLL UPDATES





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 attached to a whiteboard. The hand is wearing a ring and a grey sleeve. Other sticky notes in purple and green are visible on the whiteboard. The background is blurred, showing an 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

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



## CELL PHONE ALLOWANCE RENEWALS

Forms for FY'24 should  
be released in early  
June



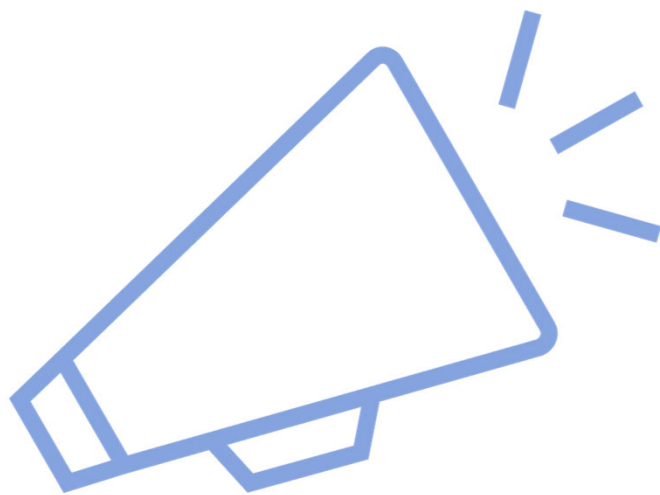


## FACULTY - VACATION LEAVE CARRYOVER (12 MONTH FACULTY)

- 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).





UPCOMING EVENTS  
& EMPLOYEE  
ENHANCEMENT  
PROGRAM NEWS

# CAFE EMPLOYEE ENHANCEMENT PROGRAM STATS



<b>CAFE New Employee Orientation</b>	<b>472 completed</b>
<b>Staff Professional Development Fund</b>	<b>\$112,918.83 awarded</b>
<b>Mentor Program</b>	<b>526 participants</b>
<b>Video Tutorials</b>	<b>Accessed 1743 times</b>
<b>Employee Lunch &amp; Learn Sessions</b>	<b>929 attendees</b>
<b>Employee Exit Survey</b>	<b>216 completed</b>
<b>SME Training</b>	<b>304 attendees</b>
<b>CAFE Jobs Page</b>	<b>Accessed 55,000+ Times</b>



Marie Grimes, Woodford County Extension Office  
Mary Hammons, Veterinary Science  
Miriam Gillies, Community & Leadership Development  
Sonny Saylor, Fayette County Extension Office

MENTOR APPRECIATION AWARD WINNERS DURING FY'23

# UK JOB FAIR

May 13

Student Center

 College of Agriculture,  
Food and Environment



*Now Hiring!*

*Explore the Possibilities*  
[jobs.ca.uky.edu](http://jobs.ca.uky.edu)



# FML for Supervisors

May 24

[HTTPS://CAFEBUSINESSCENT  
ER.CA.UKY.EDU/CONTENT/L  
UNCH-AND-LEARN-SERIES](https://cafebussnesscenter.ca.uky.edu/content/lunch-and-learn-series)

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## SUPPORTING STAFF WELL-BEING

Beginning with 2023, the following language has been added to the Professional Development MJR: *In accordance with the University's four pillars of employee well-being: belonging and engagement, health and wellness, career success, and financial stability, it is strongly recommended that some portion of the professional development is related to well-being.*

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**MJR ADDITION**

**MAY**  
**4**

[Workshop on physical fitness tips for everyone](#)

Noon -1 p.m. via Zoom

*Presenter: Dr. Carrie Davidson*



**MAY**  
**9**

[Workshop on summer planning and safety tips](#)

Noon -1 p.m. via Zoom

*Presenter: Zinnia Robinson*

**MAY**  
**10**

[Elder presentation on when is the right time to consider a care facility](#)

Noon -1 p.m. via Zoom

*Presenter: Tonya Cox*

**MAY**  
**17**

[Working parents coffee chat](#)

8:30 - 9 a.m. via Zoom

*Presenter: Azetta Beatty*

**MAY**  
**17**

[Elder caregivers support group](#)

Noon -1 p.m. via Zoom

*Presenter: Terri Weber and Ann Bassoni*

## **May is Older Americans Month**

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

[www.hr.uky.edu/worklifecalendar](http://www.hr.uky.edu/worklifecalendar)

How do I figure out which positions are available in our unit?

**SAVE THE DATE!**

What steps does the college take to onboard staff?

**HR HUDDLE**

**JULY 18**

What is a Stay Interview?

How should we be managing personnel files?

What is the fastest way to find resources?

What is a 1018!?!?

# HR HUDDLE

**JULY 19, 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

What are employees using the Staff Prof Dev Fund for?

Why do we have employee exit surveys?





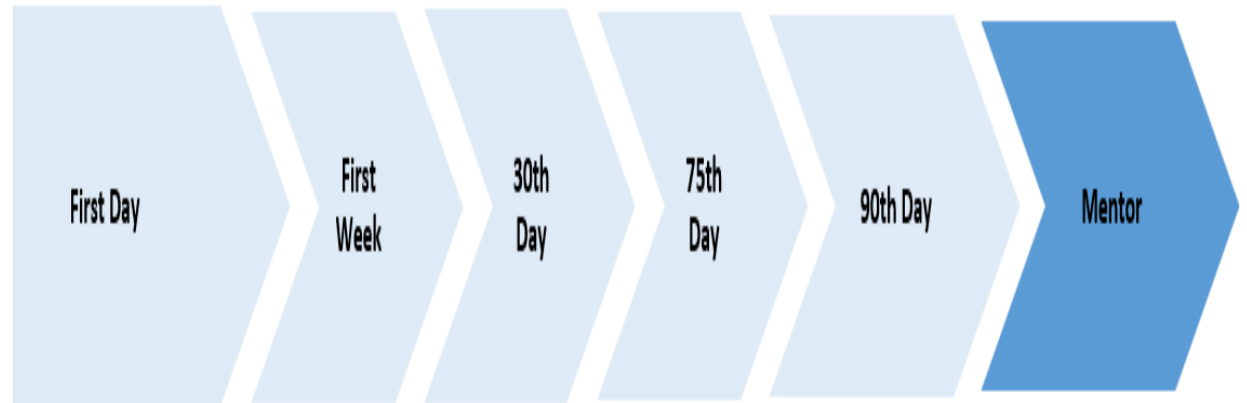
ACTIVITY:

**POLL**

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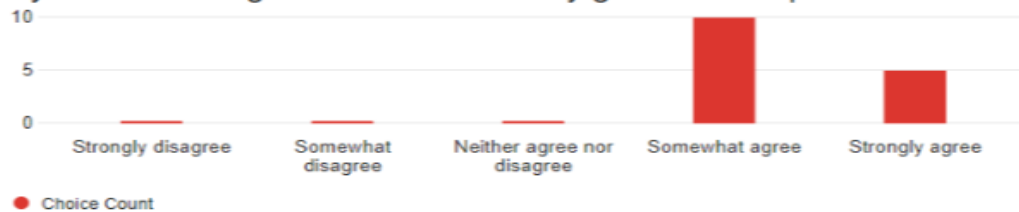
# STAFF ONBOARDING ENHANCEMENT PROCESS



Day 7 - I have a good sense of what my goals and responsibilities are



Day 30 - I have a good sense of what my goals and responsibilities are



Day 75 - I have a good sense of what my goals and responsibilities are



TRACK  
RESPONSES TO  
SHOW GROWTH  
OVER TIME



QUESTIONS?