

MARTIN-GATTON CAFE

ADMINISTRATIVE USER'S GROUP

August 8th, 2023

9am – 10:30am

Location –
Zoom

FOLLOW-UP NOTES

1. Budget & Finance

- a. BW Reporting Reminder
 - i. If you need to use BW Reporting at any time during the year, please remember to log in and run reports consistently (at least once every month) to keep your LinkBlue ID active in BW. As part of the planned, phased decommissioning of BW on 6/30/2024, the IRADS Team is constantly evaluating usage and removing access for those employees who do not log in on a regular basis. If you lose your BW access due to lack of use, we may not be able to get it reinstated.
- b. FAST Compliance
 - i. With the start of the new compliance period, FAST assignments have been added to myUK Learning for mandatory participants in the on-going FAST program. Participants are required to complete two **unique** courses by December 31, 2023.
- c. Tableau Teams
 - i. The IRADS team has created a Tableau Teams group. The Teams is available for users to ask questions or get advice. IRADS also holds a Teams meeting on the last Friday of each month at 2pm to go over new reports and address issues. We suggest that all departmental business staff get added to this Teams group. If you are not a member of the Teams group, let Cristin know and we can send in a request to get you added.
- d. Transition from BW Labor Distribution Reporting to Tableau
 - i. Effective Sept 30th, BW labor distribution reports will no longer be available, and users will need to get this information from Tableau. ShaRona Lavender and Mary Kathryn Starkey from the IRADS team will be holding a demonstration on Tableau labor distribution reports for our college on August 29th, from 11am-12pm via Zoom. We recommend that all employees who work with labor distribution reports attend.
 - A Zoom invitation has been sent out. If you did not receive it and would like to attend, please contact Cristin.
 - If you have any specific questions or concerns regarding the transition, please send them to **Cristin** by August 23rd.
- e. State Year-End Update
 - i. We are finished with FY23 year-end activities, and the process went well this year with more staff to assist. We will continue sending additional reminders from our office regarding year-end deadlines and updates in future years.
- f. Federal Year-End
 - i. The year-end process for our Federal Capacity Grants is approaching soon. The date for FY23 Federal Year-End training will be announced soon. We are planning to hold the training sometime in September.
 - ii. CDEM updates – Jason shared that we have been working with UK ITS to get the federal FY24 fund loaded into CDEM. The new fund is currently loaded and is available for CDEM entries to be made. Please be aware we are still working with the CDEM team on a solution for the biweekly pay period that crosses Federal fiscal years 2023 and 2024. More information on that coming soon.
- g. College JV Form
 - i. An AFRS JV explanation form can be found on our website. This is for non-grant JVs. It is helpful to add an explanation to any JVs you are processing, so that AFRS knows the reason for the JV and can process it faster.
 - <https://cafebusinesscenter.ca.uky.edu/sites/cafebusinesscenter.ca.uky.edu/files/JV%20Explanation%20Form.pdf>
- h. College Department Contact List
 - i. Our office maintains a list of departments, including contacts for various business roles on our website.

- Link - https://luky-my.sharepoint.com/personal/acsu228_uky_edu/layouts/15/onedrive.aspx?id=%2Fpersonal%2Facsu228%5Fuky%5Fedu%2FDocuments%2FCAFE%20List%20of%20Departments&ga=1

i. Roundup Date

- i. Roundup events will take place over four days, Sept. 27-30, with an array of festivities, including reunions, a burger contest, tailgate, pep rally and the highly anticipated Kentucky vs. Florida football game. This year, Staff Appreciation Day will be held under the Roundup tents on the back lawn of the E. S. Good Barn, from 11 a.m. to 1 p.m. on Friday, September 29.
- Register for staff appreciation day here - https://uky.az1.qualtrics.com/jfe/form/SV_a5HisKgUXhpmrdQ
 - Find more information about all Roundup events here - <https://alumni.ca.uky.edu/roundup>

2. Purchasing & Travel

a. FY23 Concur Reports

- i. Those involved in Concur roles should have received a spreadsheet detailing all open Concur reports for your department. Please review this information and ensure that expenses from the old year are processed as soon as possible. At this point, these expenses will post in FY24 but just be aware of Concur deadlines as we head into the new year and make those a priority.

3. HR & Payroll - Find PowerPoint slides on [pgs. 4-18](#)

a. New Academic Year Hiring Tips

b. 9027 Screens (Assistantship & Fellowship Benefit Cost Distribution)

- i. https://cafebusinesscenter.ca.uky.edu/sites/cafebusinesscenter.ca.uky.edu/files/grg_-_9027_screen_entry.pdf

c. Staff Professional Development Fund – Now Accepting Applications

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

d. Outstanding Staff Awards – Now Accepting Nominations

- i. <https://cafebusinesscenter.ca.uky.edu/dr-lisa-p-collins-outstanding-staff-awards>

e. Intro of New Folks/SME Info for Kayla and Sarah

- i. Welcome to CAFE, Kayla and Sarah!

f. Work-Life Calendar

- i. https://hr.uky.edu/calendar/all?field_calendar_tid_1=734

g. October HR Huddle

- i. Look out for the date - to be announced soon!

4. Sponsored Programs

a. Hazardous Waste/Recycling Fee

- i. RFS has announced that the Environmental Health & Safety Hazardous Waste fee will no longer be assessed to sponsored projects, effective 7/1/23. This also applies to our Federal Capacity Grants. If you have questions about the potential impact of this change on a specific sponsored project, please discuss with your College Grants Officer. If you have questions related to our Federal Capacity Grants, please discuss with [Angela Knapp](#). Should you have any broader questions or concerns about this change, please reach out directly to [Samantha Montgomery](#) or [Erin Wallett](#).

5. Other

a. New University Remote Work Guidance

- i. Remote work arrangements will be initiated at the department level, with a final review/approval at the university level. Those wishing to keep their current hybrid/remote arrangements or request new arrangements will need to complete the new request form by Sept 1.
- Request Instructions - <https://hr.uky.edu/sites/www.uky.edu/hr/files/Requestor-Instructions-Remote-Hybrid-Work-Location-Request-Form.pdf>
 - If an employee's Local City tax is affected by their remote arrangement, a new LCT form will need to be completed. Completing the remote work request does not automatically change Local City tax status.
 - https://cafebusinesscenter.ca.uky.edu/sites/cafebusinesscenter.ca.uky.edu/files/local_city_tax_form_-_work_location_9.pdf

b. Update on Departmental staffing

- i. Susan shared updates to departmental staffing. Congratulations and welcome to our new CAFE staff members!
- Nubia Bradley – Research Office

- Sarah Hewlett – Plant and Soil Sciences
 - Micah Satterly – Animal and Food Sciences
 - Emily Hill – Transfer from PSS to ENT/Plant Path
 - Barb Stiefel – starting in Ag Comm on 8/14
- c. New College Name Change
- i. Remember to update email signatures and other department documents with the new college name: Martin-Gatton College of Agriculture, Food and Environment.
 - Ag Comm has several resources on their website to assist with the name transition - <https://communications.ca.uky.edu/marketing>
 - ii. We are asking departments to use this Standard Internal Order – **SIO# - 809000034630 – CAFE Name Change Expenses** when purchasing items related to the college name change. Please begin to use this order number on any purchases related to the college name change. Departmental cost centers should be used for these purchases. We intend to track the overall cost to the college using this SIO.
- d. 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.
- e. **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).

****NEXT MEETING November 7th at 9am ET via Zoom****



HUMAN RESOURCES & PAYROLL UPDATES

INTRODUCING KAYLA



- Payroll Coordinator
- Personnel Action Oversight
- Position Maintenance
- Experience/Education & Other Personnel Data Maintenance
- ECRT Primary College Contact
- Staff Professional Development Fund
- Student Wage Scale, Cell Phone Allowances, Faculty Summer Supplements
- Training, Professional Development, Special Events, Recruitment and Retention Efforts

INTRODUCING SARAH



- Mentor Program Coordinator
- Extension Co. Payroll Oversight
- Extension Co. Personnel Actions & Onboarding steps
- UK and College Staff Appreciation Day Representative
- Extension Co. Experience, Education, & Career Ladder Data Maintenance
- Training, Professional Development, Special Events, Recruitment and Retention Efforts



NEW ACADEMIC YEAR HIRING TIPS

STUDENT FALL SEMESTER HIRING HELP TIPS

Tips

- Know the Pre-Employment screening requirements
- Be familiar with the CAFE Student Wage Scale
- Schedule I-9 appointments
- New Royster Memo LCT Forms Are required each semester.

Pro Tip- Please initiate the PES **prior** to giving the student access to the I-9 scheduling link.



UTILIZE THE 9027 SCREEN BENEFIT COST DISTRIBUTION SCREEN

For step-by-step instructions please access the Quick Reference Guide on the [HR Administrator](#) page.

Did you Know – The Graduate School will provide the cost center to cover the Graduate Health Fees for Official TAs!



Part Time Instructors

Tips

- Start date: August 1
- Refer to Fee Schedule
- Remember that Canvas access is granted as soon as the assignment is entered in SAP.
- The August monthly **ZPAR/WF** deadline is 8/14.

For step-by-step guidance please see our QRG on the HR Administrator page.



EMPLOYEE ID



Both the [On Campus](#) and [Off Campus](#) ID Applications can be found on [our Forms page](#)



AWARDS & PROFESSIONAL DEVELOPMENT

Is Flex time a real thing?

What is everyone's role in the college HR Office?

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

How should backup coverage be managed!?!?

What steps are taken by the college to onboard staff?

What is a Stay Interview?

What are employees using the Staff Prof Dev Fund for?

Why do we have an employee exit survey?

HR HUDDLE

OCTOBER, 2023 @ 10:00 AM EST
N24B AG NORTH

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

Zoom Option Available for those with offices located off campus



Work-Life Events

AUGUST 2023

**AUG
16**

Elder caregivers support group

Noon -1 p.m. via Zoom

Presenters: Terri Weber and Ann Bassoni

**AUG
24**

**Elder presentation on when
should your older loved one stop
driving**

Noon -1 p.m. via Zoom

Presenter: Candy Pettry

**AUG
30**

2023 UK Parents Resource Fair

11 a.m. - 1 p.m.

Gatton Student Center, Ballroom

C

STAFF PROFESSIONAL DEVELOPMENT FUND

NOW ACCEPTING
APPLICATIONS FOR FY'24

THE APPLICATION IS AVAILABLE
ON THE EMPLOYEE RESOURCES
PAGE





Gratitude in Action:
It's Time to Nominate Your Stars for the

Dr. Lisa P. Collins Outstanding Staff Awards!

We are currently accepting nominations for both individuals and teams!

Applications are available on the [Employee Resources](#) page





INTRODUCING
NEW
TRAINING
PAGE



QUESTIONS/
COMMENTS?