

CAFE Administrative Users' Group

November 9, 2021

9:00 am

Via Zoom

Agenda Items

Guest Speaker

Jeremy McKinley - Human Resources Employment Consultant – *Creative Job Posting Strategies*

Jeremy shared that the number of applicants for positions is down across the University. We need to change the way we think about job postings and develop more innovative job summaries to catch the attention of applicants. There has been a cultural shift in the labor market since the beginning of the pandemic and we need to change our thinking about recruiting. Suggestions for the job summary included: describe engagement with the department and university mission; the job's impact on the department and college; any unique, novel attributes of the position. We should also mention college programs that may be attractive to applicants, such as our mentor program and professional development opportunities. Consideration of a college web page showcasing all job openings with employee testimonials could be an option. If that were available, we could create a QR code for use on flyers and other materials.

1. HR & Payroll (See attached presentation for details.)

- a. Staff Performance Evaluations
- b. Lunch & Learn – Successfully Manage the Performance Evaluation Process
- c. Covid-19 Vaccination Pre-Employment Protocol
- d. End of Calendar Year Payroll Reminders
- e. Service Awards

2. Research & Grants

- a. E-cert reminders: PIs must not certify effort in e-cert if there are any errors.
- b. Subcontract invoices: Each department should have a designated SIR (Subaward Invoice Reviewer) to help PIs navigate the subcontract invoice process. CGOs do not have access to view subcontract invoices, so they need to be notified if there are any issues.
- c. E-accounts: E-accounts are created when a new grant is awarded but expenses are incurred before the WBS element/grant number is assigned. An updated business procedure will be published soon, and the related form can be found here: <https://www.research.uky.edu/uploads/action-revision-form-revised-july-28-2021>
- d. AD-419 process: This is the financial reporting process for Federal Capacity Grant projects. NIFA has created a new reporting system but it is not fully ready for use yet. We are waiting on additional details but will proceed with our usual process.
- e. Federal Fiscal Year-end update: While the Federal fiscal year ended on 9/30/21, the months of October and November are used as special fiscal periods to finalize clean-up of transactions and reporting. We have been working with EAG regarding Concur data for accruals.

3. Budget & Finance

****NEXT MEETING: February 8, 2022 at 9:00am**

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

- a. January 2022 Merit Pool & Minimum Wage Increase: Merit pool & minimum wage reports, along with templates for the associated letters, will be distributed within the next few weeks. Letters cannot be sent to employees until December 2 at the earliest.
- b. Financial Foundations Procard Training: Procard holders have until March 1, 2022 to complete the required web-based training. As of 11/8/21, less than 50% of cardholders had finished the course. Email reminders will be sent by University administration on December 1.
- c. Dean's commitment funding update: The business center will fund as many non-recurring commitments as possible at this time, but we cannot fund all commitments until the FY '21 fund balance is returned to the college (anticipated January-February 2021).

4. Other

- a. Annual equipment inventory: We are currently in the annual inventory period. Online training was offered on 10/26 and the recorded version can be found here:
<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Video%20and%20Audio.mp4>
(An Apple mobile device must be used to complete the inventory scanning.)
- b. Mailroom operations: Paul Anderson's reporting line will transfer from the business center to the dean's office, specifically to Orlando Chambers effective 11/21/21. We are also exploring ways to improve package delivery.
- c. Business Center staffing changes: We currently have, or will soon have, multiple vacant positions in the business analyst group. We are considering changes to the structure of the group at this time.

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HUMAN RESOURCES & PAYROLL UPDATES



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**STAFF
PERFORMANCE
EVALUATIONS -
2021**

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PREPARATION TIPS

Update Position Descriptions

If any job duties changed in 2021 please work with your unit HR Admin to submit any updates by November 24.

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.

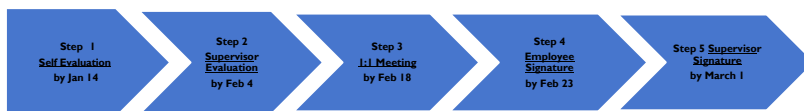
[HTTPS://CAFEBUSINESSCENTER.CA.UKY.EDU/RESOURCES/HR-PAYROLL/EMPLOYEE-RESOURCES/VIDEO-TUTORIALS](https://CAFEBUSINESSCENTER.CA.UKY.EDU/RESOURCES/HR-PAYROLL/EMPLOYEE-RESOURCES/VIDEO-TUTORIALS)

Pro Tip – Avoid requesting a supervisor update until after a PE is complete.

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RECOMMENDED TIMELINE

- Self-Evaluations released **December 6**
- The CAFE PE deadline will be **March 1, 2022**



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RESOURCES

▪ **Employee Resources (CAFE) page:**
<https://cafebusinesscenter.ca.uky.edu/content/EmployeeResources>

▪ **Supervisor Resources (CAFE) page:**
<https://cafebusinesscenter.ca.uky.edu/content/SupervisorResources>



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TRAINING



Lunch & Learn (supervisors):

Successfully Manage the Performance Evaluation Process (Zoom)

January 7, 2022 – to rsvp

https://uky.az1.qualtrics.com/jfe/form/SV_1NrnEvsfenMgetU

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

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- ✓ 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

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COVID VACCINATION PRE-EMPLOYMENT PROTOCOL

As President Capilouto announced on September 24, 2021, **all** new hires to the university must be vaccinated. This requirement applies to any position for which you extend an offer as of October 18, 2021.

Wording for interview questions, offer letters, etc. is available on the CAFE HR Administrator page.

<https://www.uky.edu/hr/employment/hiring-officials/vaccination-requirement-information-for-hiring-officials>

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NEW ACCOUNT CREATED AND ONBOARDING NEXT STEPS

Subject: FW: New Account Created and Onboarding Next Steps

Please see the Linkblue information for New Employee Name below.

New Employee Name ID #12XXXXXX
 PerNr #20XXXXXX
 Start Date 12/8/2021
 Position: Administrative Support Associate I
 Linkblue ID: ABCD123

Tip: The link blue is available on screen 105 in SAP.

Please ask New Employee Name to complete the **direct deposit** and **tax** information on myUK, and upload the proof of vaccination.

Note: The upload instructions flyer is available on the CAFE HR Administrator page.



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END OF CALENDAR YEAR REMINDERS



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Example Entry

Type of Leave	Start Date	End Date
HOLIDAY-Thanksgi...	11/25/2021	11/26/2021

Type of Leave	Start Date	End Date
HOLIDAY-New Year	12/31/2021	12/31/2021
HOLIDAY-Special	12/27/2021	12/30/2021
HOLIDAY-Christmas	12/24/2021	12/24/2021



**HOLIDAYS:
NOVEMBER &
DECEMBER**

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

It is also a good time to verify that their **UK Alert** information is up to date.

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



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VIDEO TUTORIALS – NEW ADDITIONS

- [MSS Quick Guide](#)
- [Emergency Closing Time Entry](#)



Video Tutorials

<https://cafebusinesscenter.ca.uky.edu/resources/hr-payroll/employee-resources/video-tutorials>

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END OF CALENDAR YEAR PAYROLL COVERAGE

BW PP 24 (11/7-11/20/21) -

- Time entry should be recorded by 12:00 EST on Tuesday 11/16/21 to allow supervisors ample time to approve before the Thanksgiving holiday.
- Plan to review time reports on the morning of Thursday 11/18/21.
- The payroll deadline will be **12:00 PM EST** on Monday, 11/22/21.

BW PP 26 (12/5 – 12/18/21) – Normal Timeline

- The payroll deadline will be **12:00 PM EST** on on Monday, 12/20/21

BW PP 1 (12/20/20-1/2/21) -

- Time entry should be recorded by 12:00 PM EST on Wednesday 12/22/21 to allow supervisors ample time to approve before the holidays.
- Plan to review Timesheet, Unapproved Leave, and Unapproved Time Reports on the morning of Thursday, 12/23/21.
- The payroll deadline will be 1/3/2022.



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IMPORTANT DATES

ECRT

- ECRT FY21 Quarter I Pre-Review Oct 19 – Nov 8
- ECRT FY21 Quarter I Confirmation Nov 9 – Dec 7

Earliest Payroll Retro Dates

- Payroll Earliest Retro date will reset on November 23, 2021 for BW, and the ERD date will change to 9/26/2021
- Payroll Earliest Retro date will reset on November 16, 2021 for MO, and the ERD date will change to 10/1/2021



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Timely Entry is important to ensure Canvas access.

ORG – 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

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SERVICE AWARDS



This year staff with a regular service date of 2016, 2011, 2006, 2001, 1996, 1991, 1986, 1981 and 1976 will be recognized for reaching a milestone during calendar year 2021. 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.

Coordinators should return the order to Melissa Howard.

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

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QUESTIONS?

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