

# CAFE ADMINISTRATIVE USERS' GROUP

February 8, 2022  
9:00 a.m.  
Zoom

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## Agenda Items

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### 1. HR & Payroll (See attached slides in addition to notes below.)

- a. Staff Performance Evaluation Updates
- b. Business Function Overload Pool
- c. Leave Reminders – Vacation Expiration Dates, Juneteenth, and Well Being Days – **Shared Leave Pool donation information is here:** <https://www.uky.edu/hr/employee-relations/shared-leave-pool/about-staff-shared-leave-pool>
- d. Earliest Payroll Retro Date & ECRT Reminders
- e. CSA Enrollment & Vouchers
- f. Mask Distribution – Round Three - **If departments need additional masks or other PPE, the UK Supply Center has items in stock, and they can be ordered here:** <https://purchasing.uky.edu/supply-center>
- g. College Jobs Page – **When the new Jobs page goes live, departments will not be required to take any additional steps. Once jobs are posted in IES, we will pick them up for posting on the College Jobs page. Our new page does NOT replace IES; it is supplemental to it.**

### 2. Research & Grants

- a. New CGO announcement – **Please welcome Kimberly Monast as our new College Grants Officer. While phones are being updated, the best ways to reach her are through Teams or email [kimberly.monast@uky.edu](mailto:kimberly.monast@uky.edu). While Kimberly is in training, please copy [kim.hall@uky.edu](mailto:kim.hall@uky.edu) on your email messages.**
- b. CGO unit assignments – **See attachment.**
- c. PADRs/Payroll/Cost Share – **Please refer to:**  
<http://cafebussinesscenter.ca.uky.edu/grant-resources>

**Subject Matter Expert Training Series - Grants 101 –  
The Foundation – PADR starts on Page 23 of the PDF.**

### 3. Budget & Finance

- a. January 2022 Merit Pool & Minimum Wage Funding – **Budget transfers will be completed before the 2/17/21 recurring freeze date.**
- b. FY '21 Fund Balance returns – **We have recently received our FY '21 fund balance return, and those funds will be distributed to departments with an approved fund balance plan soon via non-recurring budget transfer.**
- c. Dean's commitment funding update – **We are reviewing outstanding commitments and will process relevant budget transfers soon.**
- d. FY '23 Budget Development - **The budget process will begin in earnest later this month. Within the next few weeks, you will receive instructions and worksheets for preparation of the income and gift cost center budget estimates.**
- e. FAST Training implementation – **If you know of employees who need to be enrolled in FAST and did not receive the welcome emails, please let Susan Campbell know ([susan.c@uky.edu](mailto:susan.c@uky.edu)) so she can arrange for their enrollment.**
- f. FAST Procard Training – **due March 1 – Please remind all Procard holders that the required online training must be completed by March 1 to avoid suspension of their card.**

#### 4. Other

##### a. Business Center staffing changes

Beth Atkinson has left UK as of 1/31/22. The Extension Business Operations team leader position is currently posted on the UK Jobs page here: <https://ukjobs.uky.edu/postings/377354>

The Business Center welcomes Cristin Sullivan Costello into a new role starting 2/14/22.

##### b. Introduction of staff changes in departments

Welcome to CAFE:

Jaclyn Gibson, Horticulture

Jessica Macleod, Plant & Soil Sciences

Johnna Wilford, Small Business Development Center

Kelley Beverly, Agricultural Economics and Food Connection

Congratulations to Ryan Redimarker on his transfer from the Veterinary Diagnostic Lab to Facilities Management, effective 2/7/22.

Congratulations to our newest retirees:

Connie Burdett, Facilities Management

Pam Compton, Horticulture

Message from Kevin Horn, Agricultural Programs: "I just want to take a moment and double welcome all the new people. You have joined one of the friendliest and most supportive colleges."

##### c. N-106 Mailboxes – Please make arrangements for someone to pick up mail on a regular basis.

##### d. Professional Development Opportunities

###### 1. **Internal Audit session** – Reconciliations – February 9 at 12:30 p.m.

<https://www.uky.edu/internalaudit/lessons-learned-events>

###### 2. **Martin School information session** – February 10 - Master's in Public Admin and Public Policy

[https://uky.zoom.us/meeting/register/tZlIdO2qgD8sGtZrnP2m8lxf66b5slGq6TZv?j=461081&sfmc\\_sub=122683284&l=22071\\_HTML&u=13576471&mid=10966798&jb=0](https://uky.zoom.us/meeting/register/tZlIdO2qgD8sGtZrnP2m8lxf66b5slGq6TZv?j=461081&sfmc_sub=122683284&l=22071_HTML&u=13576471&mid=10966798&jb=0)

###### 3. **UK Women's Forum** [http://uknow.uky.edu/professional-news/mental-fitness-and-changemaking-uk-women-s-forum-february-professional-development?j=462483&sfmc\\_sub=122683284&l=22071\\_HTML&u=13628033&mid=10966798&jb=0](http://uknow.uky.edu/professional-news/mental-fitness-and-changemaking-uk-women-s-forum-february-professional-development?j=462483&sfmc_sub=122683284&l=22071_HTML&u=13628033&mid=10966798&jb=0)

###### 4. **Kentucky Ace Women's Network**

<https://kyacewomensnetworksite.wordpress.com/>

Next Meeting: May 2022 – exact date TBD

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

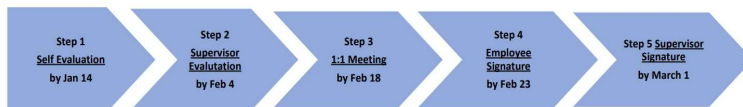
## HUMAN RESOURCES & PAYROLL UPDATES



1

## STAFF PERFORMANCE EVALUATION UPDATE

- The CAFE PE deadline is coming up on **March 1, 2022**
- Resources are available to both employees and supervisors on our site.
- We will continue to send weekly status reports.



2

**Juneteenth** – Holiday observed on June 20

**Vacation Extension End Date** – March 31

**Well-Being Days** – Allow flexibility with TDL usage

**Note:** Employee that will be required to work on June 20, should plan ahead to utilize the time holiday prior to June 30. Employees are not permitted to schedule the holiday into the new fiscal year.

Supervisors should let the employee know if they are required to work on the holiday by May 13, 2022, to allow the employee to schedule another day to use the holiday from May 16 – June 30, 2022.



REMINDERS:  
NEW HOLIDAY  
TDL  
FLEXIBILITY  
AND  
VACATION  
EXPIRATION

3

## IMPORTANT DATES

### **Earliest Payroll Retro Date**

- Payroll Earliest Retro date will reset on 2/15 for BW, and the ERD date will change to 12/19/2021
- Payroll Earliest Retro date will reset on 2/22 for MO, and the ERD date will change to 1/1/2022

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

### **ECRT**

Confirmation starts today, February 8, 2022 and ends March 8, 2022



4

## 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 either \$100 or \$200 vouchers toward the cost of a CSA share from one of our partner farms.

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

5

## SERVICE AWARDS



**Service awards will be distributed in late March.**

**Big thank you to all of the order coordinators!**

6

## MASK DISTRIBUTION – ROUND THREE



Masks were distributed to all CAFE employees the second week of January.



7

## BUSINESS FUNCTION OVERLOAD POOL



**Business Function**  
OVERLOAD POOL

Providing temporary help for vacancies or extended absences.

8

## JOB SITE



9



QUESTIONS?

10

**College of Agriculture, Food and Environment**  
**College Grants Officer (CGO) and Research Administrator (RA)**  
**Assignments by Department**

<b>Kim Hall</b> <b>257-7568; kim.hall@uky.edu</b>	<b>OSPA Research Admin</b> <b>Assigned</b>
81010 - Dean's Office	El Williams
<b>81020 - Research Associate Dean</b>	El Williams
81B00 - KTRDC	El Williams
81022 - Academic Programs Associate Dean	El Williams
81023 - Extension Associate Dean	El Williams
81060 & 81061 - Plant & Soil Sciences	Nichole Stark
<b>81070 - Animal &amp; Food Sciences</b>	Andrea Wood
<b>81110 - Horticulture</b>	Andrea Wood
81120 & 81121 - Plant Pathology	El Williams
81140 - Veterinary Science	Andrea Wood
81150 - Landscape Architecture	El Williams
81240 - Regulatory Services	El Williams
81250 - UK Veterinary Diagnostic Lab	Andrea Wood
81300 - Area Extension Field Programs	El Williams

<b>Kimberly Monast</b> <b>257-7291; kimberly.monast@uky.edu</b>	<b>OSPA Research Admin</b> <b>Assigned</b>
81040 - Ag Economics	Nichole Stark
81045 - Small Business Development Ctr	Andrea Wood
<b>81050 - Biosystems &amp; Ag Engineering</b>	El Williams
<b>81055 - NIOSH Centers</b>	El Williams
81080 - Entomology	Shannon Maier
81090 - Forestry	Andrea Wood
81130 - Community & Leadership Dev	El Williams
81170 - Program & Staff Development	El Williams
81310 - CEDIK	El Williams
81330 - Family & Consumer Science	El Williams
81380 - Ag Programs	El Williams
81500 - Dietetics and Human Nutrition	El Williams
81600 - Family Sciences	El Williams
81700 - Retailing and Tourism Mgmt	El Williams