

UK College of Agriculture, Food & Environment

# Business Center News Notes

Business Center Web Site: <http://acsg.uky.edu/AgBusOff/>

## CAFE Business Center

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## TRAVEL

### Travel Reminders

Travel vouchers for mileage only can be faxed/scanned in to the department from the traveler as long as the department obtains two lives signatures on the voucher before submitting it to the business center.

The Air vs. Auto form is required to be attached to the travel voucher when the traveler chooses to drive to a destination of 400 miles or more. This form in on the UK Forms Page under "T".

## FINANCIAL

**Advance Approval Forms** - A revised advance approval form is on our web site. Please discard all previous versions and use this new form. You will note that memberships have been removed from the approval form due to the recent changes in the discretionary policy. We are currently working on a pdf fillable version of this form that will be on our web site soon.

**Cost Centers for Gifts** - All requests for new gift accounts must begin with the CAFE Office for Advancement.

**Endowments** - All requests for changes on endowment funds should be directed to Stephen Sizemore for approval.

**FY15 Year-End Closing Schedule** - General Accounting's Year-End Closing Guidelines have been published. The business center will add the CAFE due dates to the grid and distribute that to the departments within the next several days.

**Cell Phone Allowances** - An email and cell phone allowance form will be distributed to the departments very soon. These forms must be renewed each year, and they will be due in to the business center the third week of May.

## PROCUREMENT

**Pro Card** - Procurement card applications should be forwarded to Kim in the Business Center for review. They will then be routed appropriately for signatures and processing. All applications for enhanced or special purpose pro card are required to have a Standard Operating Procedure attached to the application. A template for this SAP has been added to our web site under College Forms.

**PRD's for Meals** - Additional details are required in the description section of (or attached to) the PRD's for meals. All PRD's for meals must include the purpose, location, and date of the meal. If the meal is provided to workshop/conference participants who are paying a registration fee and the PRD is being paid from an income-supported account, a list of attendees is NOT required. If the meal is being provided for mainly employees and is being paid for by a non-income supported account, a list of attendees **IS** required.

**PURCHASING** - Please remember to check Purchasing's year-end schedule for shopping, confirming, and receiving deadlines. Purchasing's quarterly newsletter for April should be published very soon.

**VWR / Fisher** - The requirement to transition to the SRM e-procurement system for purchases from VWR has been extended until June 1, 2015. Departments may continue to use their pro cards for purchases from VWR or Fisher Scientific during this time to allow for the processing of training plans for shopper roles. Employees should continue to use the VWR punch-out catalog in SRM if they have taken the training and have the "Shopper" tab. After June 1, all purchases from VWR or Fisher will be restricted from the pro card. VWR purchases will be required through the SRM punch-out method. Items that are not available from VWR may be ordered from Fisher via the SRM free text shopping cart. Purchasing has agreed to do some training for our college relating to the ordering/purchasing of lab supplies. As soon as we have more information about that training, we will pass that along to everyone.

## SAP

**SAP Training Plans** - An updated training plan form is on our web site (under College Forms). Please use this new version of the form when requesting a training plan for your employees. We are proposing a new way of entering training plans. More information about that at the upcoming Users Group meeting.

**SAP MM Roles** - When requesting any of the Materials Management roles (shopper, confirmer, creator or approver), the person must be in a non-pooled position.

## RESEARCH

**Effort Certifications** - Thanks to everyone for getting their staff certification statements in to Christine by the deadline.

## HR

**Online Performance Evaluations** - The second year utilizing the online Performance Evaluation system is now complete. Now that the 2014 review year process is done, we need to remind supervisors that they should keep Position Descriptions (JAQs) up to date throughout the year. The information in the Position Description system populates the MJR section of the Performance Evaluation form. Therefore, it is very important to keep this information up to date. We appreciate the department business staff working with supervisors to ensure that this happens. You may find it helpful to utilize the [IES ORG](#).

**Benefits Open Enrollment** - Mark your calendars. Benefits Open Enrollment is scheduled to take place April 27–May 15. A Benefits Open Enrollment Open House will be offered again this year in the Good Barn. **The Open House in the Good Barn will be May 6 from 11:00 – 2:00.**

**Open House locations, dates and times are as follows:**

<i>Good Samaritan Hospital</i>	<i>April 27</i>	<i>7:00 am – 9:00 am</i>
<i>University Health Services</i>	<i>April 28</i>	<i>11:00 am – 2:00 pm</i>
<i>Peterson Service Bldg</i>	<i>April 29</i>	<i>7:30 am – 11:00 am</i>
<i>North Lobby in Hospital</i>	<i>April 30</i>	<i>6:30 am – 8:30 am &amp; 10:30 pm – 11:30 pm</i>
<i>Chandler Hospital</i>	<i>May 1</i>	<i>10:00 am – 1:30 pm</i>
<i>Eastern State Hospital</i>	<i>April 28</i>	<i>8:00 pm – 10: pm</i>
	<i>May 4</i>	<i>11:00 am – 1:00 pm</i>
<i>UK Health Care (Sterling Rd)</i>	<i>May 5</i>	<i>11:00 am – 1:30 pm</i>
<i>CAFE, Good Barn</i>	<i>May 6</i>	<i>11:00 am – 2:00 pm</i>
<i>Main Administration Bldg</i>	<i>May 8</i>	<i>10:00 am – 1:00 pm</i>
<i>Scovell Hall</i>	<i>May 15</i>	<i>11:00 am – 2:00 pm</i>

For more information please click [here](#).

**Retirement Carrier Sessions** - TIAA-CREF will be holding counseling sessions in the Culton Suite of the E.S. Good Barn on May 26, 27 and 28. Call 800-732-8353 to register. Fidelity is holding counseling sessions in the Culton Suite of the E.S. Good Barn on April 14 & 24. Visit [www.fidelity.com/reserve](http://www.fidelity.com/reserve) or call 1-800-642-7131 to register/view additional dates.

**Reduced Seasonal Work Hours Program** - The University will once again offer the Summer Reduced Work Hours Program. The program will be offered from May 3 through August 22. For more information please visit the [Work Life website](#).

**Subject to Loss Vacation Leave** - The end of the fiscal year is quickly approaching. This is a good time of year to review leave information. It is a good idea for everyone to log into [myUK ESS](#), and review all of their leave balances, paying special attention to balances expiring 6/30/15, and plan accordingly.

**Staff Shared Leave Pool Program Donations** - Not going to use all of that vacation leave? Don't waste it! Please consider helping out a fellow staff member who is facing a tough situation by donating to the Staff Shared Leave Pool. We have colleagues in the CAFE who benefit from this every year. The donation period is from May 1 until September 30. Donating is quick and easy, via the [online donation form](#). For additional information about the program please click [here](#).

**Temporary Disability Leave Conversion Option** - During the month of April, eligible staff will have the option to convert temporary disability leave to vacation leave. Please click [here](#) to access the policy and form.

**Affordable Care Act** - UK will implement the Affordable Care Act effective July 1, 2015. The ACA extends eligibility for health insurance coverage to employees who work an average of 30 or more hours per week over the course of a 12 month period. This expansion mostly affects our temporary employees. The newly eligible employees will have a special open enrollment period in June this year. The plans they may choose are the same ones available to regular employees with identical coverage and costs. With this implementation it is important that accurate FTE's are represented and that payroll assignments are promptly ended. More information will be available soon.

## HELP SITES

UK Help Desk            257-1300  
CNS Help Desk         218-4357

UK Payroll              ukpayroll@uky.edu  
SAP Training            IRISTraining@email.uky.edu  
SAP Support             SAPSupport@email.uky.edu  
BW Issues                BI-Requests@email.uky.edu  
Business Objects        Analytics@uky.edu  
IRIS Support             IRISSupport@uky.edu  
SRM Support             srmhelp@uky.edu

To request a copy of a payment document    AP.documentrequest@email.uky.edu  
To stop a check to vendor                        control.desk@email.uky.edu

## Announcements & Upcoming Events

**Congratulations** to the following CAFE staff members for completing the Business Procedures Certification Series:

*Kevin Horn  
Tina Hourigan  
Adrian Russell*

### Staff Updates in Business Center

Christine Tawasha has joined our HR team and is located in S103-A. Her phone number is 8-3906.

April Collier has joined our budget and finance team as the College Business Analyst Senior and she has moved from the North Farm location to the business center office, Room S103-A. Her phone number is 7-4254.

Andrew Gehring is the College Business Lead Analyst at the North Farm and has taken on a combination of his and April's duties at the farm. His phone number is 254-1434 X244.

### Next UG Meeting

Next Users Group Meeting will be held on Wednesday, **May 20, 2015**, at **9:00am**, Gorham Hall, Good Barn. Patty Brophy is scheduled to speak to our group about Travel Services at the meeting in May.