

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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FINANCIAL

FY16 YEAR END

The FY16 year-end closing schedule is being prepared for the college will be distributed very soon. There will also be a year-end deadline schedule for the Office of Development for all gifts, pledges, and pledge payments. We will distribute that when it is received. The college year-end closing schedule will be posted (under Schedules and Calendars) on our website next week. The remaining pro card editing deadlines for this fiscal year are now posted to the AP web site; they are included on the college's year-end closing schedule as well. As always, please make sure that your department is adequately staffed in June/July to meet year-end deadlines.

MISCELLANEOUS

Capital Equipment - Capital equipment transfers and Surplus Forms should be forwarded directly to Plant Assets. It is not necessary to send them to the business center.

PROCUREMENT

Procurement Cards

On the pro card application, the cardholder should enter their **UK employee ID** on the top left side of the form. The employee's Link Blue SAP User ID should **not** be entered here.

When a cardholder leaves the department, the college or the university and no longer needs their pro card, the cardholder should leave the card with the departmental business staff person who should, after all transactions have been completed and posted, contact the UK Pro Card Administrator, Kimberly Maggard, and cancel the card. The card may then be destroyed. These steps will help to clean up all terminated cards and will remove these cards from all editors' screens.

Please contact Kim King in the business center to make pro card editor changes on active cards in your department.

PURCHASING (SRM SHOPPING CARTS)

The FY16 deadlines for purchasing was published and distributed to everyone on March 4. Please review the memo from Purchasing and adhere to the deadlines contained therein.

HR

PE Update

Now that the 2015 Performance Evaluation review process is complete, supervisors should be mindful of keeping Position Descriptions updated 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.

Retirement Carrier Sessions

TIAA-CREF will be holding counseling sessions at the times/locations listed below. Appointments can be scheduled by calling 800-732-8353.

April 28	Veterinary Diagnostic Laboratory (Coldstream) Conference Room
May 10, 11, 12	ES Good Barn

Fidelity held several counseling sessions at various college locations in the last few weeks. However, individual appointments can be scheduled by calling 800-642-7131 or by visiting www.fidelity.com/reserve.

Benefits Open Enrollment

Benefits Open Enrollment will take place this year from April 25 – May 13. An Open House has been scheduled at the VDL on Bull Lea Road (Coldstream) for April 28 from 1:00 - 3:00pm. And another Open House has been scheduled for the Good Barn on May 5 from 1:00 - 4:00 pm. The complete Open House schedule is:

Good Samaritan Hospital	April 25	7:00am - 9:00am
Eastern State Hospital	April 25	11:00am - 1:00pm
University Health Services	April 26	11:00am - 2:00pm
Peterson Service Building	April 27	7:30am - 11:00 am
Chandler Hospital	April 28	6:30am - 8:30am
Veterinary Diagnostic Lab (Coldstream)	April 28	1:00pm - 3:00pm
Chandler Hospital	April 29	10:00am - 1:30pm
Eastern State Hospital	May 2	8:00pm - 9:0pm
UK Healthcare at Turfland	May 3	1:00pm - 3:00pm

UK Healthcare – Sterling Road	May 4	11:00am – 1:30pm
University Health Services	May 5	7:30am – 10:30am
CAFE, Good Barn	May 5	1:00pm – 4:00pm
Main Building	May 6	10:30am – 1:00pm
Good Samaritan	May 9	1:00pm – 3:00pm
Scovell Hall Lawn	May 13	11:00am – 2:00pm

New Quick Reference Guides


For your convenience the following new tools have been linked to the Business Center site.

[ORG – Qualifying Life Event Factors to Consider](#)

[ORG – Hiring Proposal Process](#)

New Form

As we mentioned at the February Users Group meeting, effective 2/2/16, for all **regular staff** position action requests (new positions, reclassifications, and to fill existing positions) please use the [CAFE Staff Position Action Request Form](#). Forms should be submitted directly to the Business Center. When

the  button is selected, a new email will be created, allowing for the updated Position Description to be attached. This new process should streamline record-keeping, and expedite the process.

Note: Extension county office job titles are not included in this process.

Benefits Office New Location

In case you missed this in the HR Thrive newsletter....

The HR Benefits Office will continue to offer customer service at **112 Scovell Hall** and is available to answer your questions and collect or distribute enrollment or change forms for health, dental, life, vision, retirement and other benefits.

The HR retirement officers and the benefits administrative team have moved to the second floor of the UK Federal Credit Union building on **Export Street**. You may continue to stop in without an appointment and enjoy free parking.

- Go inside the UK Federal Credit Union to the information desk.
- Tell the desk attendant you are visiting the Benefits Office and take the elevator to the second floor.
- Signs will point you to the Benefits front desk.

Appointments can be made with the administrative team and with the retirement officers at both locations.

Subject to Loss of Vacation Leave

The end of the fiscal year is quickly approaching. This is a good time to review all of your leave information. It is recommended that everyone log into myUK ESS, and review all of their leave balances, paying special attention to balances expiring on 6/30/16, 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 May 1 through 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.

Announcements & Upcoming Events

Next UG Meeting - Next meeting is tentatively scheduled for Wednesday, **May 25, 2016, at 9:00am**, Gorham Hall, Good Barn.

New Email for BW Support - The support email address for BW reporting issues has changed to: analytics@uky.edu.

For business analyst unit assignments for financial operations, please go to [Unit Assignments](#).