

UK College of Agriculture, Food & Environment

Business Center News Notes

Business Center Web Site: <https://cafebusinesscenter.ca.uky.edu>

CAFE Business Center Staff

Susan Campbell	7-5934
Chris Shotwell	7-7194
Le Anne Herzog	7-2981
Chris Fensin	8-3906
Melissa Horton	7-4722
Kim King	7-7143
Tina Navis	7-7241
Scott Wells	7-9833
April Lyons	7-4254
Andrew Gehring	3-4499
Tina Ward	7-0132
Lisa Bowen	3-8466
Ty Back	606-666-2438 x229
Jeremy Teal	270-886-6328

SME Training



Subject Matter Expert – (FI) Fiscal Year-End Training Series

The CAFE Business Center is offering this special Fiscal Year-End Series for business officers and staff responsible for a unit's purchasing, payroll, budget reporting, HR administration and grants. This series is designed to provide instruction on the fiscal year deadlines and understanding your role in the year-end procedures. After completing the series, you will be able to:

- Understand the importance of meeting deadlines and why deadlines are established
- Understand what you need to do differently at year-end and why
- Be able to anticipate impact on your daily tasks and plan for critical dates
- Definition of accruals
- Understand the payroll accrual
- Understand the accounting periods for reporting

This training series is required for all primary business officers for units/departments. Open Labs will be available in June for hands-on assistance or questions specific to your unit(s).

Cameron Williams Lecture Hall – 2 – 3:30pm on all dates below:

April 9	Year-End Balance Review
April 24	HR/Payroll Year-End Review
May 8	Encumbrances, Transfers & TRIP
May 22	Procurement & Year-End Transactions

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Open Labs (Room 246 Barnhart):

June 5 2 – 3:30pm
June 11 10 – 11:30am

Subject Matter Expert – (HR) Training Series

Our Subject Matter Expert Training series continues, with the Staff Hiring Process training that was offered on March 14.

Do you have other ideas for training topics? We want to hear from you. Please share your thoughts with a quick email to agbusinesscenter@uky.edu.

FINANCIAL

Budget Prep Deadlines

Fund Balance Requests	April 5
Restricted Estimates	April 5
Course Fee	TBD

SAP Training Plans

For temporary employees who need SAP/BW access, make sure that they have a unique position number in STEPS. If they are on a pooled group position number, you must contact the STEPS office to have them assign a unique position number for your temporary employee. The link for guidelines to complete an online training plan request form is: http://cafebusinesscenter.ca.uky.edu/files/sap_training_plan_qrc_0.pdf

Procurement Cards

If you need to change the default cost center number on any of your pro cards, simply email the information to Procard@uky.edu. They will make the change for you.

If you need to add, change or delete a pro card editor in your department, contact Kim in the Business Center to make the change.

Records Retention

If you need to destroy documents after they have surpassed their retention threshold, you will need to complete the Records Destruction Certificate on the UK Forms Page. You can shred the material or place it in the locked

recycling bins. The new UK Records Manager is **Virginia (Ginny) Daley**. Megan Lucy can also field questions relating to records retention. The college guidelines has been updated on our website at http://cafebussinesscenter.ca.uky.edu/files/retention_schedule.pdf

Travel (Important News)

On 3-8-19, UKNOW published that Eric N. Monday, UK's executive vice president for finance and administration, said UK is moving forward with the implementation of SAP Concur. UK is replacing the TRIP system with CONCUR, with a possible go live date in early 2020. Our college currently has three employees on the campus-wide team, and they will be sharing information on the progress of moving to CONCUR as permitted. The first task for the campus-wide team is to review and/or revise the University's Travel Reimbursement policies and procedures (BPM E-5-1). This process will take the team well into April and will allow for technical configuration of the system to begin.

Announcement Links:

What is P2P Reform and Why Should You Care? It's Part of Our Path Forward 3-8-19

<https://uknow.uky.edu/campus-news/what-p2p-reform-and-why-should-you-care-it-s-part-our-path-forward>

Transforming the University's Procure-to-Payment (P2P) System 3-11-19

<http://uknow.uky.edu/blogs/monday-blog/transforming-university-s-procure-payment-p2p-system>

HR

Performance Evaluations Update

Now that the 2018 Performance Evaluations process is complete, supervisors should be mindful of keeping position descriptions updated throughout the year. The information in the position description (in IES) populates the MJR section of the Performance Evaluation form. Therefore, it is very important to keep this information up to date.

Supervisors looking for ways to enhance employee performance and professional development, throughout the year, can access the [Supervisor Resources](#) page.

Benefits Open Enrollment

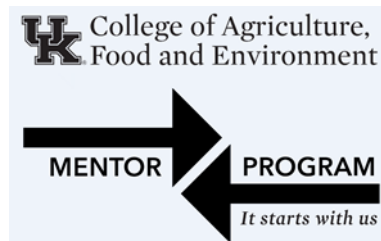
Benefits Open Enrollment will take place this year from **April 22 – May 10**. An Open House has been scheduled at the VDL on Bull Lea Road (Coldstream) for April 29 from 1:00 – 3:00, and at the Good Barn on May 2 from 1:00 – 2:30.

The complete Open House schedule is:

Chandler Hospital, Pavilion A	April 23, 1:00 pm – 4:00 pm
UK Healthcare, Alumni Park Plaza	April 26, 9:00 am – 10:30 am
CAFE, VDL, Cold Stream	April 29, 1:00 pm – 3:00 pm
Eastern State Hospital	April 29, 9:30 am – 11:00 am
Chandler Hospital, Pavilion A	April 30, 8:00 am – 12:00 pm
Good Samaritan	May 1, 9:30 am – 11:00 am
CAFE, Good Barn	May 2, 1:00 pm – 3:00 pm
Peterson Service Bldg	May 6, 7:30 am – 9:30 am
Scovell Hall Lawn	May 8, 1:00 pm – 3:00 pm

Staff Professional Development Fund

Take advantage of this opportunity to step outside of traditional on-the-job training for professional learning and growth. For more information and to view testimonials, [click here](#). Applications may be submitted now through May 1. The application process is simple; to get started, [click here](#).



Mentor Program

The CAFE Staff Mentor Program launched in January. The initial group consisted of 22 mentees, and continues to grow. As new staff join CAFE, during the first week on the job, an email invite to complete the CAFE New Employee Orientation web course is sent to the employee. At the end of that course, the new employee is invited to learn more about the [CAFE Mentor Program](#).

Know an employee that is a good role model? Mentor Self-Nominations, Supervisor Nominations, and Peer Nominations are currently being accepted via the [Mentor Nomination Form](#).

Payroll Retro Dates

The payroll earliest retro dates have been set to the following:

- Biweekly Employees: 12/23/18
- Monthly Employees: 1/1/19

Following the posting of the **bi-weekly** pay period 11 (5/12/19 – 5/25/19) payroll, Payroll Services will be changing the earliest retroactive date to 3/31/19, effective 5/29/19

Following the posting of the May **monthly** payroll, Payroll Services will be changing the earliest retroactive date to 4/1/19, effective 5/21/19.

ECRT Deadlines (FY19, Quarter 3)

Pre-Review Period	April 16 – May 6, 2019
Confirmation Period	May 7 – May 28, 2019

It is very important that the Pre-Review be done before the deadline to allow the PI's to confirm statements prior to the end of the spring semester.

UK Appreciation Day – **CAFE Off Campus** - T-Shirt Orders

Excited about a Free T-Shirt?



A big thanks to the coordinators! The t-shirts should arrive around the middle of May. The CAFE Business Center will be contacting the area coordinators regarding distribution details.

Subject to Loss 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 6/30/19, and plan accordingly.

Staff Shared Leave Pool Program Donations

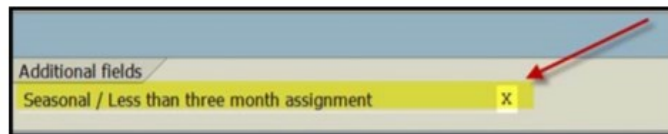
Not going to use all of that vacation leave? Don't waste it! Please consider helping out a fellow staff member who is facing a tough situation by donating to the Staff Shared Leave Pool. The donation period is May 1 – September 30. Donating is quick and easy, via the [online donation form](#). For additional information about the program, click [here](#).

Temporary Disability Leave Conversion (*Deadline Approaching*)

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. To request conversion, log into Employee Self Service, click the Create Leave Request link, and then select the TDL to Vacation Conversion link. For additional instructions click [here](#).

Seasonal Flag

As you know, due to ACA, temporary employees with an FTE of 75% or higher are offered the UK health insurance credit. However, there is an exception for seasonal employment (an assignment less than three months). In order for the UK Benefits Office to be aware that the employee is seasonal, please remember to **select the seasonal flag on screen 7** when processing the personnel action.



Notary Service

The CAFE Business Center is pleased to announce this new free customer service for work-related documents. Requests for notary public services must be by appointment only and must be requested through the CAFE Business Center email: AGBusinessCenter@uky.edu. [Click here](#) for more information.

Student Audit

Please create a calendar reminder to conduct a student worker audit, at the end of the spring semester, to determine if any students should be removed from payroll. If it is determined that your student employee will be graduating or not returning, you should:

- Process a PA40 Separation action (or an End of Additional Assignment if student has more than one assignment that is still active).
- Complete a separation form and submit it to the CAFE Business Center when completed and signed.
- Review the exit checklist with the student to ensure office keys, office equipment, etc. is returned.

Add Team Birthdays to Your Calendar

Supervisors can now use Manager Self Service to add team birthdays to their calendar. Visit our [Supervisor Resources](#) page for details.

Staff Degree Completion Form

As a reminder, the [Staff Degree Completion Form](#) is available to help maintain the accuracy of the staff degree information in SAP. Please share the form, as needed, with employees in your department who have recently completed a degree.

Announcements & Upcoming Events

Users Group Meeting CANCELLED on April 16!

Staff Update

Sarah Habel, who began work on 3/4/19, is the new HR administrative associate in Entomology. Her office is located in S225 Ag North.