

UK College of Agriculture, Food & Environment

Business Center News Notes

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

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Staff in the Spotlight

We would like to give a shout out to Darlene Tipton and Whitney Rogers for taking the time to test the new CAFE HR Administrator Orientation course. We really appreciate their time and attention to this project. Their suggestions and feedback will improve the onboarding process for future department HR Administrators. Great work!

A big shout out to all the staff who promptly signed up for CDEM training. Almost all participants were able to attend one of the live trainings.

HUMAN RESOURCES



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Benefits Open Enrollment

Benefits Open Enrollment will take place **4/28 - 5/14**.



Want to learn more? The Business Center is hosting a Lunch & Learn Benefits Open House Summary on **April 22**. Click [here](#) to register.

CDEM Update

The new Cost Distribution Entry Module (CDEM) launched in March for all monthly employees. Please visit the CDEM section of our [HR Administrator Resources](#) for the latest FAQs, Quick Reference Guides, Video Tutorials and more. Additionally, all primary and backup CDEM users have been added to a help tips email distribution list and will be receiving frequent updates from the CAFE Business Center HR Team.

Performance Evaluations Update

Now that the 2020 Performance Evaluations process is complete, we wanted to remind you that supervisors looking for ways to enhance employee performance and professional development can access the [Supervisor Resources](#) page. Also, the [CAFE Employee Enhancement Programs](#) offer many opportunities for employees throughout the year.

Coming soon! – Additional Personnel Workflow Actions

The following personnel actions will be added to workflow soon: Separations, End of Additional Assignments and Retirements. Stay tuned, we will keep you posted.

Subject to Loss Vacation Leave - Update

UK has extended the deadline to use your accrued vacation time set to expire June 30, 2021, until March 31, 2022. For more information click [here](#).

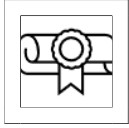
Staff Shared Leave Pool Program Donations

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. Donations can be submitted via the myUK Employee Self Service portal. Click [here](#) for step by step instructions.



Service Awards Enhancements

This year the college is recognizing **281** staff who have reached a service milestone. Recipients were given the opportunity to select from a variety of awards including options for pins, charms, and products from the [RCARS Wood Utilization Center](#). Awards have been distributed along with individual certificates and letters from the dean recognizing the hard work and dedication to the College of Agriculture, Food and Environment.

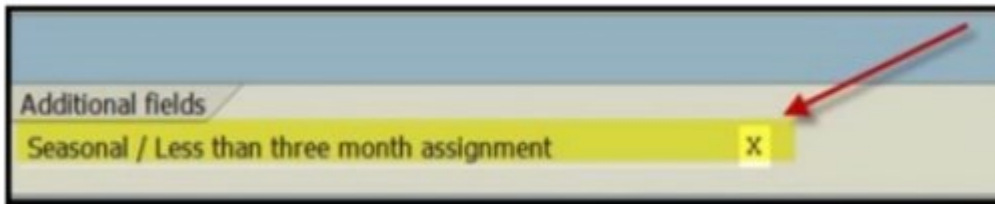


Staff Degree Completion Form

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.

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, you must select the seasonal flag on screen 7 when processing the personnel action.



Video Tutorial – New

PPOSE

Emergency Closing Time Entry

Employee Enhancement Programs

Click on this link to find all HR video tutorials and then search for the specific topic:

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

Quick Reference Guide – New!

https://cafebusinesscenter.ca.uky.edu/files/qrg_-_tableau_-_labor_distribution_report.pdf

Payroll Retro Dates

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

Biweekly Employees: 12/20/2020

BW will reset on May 25, 2021 to 3/28/2021

Monthly Employees: 01/01/2021

MO will reset on May 18, 2021 to 4/1/2021

ECRT Deadline

Pre-Review deadline for FY21 Q3 will be April 13 – May 3, 2021. Confirmation period will be May 4 – June 1, 2021.

It is very important that the Pre-Review be done before the deadline in order to allow the PI's to confirm statements prior to the end of the Spring semester on May 14, 2021.

As listed on the [payroll schedule](#), an off-cycle payroll for monthly employees is scheduled for April 28, 2021.

To be eligible for inclusion in the off-cycle, the project statement containing the error must be in a "Revision Requested" status in ecrt. This is done by clicking the revise payroll checkbox for monthly individuals that are incorrect and clicking the Revise Payroll button. If the person needing the correction is missing from the statement, click the revise payroll checkbox for any individual already on the statement and email ecrt.help@uky.edu to add this person to the off-cycle payroll list. Then the actual correcting entry must be created via CDEM. The statement being placed into "Revision Requested" status and the cost distribution change must be completed by the close of business April 28, 2021. As with all off-cycle payrolls, any changes must result in no actual change in pay (meaning it should net to zero) in order to process. Please check [UFS website](#) for helpful FAQ's and QRC's.

Year-End Deadline

All Vacation and TDL taken June 30, 2021 or earlier must be entered/approved by noon on July 1, 2021.

FINANCIAL/PROCUREMENT

Vendor Onboarding Update and Tips

PaymentWorks provides support in the onboarding process for new or updated vendor registrations. Their support is limited to the needs of new/updated suppliers who may need assistance navigating registration steps on the platform. For clarity purposes, PaymentWorks does not interact with or manage the University's internal vendor master data or provide support to University departments regarding vendor inquiries.

Other than vendors needing assistance navigating the PaymentWorks registration platform, the Purchasing Division provides support and assistance for all other vendor updates, questions, etc. This includes any inquiries related to vendor master data and updates. A new internal resource is now available for additional support. Departments can email vendorhelp@l.uky.edu for assistance with any internal inquiry related to SAP vendor master data. Remember, PaymentWorks Support solely provides assistance to vendors directly during their registration process.

In addition, a number of help resources are available on the Purchasing website including information for vendor status tracking during the onboarding process, how to search for existing vendors in SAP vendor master data using T-code XK02, and other help guides. To access these, simply visit the Purchasing home page at: <https://purchasing.uky.edu/>. Log in at the top right, if needed, using your LinkBlue ID and password for full access to all protected resources. Navigate to the Learning and Training Resources tile / SRM Quick Reference Cards. University employees can remain logged in indefinitely for continuous access to all needed resources on the website. Questions can be directed to vendorhelp@l.uky.edu.

Longer Than Normal Delivery Times for Key IT Suppliers

With the approach of fiscal year-end, the Purchasing Division has received notifications of possible delays in Information Technology (IT) supply chains and longer than typical delivery lead times for commonly ordered items. For some current laptop models provided by Dell, Inc., for example, the current lead time may range up to 8 weeks after ordering; some laptop docks may have a delivery lead time up to 12 weeks. For peripherals and accessories, some common webcam models may be delayed into the summer along with some wireless headsets. For departments that are planning to purchase IT-related items using funds which end with the close of the fiscal year, early planning and ordering is of the essence. For questions pertaining to specific products of interest, departments may wish to contact the supplier account representatives (Dell, CDW, MoreDirect, etc.) directly for information. Contact information is available on the Purchasing Division website at: <https://purchasing.uky.edu/>. After logging in, navigate to the Frequent Commodities section and select IT, Software & Web.

UK Supply Center Has Your PPE and So Much More

The UK Supply Center currently has a significant supply of the following items available for departmental ordering:

- Lysol Spray
- Ear loop face masks (disposal and cloth)
- Wipes
- Nitrile gloves
- Hand sanitizer
- Sanitizer (Beam)
- Thermometer (no contact and oral)
- Disposable Face

Departments can order these items and MANY more everyday necessities through their [online catalog](#) . Remember to check with the Supply Center first before sourcing similar items from external suppliers. Questions can be directed to the Supply Center through the contact information page on their [website](#).

Purchasing Updates

The Purchasing Quick Reference Guide has been updated as of February 21, 2021. It can be found at <https://purchasing.uky.edu/sites/default/files/2021-03/quickrefguide.pdf>

One of the categories that was previously on the purchasing guide was Workshop/Conference payments. This category is no longer on the matrix. Instead, you will search for the specific expense you are paying for. For example, if you are paying for meals for your conference participants, you will search for meals/refreshments on the purchasing guide. The same would be true for a training, hotel or printing material expense, you would use the G/L for that particular expense.

Also, note that there is an updated category for Employee Reimbursements. These will be reimbursed according to the method for the particular type of item for which you are reimbursing the employee.

Cost Centers and Endowments

The Business Center takes care of preparing and submitting all requests for cost centers and endowments (creations, changes and deletions). Units should email their business analyst or Kim King with their requests. If the department should contact the CAFE Office of Philanthropy, they will be instructed to do so by the Business Center.

It is important to note that if your department receives a new gift, you will need to deposit those funds into the CAFE holding account, 1215504570 via a check transmittal. Once the new account is set up, those funds will be transferred to the new gift account. Please do **not** deposit the new gift into one of your existing gift accounts. If questions, please contact Kim King in the Business Center.

Business Procedures Exceptions (BPE's)

Please refer to the college guidelines when preparing a BPE. These guidelines can be found at http://cafebusinesscenter.ca.uky.edu/files/business_procedures_exception_guidelines.pdf. Remember to add the department head's signature on the BPE form. Also, with only very few exceptions, all BPE's should have supporting documentation attached to the form before forwarding these requests to the Business Center.

CONCUR

NEWLY ADDED EXPENSE TYPES IN CONCUR

Based on departmental feedback, as of this month the following Expense Types have been added to the Concur General Expenditure Policy:

Expense Type Name	Parent Category
Uniform & Linen Rental	12. Rentals
Ag and Botanical Supplies - Seeds	09. Agricultural Expenses
Industrial & Print Shop Supplies	07. Supplies & Office Expenses
Testing Costs - Capital Construction	14. Capital Construction
Inter-Library Loans	17. Library Expenses
Library Rare Books and Collections	17. Library Expenses
Library Audio/Visual Reference Materials	17. Library Expenses
ID Badge Supplies	07. Supplies & Office Expenses

EXPENSE TYPE NAME(S) HAVE BEEN UPDATED TO PROVIDE FURTHER GUIDANCE/CLARITY WITHIN CONCUR

Expense Type Name: Computers, tech, & minor equipment under \$5,000 has been changed to Computers, tech, & lab equipment < \$5,000

Expense Type Name: Laboratory and Scientific Equipment has been changed to Laboratory and Scientific Equipment ≥ \$5,000

*These changes were made to address the issue of multiple JVs being processed to correct entries of minor lab and scientific equipment transactions incorrectly charged to the GL created for capital laboratory and scientific equipment.

Expense Type Name: Training Participants has been changed to Non-UK Employee Training Participant Expense

*This change was made to enhance user experience, providing additional clarity and further description within the Expense Type name itself.

LIMITS SURROUNDING THE NUMBER OF TRANSACTIONS WITHIN A SINGLE REPORT

Restrictions surrounding the number of transaction when submitting General Expense Reports has changed. In previous months, a report with minimal transactions (under 50 expenses) could be returned to the department for further consideration of including additional available transactions. Alternatively, multiple reports (submitted by one user, each containing minimal transactions) could also be returned, to request that the multiple reports be combined into one. Going forward approval has been granted when deemed necessary by the department, to allow users to submit multiple reports when necessary, in one given month. It is expected that departments continue to be mindful of potential additional costs incurred by the University when processing multiple reports in each month. To continue to operate as good financial stewards, reasonable discretion should be exercised when choosing to do so.

WHEN ARE ACCRUALS POSTED FOR PROCUREMENT CARD TRANSACTIONS WITHIN CONCUR AND HOW IS THE COST OBJECT DETERMINED WHEN POSTING THE ACCRUAL?

Concur accruals are posted each month to record the procurement card liability that is due to our procard provider, US BANK. The accrual will post at the end of the month and be reversed in the following month. The accrual will consist of all unposted procurement card transactions that exist at month-end. If the transaction has not been assigned to a report or has not been allocated, the accrual will post to the cardholder's default cost object. If the transaction has been allocated on a report, the accrual will post against the cost object specified within the allocation. If the cardholder wishes to update the default cost object, please see the associated Quick Reference Guide, providing further direction: <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/costobject.pdf>

OTHER

Space/Facilities Inventory

The annual University of Kentucky Facilities Inventory, required to accurately report utilization of all available University of Kentucky space to the Council on Postsecondary Education and calculate our Facilities and Administrative (F&A) rate, will officially begin on Thursday, April 1, 2021 and must be completed by Tuesday, June 1, 2021. Each department/unit is responsible for updating information about the space they occupy online in the eBARS system. Facilities Inventory includes all owned, leased, rented, and free space being used by the University of Kentucky. In order to begin the new fiscal year with the most accurate data possible, it is essential that the eBARS space database be updated prior to year-end.

The recent training session was recorded and the link posted on the [Capital Assets Accounting website](#) under the Facilities Inventory section. Facilities Inventory Instructions (Training Manual) are available on the [eBARS website](#) or on the [Capital Assets Accounting website](#). The training session is recommended for personnel responsible for Facilities Inventory and for their supervisors, especially for those who have not previously used the Space Inventory module of eBARS.

Prior to the start of the annual inventory process, attendees should verify that they have access to eBARS by visiting the [eBARS website](#) and logging in. If the user does not currently have access, it can be obtained by selecting the 'Request eBARS Access' link on the right side of the screen and completing the required fields. If you have access to eBARS, but do not have access to space inventory or all of the departments for which you are responsible, please contact HaoXin Zhang at hxzhan00@uky.edu.

Interim Department Assignments for Business Analysts

Dept #	Department Name	Interim Analyst
81018	International Programs	Catherine Anderson
81025	Center for the Environment	Catherine Anderson
81026	Food Connection	Scott Wells
81030	Business Center	Chris Shotwell
81040	Ag Economics	Scott Wells
81070	Animal & Food Sciences	Catherine Anderson
81140	Veterinary Science	Scott Wells
81210	Robinson Station (RCARS)	Chris Shotwell
81220	Western Kentucky Substation	Chris Shotwell
81235	Engineering Services	Chris Shotwell
81270	Research Farms	Chris Shotwell
81310	CEDIK	Scott Wells
81400	Fleet Services	Chris Shotwell
81B00	KTRDC	Catherine Anderson

Announcements & Upcoming Events

Staff Update

We would like to welcome Carolyn Goodrich to our college. Carolyn began work in Regulatory Services on March 15 as the Financial Administrative Assistant for that department. Welcome, Carolyn!

Betty Newsom, College Grants Officer, will be retiring on April 2. Betty has served the college in this capacity for nearly 19 years, and has been at the University for 40 years. Betty has been invaluable to CAFE researchers and many of us benefited greatly from her outstanding knowledge and skills in the area of competitive grant funding. She will be sorely missed and we know that many of you would want to join us in wishing her the very best in her future endeavors! Congrats, Betty!

Dian Stapleton and Darlene Mylin will both be retiring from the Office of Associate Dean for Extension in the coming weeks. They have been such an asset to our college for over 20 years and will be very difficult to replace. We wish them the very best in their retirement from the University!

Mail Pickup

Reminder—Please make arrangements for someone in your department to pick up mail from your departmental mailbox in N106 Ag North at least every other day. This room will be open weekdays from 8:30—11:30am to pick up or drop off your mail.

Next Users Group Meeting

The next Users Group Meeting (via Zoom) is tentatively scheduled for Tuesday, May 18, 2021.