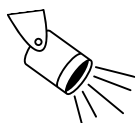


CAFE Business Center Newsletter



Staff Spotlight

Huge shout out to those (past and present) who have shared their expertise and helped out another CAFE department experiencing an extended leave or vacancy. Current Business Function Overload Pool Assignments include:



**Business Function
OVERLOAD POOL**
CAFE Business Center

Cindy Stidham, Jessi Jump, Sarah Habel, Deb Ramey, Courtney Decker, Mary Hammons, Catherine Anderson, Cristin Costello, Jessica MacLeod, Tymory Stanton, and Christine Tarne. We appreciate you!

Chris Miles has gone above and beyond to make Aaron Burden's transition to CAFE as stress free and seamless as possible. Quote from Aaron - "With Chris's leadership and willingness to go over and beyond, I have not just gained a position in the IT office but a mentor as well."



Business Center Staff

- Susan Campbell 7-5934
- Le Anne Herzog 7-2981
- Chris Johnson 8-3906
- Melissa Howard 7-4722
- Maggie Maynard 7-7143
- Jason Hardin 562-2994
- Cristin Costello 8-6680
- Angela Knapp 7-9833
- Shelby Verhoeven TBD

Extension Business Operations

- Tina Ward 7-0132
- Zach Waller 7-4254
- Lindsay Poore 323-4499
- Ryan Martin 7-7241
- Natalie Simpson 7-1553

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IN MEMORIAM

October 2022



Our friend and colleague
Chuck Corby-Lee,
Administrative Coordinator
II in the Department of
Agricultural Economics,
passed away on August 31.
Chuck was not only a
valued employee, but a
great friend to many people
in this college. We are
saddened by his passing
and we will miss him very
much. Please keep Chuck's
family and friends in your
thoughts during this difficult
time.

FLOOD RECOVERY

We'd like to thank all of the faculty and staff in our college who have taken the time to help with flood recovery efforts in Eastern Kentucky. Tim West (pictured right alongside RCARS staff and volunteers), our Chief of Staff and Legal Counsel, recently visited RCARS to help with clean-up. We wish our friends in the East the best as recovery efforts continue.



GENERAL UPDATES

October 2022

REMINDER FROM YOUR COLLEGE GRANT OFFICERS

When faculty leave the university (retiring or job change) your CGO needs to know immediately. We are required to check for any active sponsored projects and contact sponsors if needed.

WELCOME TO THE TEAM!



Several new staff have joined us in the CAFE Business Center in the past few months! We are excited to have some new friendly faces in our office and to be able to provide our departments with more support. If you see these folks around, be sure to give them a warm CAFE welcome! Pictured (left to right) - Aaron Burden (Computer Support Specialist III), Shelby Verhoeven (Business Analyst Lead), Angela Knapp (Business Analyst Senior), Ryan Martin (EBO Business Analyst Lead), Natalie Simpson (EBO Admin Services Asst)



SEARCH COORDINATOR TIPS

Be a **SUPER** Search Coordinator by strategically planning each job search.

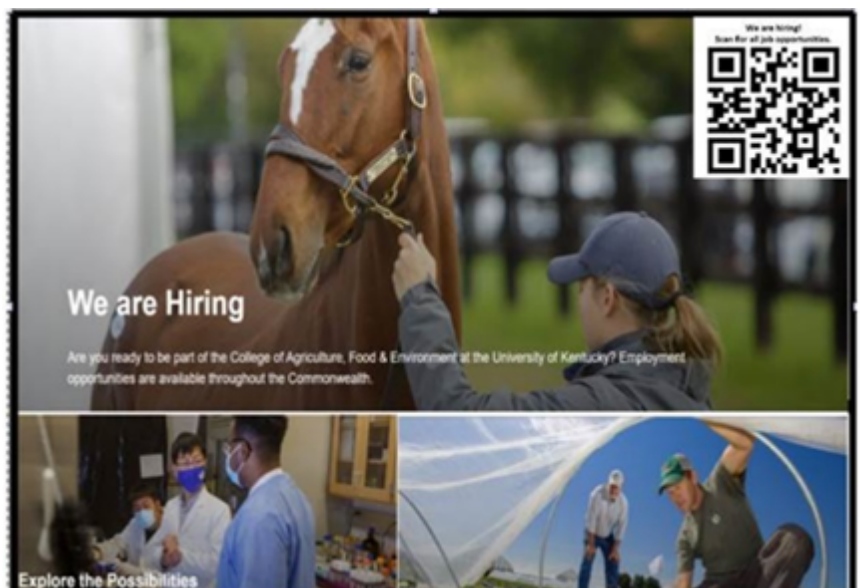


- **Strategize** - Review the job summary from a candidate's perspective.
- **Utilize** - Utilize all available advertising options.
- **Prepare** - Help the supervisor/panel prepare good supplemental questions.
- **Educate** - Provide interview question guides, reference check forms, and assistance setting up personnel file reviews.
- **Review** - Throughout the job posting, communicate applicant count updates and once the job closes, provide applicant reports, data and resources.

Pro Tip: Review the locations where advertising is coordinated for you [here](#). Would you like a job advertised in **Handshake**? We can coordinate that for you! Please send your request to the Business Center HR Team @ agbusinesscenter@uky.edu

Career Fair

The CAFE Business Center HR Team was on site promoting CAFE job opportunities at the **Agribusiness and Industry Career Fair** September 14th Noon - 4:00 p.m.





HR NEWS

October 2022

BONUS HOLIDAYS

An individual must be employed on or before Sunday, October 23, 2022, in a regular full-time or part-time position, in order to receive the special holiday/bonus days this year.

Regular, part-time employees will receive the special holiday/bonus days on a pro-rated basis. The Official FY'23

Staff Holiday Schedule can be viewed at

<https://www.uky.edu/hr/general/official-staff-holiday-schedule>

Employee Enhancement Programs Update

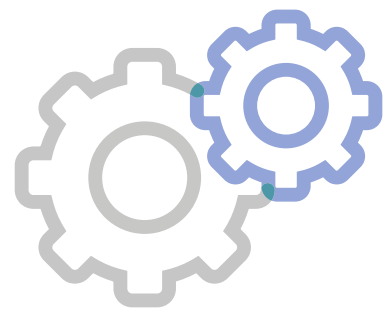
This quarter saw an increase in the number of Mentor Program participants and in volume of Staff Professional Development Fund applicants. Please help to make employees aware of these programs. The [Employee Enhancement Program Video Tutorial](#) (3 minute video) is an easy way to introduce employees to the enhancement programs that are offered by the college.



WELL BEING DAY REMINDER

Eligible staff may use up to two TDL days as personal well-being days each fiscal year. The purpose is for engaging in any activity that promotes the overall well-being of the employee. For additional details please see [HR Policy #82](#)

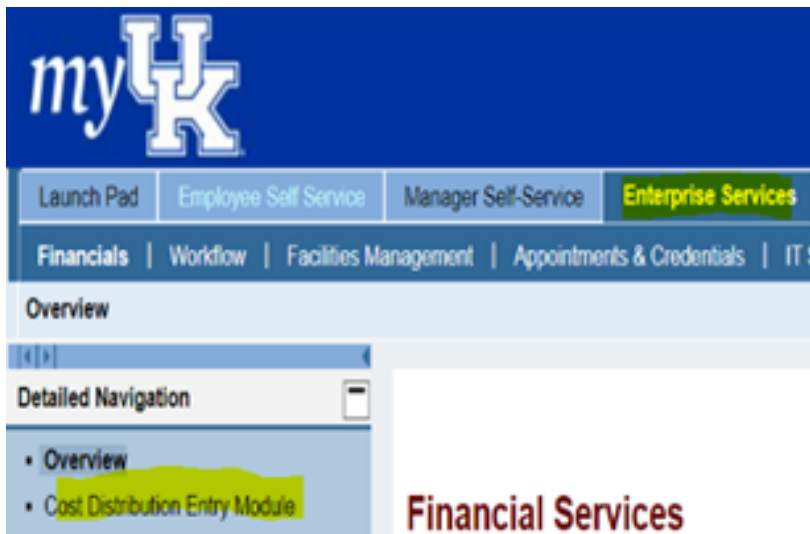




CDEM Update

CDEM Phase II (biweekly payroll) is scheduled to go live in October. Stay tuned for training opportunities.

Tip: If you are responsible for payroll cost distribution override entries (either as the primary or the backup) for your unit(s), then please take a moment, prior to phase II go live, to ensure you have access to CDEM. If you do not have access, then please promptly coordinate with your budget officer to submit an updated [SAP Access Request Form](#). For help with submitting SAP Access Request Forms view [this video tutorial](#).



Dates to Know

Payroll Earliest Retro Date will set to the following:

Bi-Weekly 9/25/22	Effective 11/22/22
Monthly 10/1/2022	Effective 11/15/22

ECRT Deadlines for FY23, Quarter 1

Pre-Review:	10/18/22 – 11/7/22
Confirmation:	11/8/22 – 12/6/22

Upcoming Holidays

Thanksgiving	11/24 & 11/25
Christmas	12/26
Bonus	12/27, 12/28, 12/29, & 12/30
New Year's	1/2





HR NEWS

October 2022

STEPS SERVICES

STEPS is UK's full-service temporary staffing agency. In some instances, STEPS can be the perfect option for your job search needs. For more information about why STEPS might be the right fit please click [here](#). The FY'23 [STEPS](#) billing rate is remaining at 22%. Click [here](#) to access the types of temporary positions that may have an exemption.

FML RESOURCES & REMINDERS

- [Family Medical Leave Application](#)
- [Family Medical Leave Application Routing](#)
- [FML Notification Memo](#)
- [FML Process Checklist for Supervisors](#)

Annual Reviews

Annual HR/Payroll review meetings are taking place this month. Don't miss this opportunity to let us know what you would like one-on-one training for. This is an excellent time to ensure you have the training and resources you need to best support your unit(s). Feel free to invite your back-up to join us in the meeting!

New FFY Funds

When processing payroll cost distributions, with an effective period of 10/1/22 – forward, please be mindful of using the correct federal fiscal year fund for the 235XXXXXXX accounts. Note: The new funds are now available in CDEM.



National Work and Family Month

Embracing Hope & Excellence in Work and Life

Productivity Mondays

- Oct. 10 – Productivity vs. procrastination, Noon to 1 p.m. [Register here.](#)
- Oct. 17 – Organizing your time and workspace, Noon to 1 p.m. [Register here.](#)
- Oct. 24 – Establishing priorities and building focus, Noon to 1 p.m. [Register here.](#)
- Oct. 31 – Work-life balance, Noon to 1 p.m. [Register here.](#)

Timely Tuesdays

- Oct. 4 – Simple sheet pan cooking class demo, Noon to 1 p.m. Learn more and [register here.](#)
- Oct. 18 – Overview of Medicaid adult services: The home and community based waiver program versus long-term care, Noon to 1 p.m. [Register here.](#)
- Oct. 25 – Financial aid, scholarships and UK tuition discounts, Noon to 1 p.m. [Register here.](#)

Work-Life Wednesdays

- Oct. 12 – Eat well: Nutrition and well-being, 12:15 to 12:45 p.m. [Register here.](#)
- Oct. 19 – Working Parents Network virtual coffee chat, 8:30 to 9 a.m. via Teams. [Register here.](#)
- Oct. 19 – Elder caregivers support group, Noon to 1 p.m. via Zoom. [Register here.](#)
- Oct. 26 – Real talk roundtable: Maintaining healthy relationships and home and work, Noon to 1 p.m. [Register here.](#)

Thriving Thursdays

- Oct. 6 – Family emergency preparedness tips, Noon to 1 p.m. [Register here.](#)
- Oct. 13 – Caregiving with self-compassion and loving kindness, Noon to 1 p.m. [Register here.](#)
- Oct. 20 – Fitness self-care tips, Noon to 1 p.m. [Register here.](#)
- Oct. 27 – Creating sleep habits for better ZZZZs, Noon to 1 p.m. [Register here.](#)

See full details at www.uky.edu/hr/worklifecalendar



FEDERAL FISCAL YEAR-END RESOURCES

As we make our way through FY22 federal year-end, we wanted to provide you with resources to help with this process.

You can find our College year-end resources at the links below -

[CAFE Business Center Year-End Website](#)

[Federal Year-End Calendar](#)

[Federal Year-End Training Recording](#)

[Federal Year-End Training Slides - FFY22](#)

Reminders



- Beginning 10/1, please begin using the new *23 fund on expenses charged to federal capacity grants.
- Departmental business staff must move encumbrances for Open PO's over to the new FFY *23 fund manually, these will not automatically transition.
- The cost distributions for employees charging on federal grants need to be changed to the *23 fund, effective 10/1/2022.
- Any travel completed on or after 10/1 should charge the new *23 fund.



CONCUR TRAVEL- COMMON ERRORS

Hotel Itemizations

- Itemization of room charges and hotel tax is required on hotel expenses.
- Business officers/departmental approvers should review/check for itemizations on these charges, as Accounts Payable has to send reports back when itemizations are missing. Approvers can drill down into the expense to see these details.

Sample of Hotel expense – You must click on Itemizations to break out the room rate and taxes.

Date	Category	Vendor	Location	Payment Type	Amount
08/15/2022	Hotel	Hilton Hotels	See attached	Louisville, Kentu... Paid by Employee	\$276.27
08/14/2022	Hotel	Hilton Hotels	Louisville, Kentu...	Paid by Employee	\$116.00
08/14/2022	Hotel Tax	Hilton Hotels	Louisville, Kentu...	Paid by Employee	\$11.60
08/15/2022	Hotel	Hilton Hotels	Louisville, Kentu...	Paid by Employee	\$135.00
08/15/2022	Hotel Tax	Hilton Hotels	Louisville, Kentu...	Paid by Employee	\$13.59

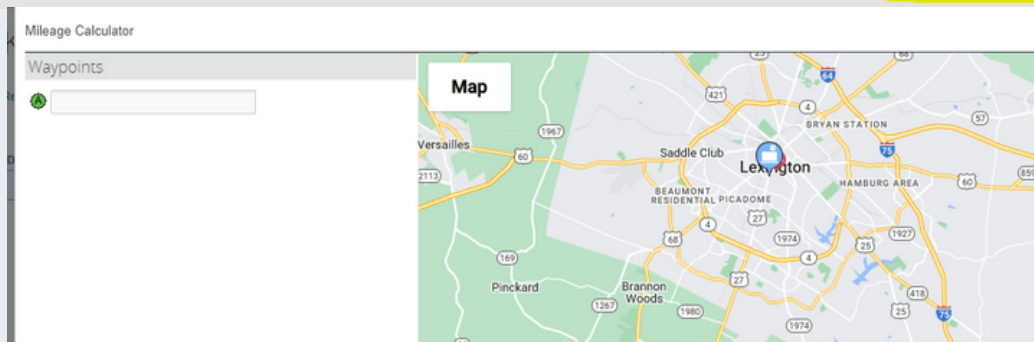
Find our Concur resources on the [CAFE Business Center website](#). Please contact the [CAFE Business Analysts](#) group via email with any Concur-related questions.

CONCUR TRAVEL- COMMON ERRORS

Mileage Calculator

- In most cases, the Concur mileage calculator should be used to add personal car mileage.*
- Business officers/departmental approvers should check for use of the mileage calculator on these expenses, as Accounts Payable cannot accept the report without this. Approvers can drill down into the expense to check for use of the mileage calculator.
- If the mileage calculator was not used, no information will show up upon clicking the icon (example below).
- *Note: Does not apply to Cooperative Extension field staff on monthly mileage reports. CES staff use KERS system to provide mileage logs.

Expense Type Personal Car Mileage	Transaction Date 06/17/2022	Trip Type Domestic	Trip Purpose 06. Meeting/Collaboration	Traveler Type 01. Employee
Additional Information	From Location 1100 S Limestone, Lexington, KY 40508, USA	To Location [REDACTED]	Payment Type Paid by Employee	Distance : Amount 164 : 95.94 USD
Transaction ID	Related Request/Expense Report	*Posted Date	Approved Amount 95.94	
Vehicle ID [REDACTED]	Number of Passengers 0	Distance to Date 0		



Find our Concur resources on the [CAFE Business Center website](#). Please contact the [CAFE Business Analysts](#) group via email with any Concur-related questions.



ENTERPRISE AMAZON BUSINESS ACCOUNT

The Enterprise Amazon Business Account was successfully launched for campus on August 11. As a reminder, [the deadline for academic campus departments to transition to the platform or for any existing Amazon.com work accounts or departmental Business Accounts to migrate is October 1.](#)

Reminders

- The University's conventional contracted suppliers must be used as first choice for common product purchases. This includes Ariba Network e-catalog providers such as Dell, CDW, Grainger, etc.
- The University Supply Center should also be considered a first source for provision of products available through their offerings.
- Remember to place comments during the checkout process from Amazon Business providing cost comparison information or other rationale for the purchase from Amazon over other primary contract providers.
- Shipments of any orders to any residential address are not permitted unless the employee has a full-time telecommuting status supported by appropriate documentation at the departmental level.
- Several Learning Resources are available on the [Purchasing Division website](#). Questions or support requests relating to the Enterprise Amazon Business Account can be sent to amazon@l.uky.edu.

Updated Unit Assignments

Under our new analyst subject matter expertise model, please contact the below analysts for specific questions.

- [Angela Knapp](#) - Federal Capacity Grant questions, OSPA grant questions and any questions related to Research Financial Services (RFS).
- [Shelby Verhoeven](#) - Purchasing questions (POs, PRDs, SRMs, etc.) Concur expense and reporting questions, and questions related to Treasury Services.
- Vacant Analyst position (covered by [Jason Hardin](#)) - Service center questions, Travel Services, and Research Farms/Services questions.
- Our updated analyst listing can be viewed on our [Business Center Website](#).

You can continue to send general questions to the cafeanalysts@uky.edu email address and we will route these to the appropriate person.