

# CAFE Business Center Newsletter



## Welcome Back!

We would like to welcome Jason Hardin back to the CAFE Business Center effective April 18. Jason comes to us from the UK College of Law where he has served as their business officer for the past three years. Prior to that, Jason worked in our office as a lead business analyst for approximately three years. In his new role, Jason will support our office and the college in leading the budget development process and various financial operations functions. Jason's office will be located in room N-106E Ag North. If you would like to give Jason a call, his new number is 859-562-2994. Welcome back, Jason!



## Not Goodbye, but Farewell

Chris Shotwell, who has served our College Business Center team for nearly 15 years, has accepted a new position as the Associate Vice Chancellor for Business and Finance with the University of Tennessee Institute of Agriculture. Chris' last day in CAFE will be May 31. Chris will be greatly missed, but we congratulate him on this step forward in his career and wish him the best!



## Business Center Staff

- Susan Campbell 7-5934
- Chris Shotwell 7-7194
- Le Anne Herzog 7-2981
- Chris Fensin 8-3906
- Melissa Howard 7-4722
- Maggie Maynard 7-7143
- Jason Hardin 562-2994
- Tina Ward 7-0132
- Zach Waller 7-4254
- Lindsay Poore 323-4499
- Cristin Costello 8-6680

## Inside this Issue



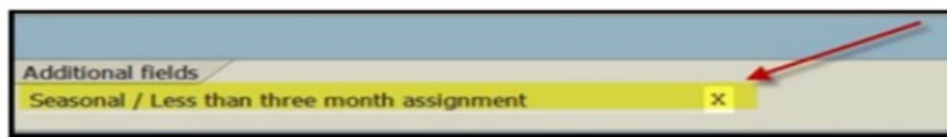
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## SEASONAL FLAG

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.



## Benefits Open Enrollment

Benefits Open Enrollment is tentatively scheduled to take place 4/27 - 5/13.

Want to learn more about Benefits Open Enrollment?

The Business Center is hosting a Lunch & Learn - Benefits Open House Summary April 26.  
Click [here](#) to register.



## Dates to Know

- Earliest payroll retro date - biweekly
  - Will change to 3/27/22 on 5/24/22
  - Access payroll schedule tutorial [here](#).
- Earliest payroll retro date - monthly
  - Will change to 4/1/2022 on 5/17/22
- ECRT Pre-review deadline 4/12 - 5/2
  - Access ECRT resources [here](#).
- ECRT Confirmation period 5/3 - 5/31\*
  - \*PI should plan to confirm ECRT statements prior to leaving when the semester ends on 5/6/22





# HR NEWS

April 2022

## SHARED STAFF LEAVE POOL 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.

## PERFORMANCE EVALUATIONS UPDATE

Now that the 2021 Staff Performance Evaluations process is complete, we wanted to remind you that supervisors looking for ways to enhance employee performance and professional development, throughout the year, can access the [Supervisor Resources](#) page. Also, the [CAFE Employee Enhancement Programs](#) offer many professional development opportunities for employees throughout the year.

## NEW COLLEGE JOBS WEBSITE

We are excited to announce a new central, college-wide jobs page. Featured on the college home page, it is easy to access all the college's current employment opportunities throughout the state. The page also features important details for candidate regarding benefits, employee survey results, testimonials, and the ability to share current employment opportunities via social media and/or email. To access or share the page, click [here](#).



We are Hiring!  
Scan for all job opportunities.

**We are Hiring**

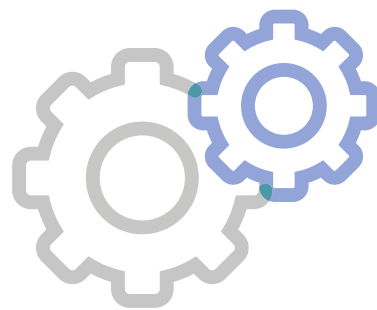
Are you ready to be part of the College of Agriculture, Food & Environment at the University of Kentucky? Employment opportunities are available throughout the Commonwealth.

Explore the Possibilities

In the coming weeks you will see ads for the University-wide Job Fair on Saturday, May 14, at Kroger Field. We wanted to let you know that CAFE will be represented with a resource table.

Please let us know if you have any questions.





## Service Award

*Enhancements*



This year the college is recognizing 305 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.

Know a staff member that is positive and encouraging? Please consider taking a minute to nominate the employee to be a mentor. Click [here](#) to access the nomination form and click [here](#) to access the sharable Benefits of Being a Mentor flyer.



## 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. Please email the completed form to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu).



### *Tableau Update*

The retroactive adjustment has now been updated from 2009 forward on the labor reports.

[QRG – TABLEAU LABOR DISTRIBUTION REPORT](#)





## YEAR-END SCHEDULE

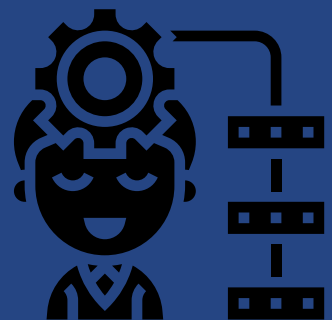
With the University's fiscal year-end fast approaching, please review the 2021-22 Fiscal Year Closing Schedule. The [fiscal year 2021-22 closing schedule](#) provides information about the process, deadlines, and contacts to assist in coordinating tasks at various times. Please review the schedule to identify the tasks that need to be performed to ensure the accuracy and integrity of the University's financial statements. Period 13 will close on July 15, 2022, a crucial deadline that defines the cut-off date for the fiscal year 2021-22 financial transactions to be posted before closing the period. The cut-off dates ensure that all necessary corrections to funds and/or cost objects are completed accurately in the June monthly summary reports. Timeliness, efficiency, and accuracy of processing the fiscal year 2021-22 documents is the key to ensuring all financial transactions are recorded and reported appropriately in the audited financial statements. We are looking forward to a smooth year-end close with your cooperation during this process and we want to thank everyone in advance for your support.

## Business Procedures Manual Updates

UFS has updated over one-third of our Business Procedures in calendar year 2021.

The link for the recent updates is at:

<https://www.uky.edu/ufs/recently-updated-bpms>





# FI NEWS

April 2022

## Extended Leave Deadline

One of the values in our new strategic plan is taking care of our people. President Capilouto recently announced that some expiring [vacation days will have the deadline extended](#). We encourage you to read his message and share with your staff.

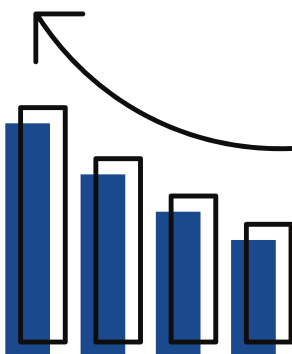
## UFS Virtual Trainings

For more information or to register for these courses visit your myUK Employee Self Service training page.

Training Class	Date	Time	Location
Travel Services	4/14/2022	10:30am- 12:00pm	Virtual
Concur Online Booking Tool	4/21/2022	10:30am- 12:00pm	Virtual
Travel Services	6/2/2022	10:30am- 12:00pm	Virtual
Concur Online Booking Tool	6/9/2022	8:30am-10:00am	Virtual
Advanced Concur Online Booking Tool	6/9/2022	10:30am- 12:00pm	Virtual
Travel Services	8/11/2022	10:30am- 12:00pm	Virtual
Concur Online Booking Tool	8/18/2022	8:30am-10:00am	Virtual
Advanced Concur Online Booking Tool	8/18/2022	10:30am- 12:00pm	Virtual

**In addition to the scheduled training classes we also have the below on-demand trainings.**

Introduction to Concur Travel & Expense Management	On-demand	On-demand	Virtual
Concur: Create a Travel Expense Report from a Pre-Approved Travel Request	On-demand	On-demand	Virtual
Concur: Creating a Travel Expense Report without a Travel Request	On-demand	On-demand	Virtual
Concur: Creating a Travel Request	On-demand	On-demand	Virtual
Concur: Expense Reporting for Procard Transactions	On-demand	On-demand	Virtual
Concur: Review and Complete User Profile Settings	On-demand	On-demand	Virtual
Cash Handling Basics	On-demand	On-demand	Virtual
Procurement Card	On-demand	On-demand	Virtual



## FAST Training

The Finance & Administration Specialized Training (FAST) Program launched new courses in February 2022. The details can be found [here](#).





## EGATS IMPLEMENTATION

The Endowment and Gift Account Tracking System (EGATS) is now available. The system went live on 3/1/2022. EGATS was designed to support users as they track and utilize endowment spending distributions according to the donors' specified purposes. Using data from SAP, the UK Philanthropy RADAR system, and the Faculty Database, EGATS brings information together in one system for enhanced administration and reporting for endowment funds and their supported purposes.

Some of the data that can be accessed in the system includes the following:

- Endowment agreements, amendments, board documents, and other governing documents are housed centrally in EGATS.
- Endowment purposes are shown three ways:
  - Verbatim – the purpose is straight from the agreement
  - Summary – synopsis of the donor's purpose in a few sentences
  - Explanation – for complex agreements, an interpretation of the donor's purpose will be included
- Historical data related to shares, distribution percentages, spending rates, and management fees are available to users.
- Faculty appointment information includes recruitment tools to assist in planning for the appointments that utilize endowment spending distributions for expenses.

Please visit the Endowment and Gift Account Tracking System [website](#) to find Frequently Asked Questions, Quick Reference Guides, and other reference materials.





# Tips and Reminders for Departmental Business Staff

April 2022



## Converged Fee Report Instructions

Explore / Financial Reporting / HR Labor Distributions / ITS Converged Fees

Login to [Tableau](#)

1. Select the Fiscal Year from the dropdown
2. Select the Fiscal Month from the dropdown
3. Select the Department from the dropdown
4. Select the Cost Center from the dropdown
5. Select Download - choose Crosstab from pop-up menu to download the report to Excel

Please make arrangements for someone in your department to pick up mail from your departmental mailbox in N106 Ag North on a regular basis. This room will be open weekdays from 8-4:30 to pick up or drop off mail.

**Mail Pickup Reminder**



## Procard Deactivation & Concur Clean-Up

Completing Concur reporting should be a normal part of "cleaning off one's desk" before a cardholder goes on vacation, takes a leave of absence, transfers to a new department or leaves the University. When it is known a cardholder will be leaving the University, they should terminate their card far enough ahead of their departure to ensure all transactions complete the Concur approval process before they leave.

## User's Group Reminder!

Our next User's group meeting is scheduled for May 17th @ 9am. We encourage a representative from each dept to attend. Zoom details will be sent out shortly.