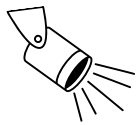


CAFE Business Center Newsletter



Staff Spotlight

Kevin Horn

**Agricultural Programs
Administrative Services
Assistant**

Kevin assisted the Business Center with creating a tutorial for accessing the UK purchasing tax exempt form. Thank you Kevin for recognizing the need for this. We appreciate your positive attitude and that you are always eager to help out!



Whitney Rogers
**Dietetics & Human Nutrition/
Family Sciences
Business Officer**

Whitney informed the Business Center of a problem with the Managed Print Service billing charges. We would like to recognize Whitney for her attention to detail as this allowed us to make departments aware of an issue that could have been easily overlooked. Thank you Whitney!

Business Center Staff

- Susan Campbell 7-5934
- 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



- General Updates 2
- HR Updates 3-5
- FI Updates 6-7
- Reminders and Tips 8



GENERAL UPDATES

July 2022

EMPLOYEE EDUCATION PROGRAM REMINDER

Deadline to send in EEP forms for the fall semester is August 31, 2022. More information on the program can be found on the [Employee Education Program](#) and both of UK's [Tuition Assistance Programs](#) on the UK HR website.

Update on Visiting Undergraduate Students

After reviewing the requirements for visiting students it was determined that College Dean level approval is not needed for visiting undergraduates. Visiting undergraduates should enroll as non-degree seeking students following the procedures at <https://admission.uky.edu/readmission-and-non-degree/non-degree>, and for international visiting undergraduates please consult with [International Student and Scholar Services](#) for assistance with the appropriate visa paperwork and [Dr. Carol Hanley](#) for additional assistance with the visiting student process.

Visiting graduate students still require Dean level approval, following the procedures listed at <https://administration.ca.uky.edu/content/visiting-students>.

BUSINESS FUNCTION OVERLOAD POOL

Is your department business office anticipating a upcoming extended absence or vacancy? We are here to help. We have created a new process for departmental business offices to make it easy to request coverage for extended periods of absence and vacancies. Submit the following form and the CAFE Business Center will be in touch to determine the most appropriate course of action.



**Business Function
OVERLOAD POOL**

CAFE Business Center

[BUSINESS FUNCTION COVERAGE
REQUEST FORM](#)



July 2022

CAFE CARES ABOUT EMPLOYEES

The College of Agriculture, Food and Environment is committed to providing employees with the resources they need to be successful in their role, and we wanted to share some of these exciting stats.



CAFE New Employee Orientation	375 completed
Staff Professional Development Fund	\$89,179 awarded
Mentor Program	352 participants
Video Tutorials	Accessed 1793 times
Employee Lunch & Learn Sessions	624 attendees
Employee Exit Survey	230 completed
SME Training	197 attendees
CAFE Jobs Page	11,000+ Clicks

Staff Professional Development Fund – FY23

We are excited to let you know that the CAFE Staff Professional Development Fund is accepting applications. Click [here](#) to access the Staff Professional Development page. The application is easy and straight forward.

College of Agriculture, Food and Environment

Staff Professional Development Fund

Now Accepting Applications!

As long as funding is available

The application is located at:
<https://cafebusinesscenter.uky.edu/staff-professional-development-fund>

Requests and questions should be submitted to:
agbusinesscenter@uky.edu



HR NEWS

July 2022

SHARED STAFF LEAVE POOL REMINDER

Donations can now be made
year-round!

Donations are now
completed via myUK.

Instructions have been
added to the CAFE Employee
Resources page. Click [here](#)
to access the QRG.



UK APPRECIATION DAY – CAFE OFF CAMPUS – T-SHIRT ORDERS

More than 1,000 t-shirts were
ordered for CAFE employees
with work locations off campus
and were distributed the week
of June 6.

NEW - Stay tuned for an
announcement about an
enhanced offering for next year!

New - Enhanced Recruitment Resources

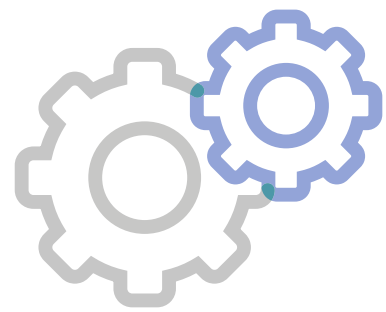


*Did you know that the
following job advertising is
coordinated for you?*

[Job Posting – Free
Standard Recruitment](#)

Student Wage Scale FY'23

The FY'23 CAFE [Student Wage
Scale](#) has been added to the
CAFE HR Administrator Resources
page.



Faculty (12 month) Vacation Rollover

Working in conjunction with other colleges and the Provost Office, there was an opportunity to permit vacation-bearing faculty within the college to carry-over up to 80 hours of vacation leave to be used prior to September 30, 2022.

12-month appointment faculty in our college may carry-over up to and including 80 hours of vacation leave from FY 22 into FY 23 for use before September 30, 2022.

This college-wide list was provided to the Provost Office for review to ensure it meets the parameters of the policy before being uploaded in SAP.

Note: The current vacation rollover request is pending UK Administrative approval.

August 2nd – 12:00 pm EST

**Lunch & Learn:
Understanding Retirement
Benefits & Planning for
Retirement**
Click [here](#) to register.



Important Dates

Mentor Appreciation Award Drawing	July 1
ECRT Preview	FY 22, Quarter 4 is July 19 – August 8, 2022
ECRT Confirmation	FY22, Quarter 4 is August 9 – September 6, 2022
Payroll Retro Biweekly	Will change to 6/19/22 on 8/16/22
Payroll Retro Monthly	Will change to 7/1/22 on 8/23/22
Independence Day Holiday - Observed	July 4
Lunch & Learn	August 2

Pro Tip – CDEM follows the payroll deadline





FISCAL YEAR-END RESOURCES

As we make our way through FY22 state 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 -

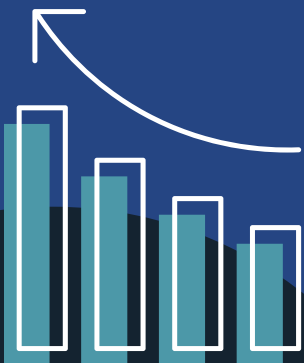
[CAFE Business Center Year-End Website](#)

[College Year-End Calendar](#)

[Year-End Training Recording](#)

[Year-End Checklist](#)

FAST Training Deadlines



The first round of the University's Finance and Administration Specialized training is almost complete! Those who were assigned the courses in February 2022 have an upcoming deadline on June 30th, 2022. Please check myUK learning to learn more about your own training requirements. Program details can be found [here](#).



FI NEWS

July 2022

BUSINESS PROCEDURES EXCEPTION REQUEST GUIDELINES

The Request for Exception to Business Procedures Form is required when requesting any exception to University policies or procedures. CAFE employees should follow the [CAFE Business Center guidelines](#) when submitting requests for an exception to business procedures.

The university BPE form can be found here –
[UFS BPE Request Form](#)

Tips/Reminders for Efficient Form Completion

1. Ensure all applicable information is filled out before submitting (typically, more detail is better!)
2. Be sure to include steps you are taking to prevent the issue in the future
3. Signature from the department head is required, even though there is not a field for this. The dept head can sign in the white space, or a digital signature field can be added using [these guidelines](#) for easy signage

Please submit completed BPE forms to the [CAFE Business Analysts](#) group via email.



Tips and Reminders for Departmental Business Staff

July 2022

Checking for Open Encumbrances

With year-end approaching, departments should be making an effort to clear out any open encumbrances on Purchase Orders that need to be settled before the end of FY22. SAP t-code GR55 is a useful resource to identify any open encumbrances on an account. [GR55 QRC](#)

Concur Year-End Reminders

It is vital to pay close attention to year-end Concur deadlines on the [FY22 Year-End Close Calendar](#).

Be sure to let your staff know to look for any open reports that need to be submitted prior to year-end, and check for open reports from any recently separated or soon to separate staff.

Shopper Tips

UK Purchasing has several SRM reference guides available to assist in looking at check information, the status of POs and more. See the below link for useful shopper-related resources (you must be logged into purchasing website to view the link).

[SRM Shopper QRC's](#)