

# CAFE ADMINISTRATIVE USER'S GROUP

May 17<sup>th</sup>, 2022

9am – 10:30am

Location: Zoom -  
<https://uky.zoom.us/j/84176562588>

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## AGENDA ITEMS

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### 1. Budget & Finance

- a. Fiscal Year-End Prep - More information will be announced soon regarding an upcoming training that will be conducted on state year-end deadlines, as well as a College deadlines calendar.
- b. Budget Process Update - Susan shared that the FY23 budget process was just completed. The UK Board of Trustees will be meeting June 16th and 17th, and more information regarding salary increases will be released after these dates.
- c. Space Inventory Deadline - Reminder that the university space inventory and vehicle inventory deadline is May 31st, 2022. More information can be found on the Capital Assets Accounting website - <https://www.uky.edu/ufs/capital-assets-accounting>

### 2. Purchasing & AP

- a. JV Workflow & Routing - Please begin routing JVs to Jason Hardin rather than Chris Shotwell. Jason will also begin approving BPEs at the college-level.
- b. Reminder of Procard Voucher - Reminder of the procard voucher policy and form, updated in Dec 2021. The new limit for preauthorized expenses is \$1,000 - the updated policy can be found here and voucher can be found here.
- c. Business Procedures Exception Request Tips - Please entirely fill out all sections of the form before sending to Cristin for review. Make sure to provide an appropriate explanation/justification of the procedure needing an exception, and attach any documentation to the form itself. The chair/dept head will need to sign in the white space. Instructions on adding digital signatures on the form will be sent out to departmental business staff separately. The university BPE form can be found here and the College BPE guidelines can be found here.
- d. Coming Soon – Reconciliation “Best Practices” & Tips - Stay tuned for an upcoming session on reconciliation "best practices", we have received requests for this content and it is in the works.

### 3. HR & Payroll (See attached presentation for details.)

- a. End of Semester tips: PTIs, overloads, and student assignments
- b. Faculty Summer Supplement Form
- c. Student Wage Scale Update
- d. Cell Phone Allowance Renewals
- e. IES Tip – Hiring Proposal Justification Form
- f. Mentor Appreciation Award
- g. CAFE Employee Enhancement Program FY Stats
- h. Job Fair Recap
- i. Lunch & Learn – Understanding Retirement Benefits & Planning for Retirement – 8/2
- j. New Video Tutorials

### 4. Other

- a. Staffing Update/Reminder –
  - i. Extension Business Ops has two fiscal compliance officers, Zach Waller and Lindsay Poore, who work with the county staff on financial matters. Zach and Lindsay have been with Extension for a few months.
  - ii. Merna Brown just started in the Vet Diagnostic Laboratory as the Business Officer on 5/16. Welcome Merna!
- b. Reminder – Chris Shotwell's Last Day is May 31<sup>st</sup>
- c. Check the sign-in sheet
- d. Relay meeting info to other staff in department

**\*\*NEXT MEETING: Tuesday – August 9<sup>th</sup>, 2022 @ 9:00 am (Zoom details will be sent soon)\*\***

Your input is valued! If you have any requests/questions you would like to see answered in future meetings, please send those to Cristin Costello ([Cristin.sullivan@uky.edu](mailto:Cristin.sullivan@uky.edu)).

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**HUMAN RESOURCES & PAYROLL UPDATES**

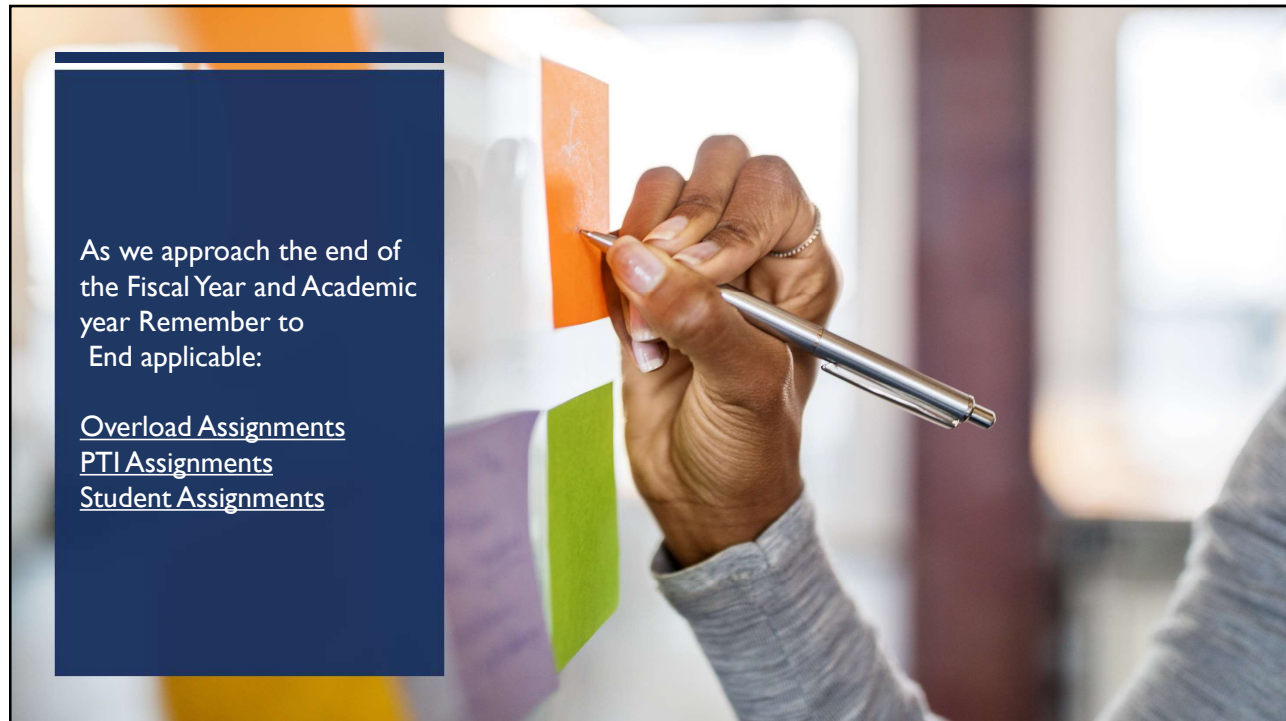


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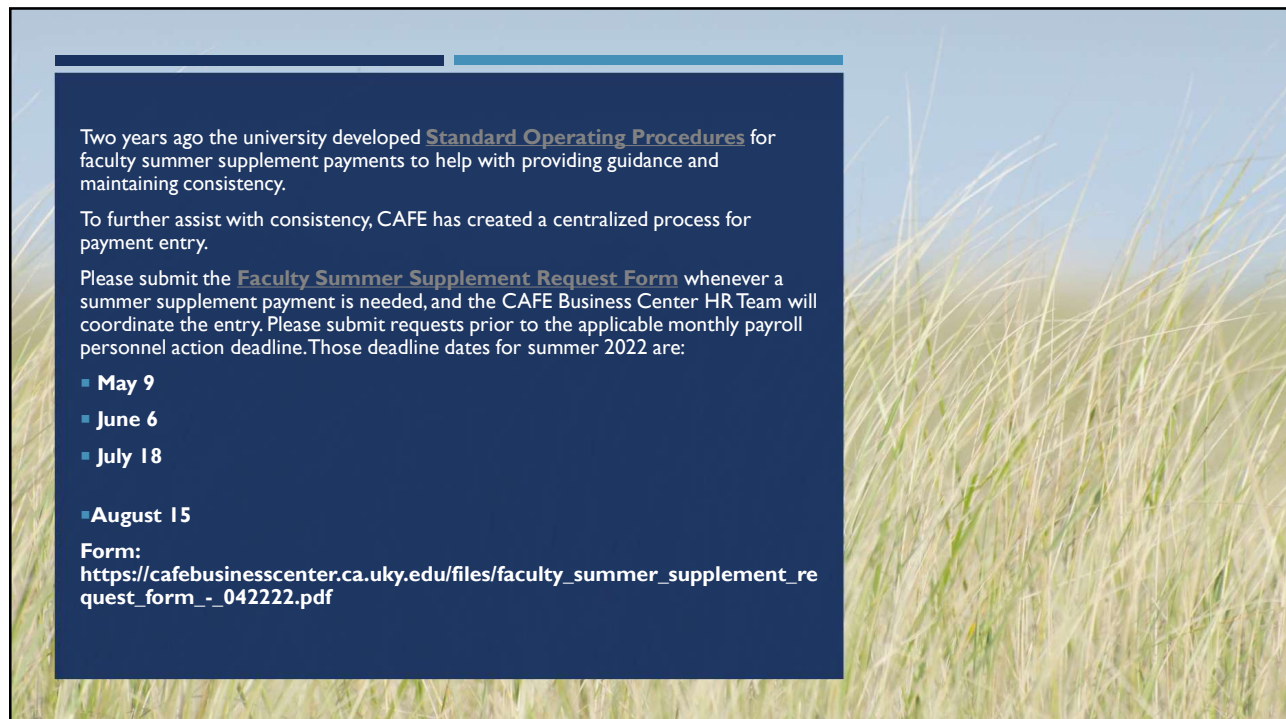


**END OF  
SEMESTER/  
FISCAL YEAR  
TIPS**

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## CAFE STUDENT WAGE SCALE UPDATE



To provide more flexibility with student worker recruitment,

March 23, 2022 units may offer up to **\$12.00/hour** without the requirement for an exception request.

Additionally, effective 7/1/22, each tier of the current student wage scale will increase by **\$0.25 per hour**.

The option still remains for units to request an exception.

### Links

■ FY'22 Scale

[https://cafebusinesscenter.ca.uky.edu/files/student\\_wage\\_scale\\_-\\_fy22b.pdf](https://cafebusinesscenter.ca.uky.edu/files/student_wage_scale_-_fy22b.pdf)

■ FY'23 Scale

[https://cafebusinesscenter.ca.uky.edu/files/student\\_wage\\_scale\\_-\\_fy23.pdf](https://cafebusinesscenter.ca.uky.edu/files/student_wage_scale_-_fy23.pdf)

■ Exception Request Form

[https://cafebusinesscenter.ca.uky.edu/files/student\\_wage\\_scale\\_-\\_exception\\_form\\_fy22i.pdf](https://cafebusinesscenter.ca.uky.edu/files/student_wage_scale_-_exception_form_fy22i.pdf)

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## CELL PHONE ALLOWANCE RENEWALS

Forms are due to  
[Agbusinesscenter@uky.edu](mailto:Agbusinesscenter@uky.edu)  
by June 2



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## IES HELP – HIRING PROPOSAL JUSTIFICATION FORM

The Hiring Proposal Justification Form, is now available, on our forms page, to help streamline the hiring proposal process when a justification is needed.

Please attach the form, in IES, as needed.

### Resources

- IES – Hiring Proposal Process  
[https://cafebusinesscenter.ca.uky.edu/files/qrg\\_-\\_hiring\\_proposal\\_process\\_022520a.pdf](https://cafebusinesscenter.ca.uky.edu/files/qrg_-_hiring_proposal_process_022520a.pdf)
- IES – Hiring Proposal Justification Form  
[https://cafebusinesscenter.ca.uky.edu/files/hiring\\_proposal\\_justification\\_memoa.pdf](https://cafebusinesscenter.ca.uky.edu/files/hiring_proposal_justification_memoa.pdf)



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### IES Tip: Avoid Listing Employee Retirement Details in the Justification

\* Provide a brief justification for this request including the budget impact.

This is a request to refill an existing full-time Lab Tech position. The current occupant Jones, will be retiring effective 7/29/2021.

This position is needed to continue normal operations. If approved, the position will be funded 100% by grants.


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**UPCOMING EVENTS  
& EMPLOYEE  
ENHANCEMENT  
PROGRAM NEWS**

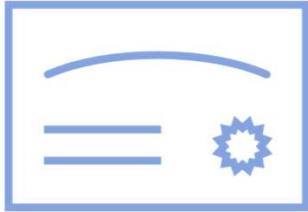
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## CAFE EMPLOYEE ENHANCEMENT PROGRAM STATS



<b>CAFE New Employee Orientation</b>	<b>330 completed</b>
<b>Staff Professional Development Fund</b>	<b>\$87,879 awarded</b>
<b>Mentor Program</b>	<b>352 participants</b>
<b>Video Tutorials</b>	<b>Accessed 1743 times</b>
<b>Employee Lunch &amp; Learn Sessions</b>	<b>624 attendees</b>
<b>Employee Exit Survey</b>	<b>216 completed</b>
<b>SME Training</b>	<b>197 attendees</b>
<b>CAFE Jobs Page</b>	<b>7000+ Clicks</b>

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The award was created to show appreciation for employees that volunteer their time to mentor a new employee.

- Drawing takes places quarterly
- \$250 & Certificate

## NEW – MENTOR APPRECIATION AWARD

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## UK JOB FAIR - MAY 14TH – KROGER FIELD – 10AM TO 2PM

- **May 14**
- **Kroger Field**
- **10:00 – 2:00**

**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.

**We are Hiring!**  
Scan for all job opportunities.

Explore the Possibilities

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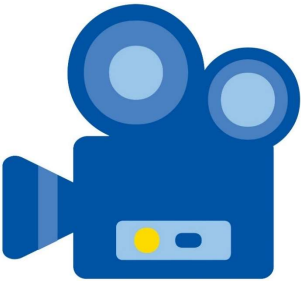
PROFESSIONAL DEVELOPMENT  
**Lunch & Learn Series**  
UK College of Agriculture, Food and Environment

**August 2**

Understanding Retirement Benefits & Planning for Retirement

[HTTPS://CAFEBUSINESSCENTER.CA.UKY.EDU/CONTENT/LUNCH-AND-LEARN-SERIES](https://cafebusinesscenter.ca.uky.edu/content/lunch-and-learn-series)

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**Video Tutorials**

**NEW - VIDEO TUTORIALS**

PP01 – POSITION DETAILS

TRAVEL TAX EXEMPTION

[HTTPS://CAFEBUSINESSCENTER.CA.UKY.EDU/RESOURCES/HR-PAYROLL/EMPLOYEE-RESOURCES/VIDEO-TUTORIALS](https://cafebusinesscenter.ca.uky.edu/resources/hr-payroll/employee-resources/video-tutorials)

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QUESTIONS?