

UK College of Agriculture, Food & Environment

# Business Center News Notes

Business Center Web Site: <http://acsg.uky.edu/AgBusOff/>

## Ag Business Center

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## TRAVEL

**Travel Reimbursement Status** - To request the status of a travel reimbursement, please remember the following: 1) no request should be made until at least ten (10) working days have passed since the Ag Business Center received the travel voucher, and 2) scan and email Kim a copy of the signed travel voucher. We cannot ask AP for the status of travel vouchers unless these guidelines are followed.

**Travel Policy** - The most current version of the travel policy is dated March 1, 2013. Please remember to distribute the current travel policy to all new faculty, staff and grad students in your department, so that they can be aware of the most up-to-date policy at all times. Our travel Quick Reference Guide (QRG) has been updated and is on our web site.

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## MISCELLANEOUS

**ABC Web Site** - We are in the process of renovating our web site. There will soon be a new look and format to our site. We have already begun to move some things around. For example, under the FAQ's and QRG's, we now have several categories of quick reference guides and have added many documents to the HR category, with more to come in the Financial and other categories. During the process, if you're having trouble finding anything on the site, give us a call and we'll point you to it until we have completed these changes.

**Departmental Address Changes** - With the online transmittal system came the realization that many of our departments' addresses in SAP were incorrect. These have been corrected now; however, if you see that your address on your transmittal forms has not been corrected, contact Kim.

## FINANCIAL

### PRD Status Definitions

**Awaiting Approval** – The PRD has been submitted by the creator but is yet to be approved by the designated/assigned approvers.

**Approved** – The PRD has been approved by Accounts Payable but is yet to be posted in SAP.

**Deleted** – The PRD has been deleted, but may still be viewed in the POWL.

**Error in Process** – The PRD failed to meet the edit criteria for posting into SAP. For further processing, corrections must be made and the PRD must be recreated and submitted. Errors in process can be caused by availability controls on grants, using old funds on FFGs, etc.

**Posted in the Backend** – The PRD has been posted into SAP.

**Release Rejected** – The PRD failed to meet approval requirements and has been returned to the PRD creator.

**Saved** – The PRD has been “parked” and is awaiting completion by the creator.

**To Be Corrected Manually** - The PRD failed to meet the edit criteria for further processing through the PRD system and must be corrected by the creator before it can be submitted. This message generally means the PRD has not been accurately completed and may be missing information.

## PURCHASING

**Purchasing Newsletter** - The December issue of Purchasing’s newsletter has been posted on their website. We urge you to take a few minutes to read the newsletter and forward it to others in your department who may find this information helpful. The link is located at:

<http://www.uky.edu/Purchasing/docs/purchnewsletter1213.pdf>

**New Punch-Out Catalog** - A new punch-out catalog will be available within the Supplier Relationship Management (SRM) procurement system effective January 6, 2014. MoreDirect, along with Dell and CDW-G, is a University contract supplier for computing peripherals, software, and accessories. Their punch-out catalog will be added to the Add Item menu within SRM making items available for ordering by University departments. The punch-out catalog should be used for all orders from MoreDirect regardless of dollar amount, with the exception of College of Medicine, Hospital, and Facilities units. These areas should continue to access and order MoreDirect items through the e-Buy site. If needed for support or guidance, a training document specific to MoreDirect has been created and can be accessed at <http://www.uky.edu/Purchasing/SRM.htm>. Departments can email [SRMHelp@uky.edu](mailto:SRMHelp@uky.edu) with questions.

## HR

**W2 Forms Online** - Employees now have the option to receive their W-2 statements online. To choose the online option, employees should sign up, via [myUK ESS](#), no later than **January 18**. As an added incentive, employees who select the online W-2 option by the January 18 deadline will be eligible for a random drawing for prizes that include UK basketball game tickets and one pair of airline tickets.

- Benefits of receiving W-2 statements online include:
- Earlier access to your W-2
- Email notification when your W-2 statement is available
- Eliminate the possibility of your W-2 statement being delayed or lost in the mail
- Access to your W-2 statement anytime (2013 and future W-2s will remain online for multiple years)
- Ability to print your W-2 statement at your convenience
- Contribute to UK's sustainability initiative

You can access more information regarding the option on [Human Resources website](#).

You can also access step by step instructions for [selecting the online W2 option](#).

**Performance Evaluations** - Below are some staff annual on-line performance evaluation reminders:

- ◆ The on-line Performance Evaluation form is now available, via the [myUK portal](#), for all regular staff (B,C, Specialist).
- ◆ The on-line PE process is 5 steps:
  - i. Employee Self Evaluation
  - ii. Supervisor Review
  - iii. 1 to 1 Meeting (during this step the PE is parked to allow for the face to face meeting, upper-level management to review, etc.)
  - iv. Employee Electronic Signature
  - v. Supervisor Electronic Signature
- ◆ Beginning **12/17/13** employees will initiate the process by submitting an on-line *Self Evaluation* to their supervisor.
- ◆ Once the employee submits the Self Evaluation, the supervisor will receive the form in the PE system inbox.
- ◆ For budget preparation purposes the on-line PEs should be completed for all regular CAFE staff no later than **February 14, 2014**.
- ◆ Department personnel will no longer need to enter the scores into the separate web-based/score portal database. The scores will populate SAP from the on-line PE system.
- ◆ There are video demos/printable instructions available on the [PE website](#).
- ◆ There are several training sessions/workshops still available. You can register via the [myUK ESS](#) portal.
- ◆ There is now a four-level scale for rating Major Job Responsibilities (MJRs). Half-point and quarter point ratings on individual MJRs are no longer available.
- ◆ If an employee has forgotten their password that they established in the PE system, the employee will need to send a password reset request to [rs\\_supervision@uky.edu](mailto:rs_supervision@uky.edu).
- ◆ County extension agents, extension assistants, and extension office personnel will continue to use the existing system at this time and **do not** need to access the online system.

**Royster Memo Exemption (New Local City Tax Form)** - With the spring 2014 semester fast approaching, remember that a new Local City Tax form is required each semester for RA's, TA's, and GA's that are exempt from the tax under the Royster Memo.

**Preparing for the OES/Position Description System Upgrade** - Currently requisition/application data going back to January 2006 is maintained in the system. We anticipate that most of application/posting requisition information will not carry over when the upgrade takes place in the spring. While we still have access to this data, right now would be a good time to review personnel files, update education/experience databases, and save *pdf* copies of any standard direct user posting requisitions (student, grad student, post doc, etc).

Here are some recommended preparation procedures:

- Review regular staff personnel files to make sure you have copies of all applications. If any applications are missing, consider logging into *OES* to print or save a *pdf* copy of the application (available in the system back to January 2006).
- While reviewing regular staff files, update any education/experience databases that your department maintains.
- If your department utilizes standard direct user posting requisitions, you may want to print or save a *pdf* copy of the "posting details" for future reference.
- Make sure that the turn-down reasons are entered so the positions can be filled/closed out.
- Evaluate if old/unfilled postings can be cancelled/closed out.

## Announcements & Upcoming Events

### Next UG Meeting

Next Users Group Meeting will be held on Wednesday, **February 12, 2014**, at **8:00am**, Gorham Hall, Good Barn. Please note that this is a change from our normal meeting time.

## Ag Business Center Subject Matter Contacts List

Subject Matter	Contacts
<b>Budget &amp; Financial Management:</b> <i>(Dean's Commitments, Revisions, Transfers, Position Budgets, JV, Accruals, Communications Charges, Use of funds, Reconciliations, Cost Centers, Internal Orders, etc)</i>	Hannah Farley (7-4254) Chris Shotwell (7-7194) Susan Campbell (7-5934)
<b>HR &amp; Payroll:</b> <i>(PAR's, Compensation, Position Descriptions, Position Create/Update, Time Entry, Leave Entry, OES, HR Reporting, Policies &amp; Procedures, etc)</i>	Le Anne Herzog (7-2981) Susan Campbell (7-5934)
<b>Employment &amp; Federal Benefits:</b> <i>(Position Descriptions, Salary Recommendations, OES, Federal Benefits, etc.)</i>	Rosemary Veach (7-9833) Susan Campbell (7-5934)
<b>Purchasing &amp; Accounts Payable:</b> <i>(SRM, Approvals, Confirmations, PRD, Procard, SPV, DR, Vendors, Policies &amp; Procedures, etc)</i>	Hannah Farley (7-4254) Chris Shotwell (7-7194)
<b>Sponsored Programs (Post Award):</b> <i>(Grants, Contracts, FES/DOE, FFG's, Service Centers, Effort Certifications, Grant Reporting, Policies &amp; Procedures, etc)</i>	Gina Vessels (7-7241) Chris Shotwell (7-7194)
<b>Travel:</b> <i>(Authorizations, Reimbursements, Policies &amp; Procedures, etc)</i>	Kim King (7-7143) Chris Shotwell (7-7194)
<b>Inventories, Surplus, &amp; Commodities:</b> <i>(Capital Equipment, Non-capital Equipment, Animals, Fuel, Grain, Disposal Info, Sales Info, Policies &amp; Procedures, etc)</i>	Andrew Gehring (254-1434 x244) Chris Shotwell (7-7194)
<b>Mail Distribution:</b> <i>(Mail run, Mail Distribution, etc)</i>	Michael Bush (7-4637) Hannah Farley (7-4254)
<b>Other:</b> <i>(SAP/BW/myUK Access, CNS Access, Pinnacle Access, BPE Requests, Awards, Advance Approvals, Parking Permits, Cell Phone Allowances, Plant Funds, Renovations, Cash Handling, etc)</i>	Kim King (7-7143) Hannah Farley (7-4254) Chris Shotwell (7-7194)