

UK College of Agriculture, Food & Environment

Business Center News Notes

Business Center Web Site: <https://cafebusinesscenter.ca.uky.edu>

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FINANCIAL

TRIP (Travel)

Here are some links relating to TRIP that may be helpful to you:

Travel FAQs and Quick Reference Guides

<https://cafebusinesscenter.ca.uky.edu/content/travel-faqs-and-quick-reference-guides>

Extension Financial Operations TRIP – Travel Reimbursements

<https://cafebusinesscenter.ca.uky.edu/content/trip-travel-reimbursements>

Hand in Hand Presentations

<http://www.uky.edu/ufs/hand-hand-presentations>

Equipment Inventory

Exceptions must be finalized and paperwork supporting those exceptions need to be submitted to Accounting & Financial Reporting Services by Thursday, January 31, 2019. Please send Lost Equipment Reports to Andrew Gehring ahead of the January 31 deadline to ensure there is time for adequate review.

SAP Training Plans

Remember that training plans are only good for 6 months. If an employee does not take the training that is on their plan within six months, a new training plan must be submitted. Please relay this to those for which you do training plans so that they will enroll in the classes they need within this time frame. The link for guidelines to complete an online training plan request form is: http://cafebusinesscenter.ca.uky.edu/files/sap_training_plan_qrc_0.pdf

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MISCELLANEOUS

Web Site Updates

The Business Center has recently updated some of our resources on our web site. Those include the Meeting Room List, Delegated Signature Authority, and the SAP T-Code List.

Service Awards

Please return your department's completed service awards spreadsheet to Andrew at andrew.gehring@uky.edu **no later than 1/11/19**.

HR



Performance Evaluations

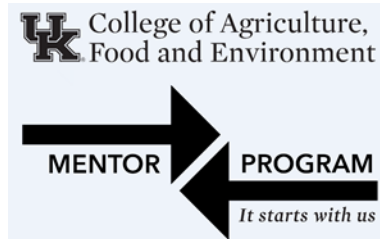
Staff performance evaluations are now available.

Tips:

- The following video is available to help staff understand how to complete the self-evaluation: <http://www.uky.edu/pe/how-participate-your-university-self-evaluation>
- All regular staff that worked in the 2018 calendar year, would complete a PE.
- The first step is the Self Evaluation. You must submit the form to your supervisor to begin the process.
- The CAFE PE deadline is **3/1/19**.

Recommended Timeline





Mentor Program

The CAFE Business Center is developing a Staff Mentoring Program, which will be released in early 2019. Mentors must have at least 3 years of experience working in the college, and their supervisors must approve their participation. More details will be announced closer to the release of the program. In the meantime, please contact Melissa Horton at melissaj.horton@uky.edu with questions.

Retirement Carrier Sessions

TIAA – E. S. Good Barn on 1/22 & 1/23. Reservations can be made by calling 800-732-8353 or by visiting <http://publictools.tiaa-cref.org/public/publictools/events/eventswelcom>

Payroll Retro Dates

The payroll earliest retro dates have been set to the following:

Biweekly Employees: 9/30/18

Monthly Employees: 10/1/18

FES Deadline

The deadline for payroll distributions in FES to be in the “Submitted to College” tab for approval is January 7, 2019.

ECRT Deadlines (FY19, Quarter 2)

Pre-Review Period	January 15 – February 4
Confirmation Period	February 5 – February 26

GSAS/LCT Form – Each Semester

As a reminder, new GSAS forms and [Local City Tax Forms](#) are required each semester.

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.

Staff Professional Development Fund

The college will again be offering the Staff Professional Development Fund for spring 2019. Additional information will be forthcoming.

W2 Reminders

Remember that employees have the option to receive their **W2's** via [myUK](#). If they signed up previously, the election should still be effective. Employees that are new to UK this year, or did not get a chance to sign up previously, can do that now.

Reminders

- If an employee's **mailing address** has changed, please ask them to update their address. Please note that address changes, for W2 purposes, will need to be made prior to January 11, 2019.
- It is also a good time to verify that their **UK Alert** information is up to date.
- Depending on county of residence, some employees will have 2 W2 documents to print, while others will have 1.
- Employees who have separated will no longer have access to myUK. A hard copy W2 will be mailed to the address listed in SAP. For separated employees, HR Administrators have access to enter address updates as needed.
- The UK Benefits Office will be mailing the 1095 benefits forms to applicable employees.

Resources

- Click [here](#) for a step by step guide to select the online **W2's**.
- Click [here](#) for a step by step guide to update your **address**.
- Click [here](#) for a step by step guide to update your **UK Alert** selection.
- Click [here](#) for the College of Law's website for the Volunteer Income Tax Assistance (VITA) – appointments begin in February, 2019.
- Click [here](#) for the SAP Address Update QRG.

Benefits to the myUK W2's

- Earlier access to W2.
- Eliminate the possibility of your W2 being delayed or lost in the mail.
- Access to your W2 statement anytime (2013 and future W2's will remain online for multiple years).

Emergency Closing

- While some employees must still report to work during Plan B, in general, most campus (non healthcare) employees will be non-designated. **Should non-designated employees work during Plan B, they will not receive emergency closing time off to be taken at a later date.**
- Employee designations may also change, based on the needs of the University or individual departments and colleges. It is important to discuss your position and Plan B category with your supervisor.
- If an emergency closing does occur **hourly** employees would record that time by selecting the Emergency Closing code on the Timesheet.

Example

Del...	Date	Att./abs. type	Planned	Hours
		Σ	32.00	8.00
🗑	SU, 12/20	51...	0	0.00
🗑	MO, 12/21	51... HOURS WORKED	8	0.00 8
🗑	TU, 12/22	51... HOURS WORKED	8	0.00 8
🗑	WE, 12/23	51... EMERGENCY CLOSING	8	0.00 8

UK Appreciation Day – CAFE Off Campus T-Shirt Orders

The Business Center will again be coordinating the t-shirt orders for off-campus employees in 2019. Additional information will be sent out in a few weeks.

Little Cats Guide

The Little Cats Guide is a resource for parents who work at UK and new expectant moms! It contains valuable information and makes it easier to navigate the programs, resources and offices available through UK for you and your growing family. The guide has now been linked to the [Employee Resources](#) page of the [CAFE Business Center](#) site.

New Form

The [Worker Status Evaluation Form](#) has been updated. The latest version has been linked to our site for your convenience.

New Quick Reference Guide

[ORG – Payroll Override Cost Distribution \(27 Screen Entry\)](#)

Announcements & Upcoming Events

Next UG Meeting - Our next meeting is scheduled for Tuesday, February 12, 2019, at 8:30am, Gorham Hall, Good Barn.

Staff Update

Kelly Jordan, who began work on 12/17/18, is the new administrative associate in Program & Staff Development. Her office is located in N106-L Ag North.

Business Analysts' Unit Assignments

With the departure of Jason Hardin in the Business Center, and the addition of our Principal Analyst position, the business analyst unit assignments for financial operations will be changing. We will publish that list as soon as it is finalized. In the meantime, for Jason's units, please feel free to contact any analyst in the Business Center for assistance.