

UK College of Agriculture, Food &amp; Environment

# Business Center News Notes

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

## Ag Business Center

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## TRAVEL

**Travel Voucher Reminders** - Please remember to proofread your travel vouchers carefully before submitting them to the Business Center. We cannot retrieve them from AP to make corrections on them.

**Travel Policy** - In August, there will be many new employees on board (faculty and graduate students). Departments **must** distribute the current travel policy to all new faculty, staff and grad students so that they will be aware of the most up-to-date policy at all times. Our travel Quick Reference Guide (QRG) on our web site has been updated as well.

## FINANCIAL

**Journal Vouchers** - All journal vouchers (on all cost objects) should be routed through the Business Center. Please send to Kim's attention, and she will forward to the appropriate staff for approval and further routing. JV questions/issues should be directed to Hannah or Gina.

**Project Establishment Forms** - If your department has any type of capital project (whether it's a minor or major renovation project) or plant fund to set up, please contact Kim for guidance on the correct procedure, form to complete, approvals involved and document routing required for the different types of projects.

**Cost Centers and Endowments** - Beginning July 1, the Business Center will include all supporting documentation when notifying departments of their new cost centers and endowments that are created in SAP. You do not necessarily need to print out all of the information; but just save these in a scanned folder so that you have access to them in the future. We think this will be especially helpful with endowments and scholarships; so please retain all documentation in your electronic files.

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## PROCUREMENT

### BPM Policy Updates -

- The revised [E-9-1 Compensation to Research Subjects](#) has now been published. The Controller's Office received positive comments regarding the potential for the declining balance procurement card as replacement to the imprest checking accounts. Please be sure to review this revised policy and communicate this to all of your faculty and staff.
- A new policy, [E-7-16](#), has been created to document the new procurement card types and the responsibilities of the cardholder, editor and reconciler. The procurement card application has also been revised to reflect the additional procurement card types. While the policy itself is new, it merely formalizes existing practices.

**Pro Card** - Any requests for changes to pro cards should be emailed to Kim. Please give as much detail as possible with your email request. The actual credit card number is not necessary to include. The P# (the system-generated 7-digit number) is the number we reference when requesting changes. The only change we cannot make with a simple email request is the increase in a single transaction amount. That must be done via a BPE.

**PRD's** - Employees may be reimbursed for a parking or registration fee on a PRD if there are no other travel expenses incurred for this trip. However, please remember to use the appropriate G/L on the PRD. Do not use a travel G/L on a PRD! For a parking fee, use G/L 535030; for a registration fee, use G/L 530503. Some PRD's are being rejected because travel G/L's are being used on the PRD's.

**Employee Reimbursement Form** - Employees who receive reimbursements for any expense paid out of personal funds (other than on travel vouchers) **must** sign an employee reimbursement form. When doing a PRD to reimburse the employee for an expense, please remember to add this form as one of the attachments to the PRD. **Note: This form was updated by AP on 6/18/14 and no longer requires a supervisor's signature.**

**Vendor Requests** - When you need to add a vendor to Purchasing's vendor database, send an email to Kim with the W-9 or the Vendor Application form attached to the email. You will be notified when the vendor has been added.

## RESEARCH

**DOE's** - Reminder that only the summary signature page of the DOE is required to be submitted to the Business Center. Departments do not need to submit copies nor detail pages of the DOE's.

**Federal Fiscal Year End - FFY14** is coming to a close. In preparation for year end, please review your federal formula grants for appropriate expenses and timely corrections. Contact Gina with any questions, issues or concerns.

## SAP

### IRIS Training Plan Validity Period Change

Currently, when an approved IRIS Training Plan is received and processed by IRIS Training, the required SAP courses indicated on the training plan are added to an employee's training records and the employee has twelve (12) months to complete the required training. As long as the employee remains in the same position identified on the training plan and successfully completes a required course within that twelve (12) months, the corresponding access should be available within 1-2 business days after completion. If a required course is completed **after** the twelve-month period and the corresponding access is still needed, a new IRIS Training Plan must be submitted prior to the corresponding access being provided to the employee.

**New Policy** - Effective July 1, 2014, the timeframe to complete a required course w/out having to submit a new IRIS Training Plan is being reduced to six (6) months.

### IRIS Training Plan Basics

- An IRIS Training Plan indicates the required course(s) and corresponding SAP access an employee needs to perform the job responsibilities for his/her current position. When an employee leaves a position, the Departmental Business Officer should submit an IRIS Training Plan Request Form requesting all SAP access be removed.
- If the employee has transferred to another position at UK (whether in the same department or not), the Departmental Business Officer for the employee's new position must submit a new IRIS Training Plan to the CAFÉ Business Center indicating all of the required course(s) and corresponding SAP access needed for that position.
  - ◇ Any course the employee has never completed and has never had access to would need to be successfully completed prior to obtaining the corresponding access.
  - ◇ Any access for which the employee has had within the past six (6) months will be reinstated within 1-2 business days of the IRIS Training team receiving the ASO-approved training plan with no need for the employee to retake the corresponding course(s).
  - ◇ If the employee has completed a course more than six (6) months ago and has never had the corresponding access within the past six (6) months, the course must be retaken prior to the access being reinstated.

## HR

**Integrated Employment System** - The new IES System went live on June 18, 2014. Most of the college users have completed the required training (1 classroom, plus web-based classes), submitted their role request forms and obtained access to the system. Many have already become familiar with the blue (job posting) versus the orange (position description) side of the system. However, if you still need to complete a course, please register via myUK ESS. If you have completed all courses and need access, please complete the [IES User Account Request Form](#). The largest volume of hiring always occurs in August, so we want to make sure everyone is prepared next month for hiring. For your convenience, the [IES QRG's](#) have been added to the Ag Business Center website.

**Healthtrac Rewards** – Coming Soon! A new health incentive program will be replacing the Healthtrac rewards program. Stay tuned for more information.

### **New HR Contacts –**

#### Compensation ZPAR Processors

- \* Dena Fallen (zpars, A-D) 257-8955
- \* Josh Hamperian (zpars S-Z) 257-8918

**HR QRG's** – We have updated many of the HR/Payroll related QRG's on the Ag Business Center website. Please take a moment to check these out. Link to ABC website is: <http://acsug.uky.edu/AgBusOff/>.

## Announcements & Upcoming Events

### **Next UG Meeting**

Next Users Group Meeting will be held on Wednesday, **August 13, 2014**, at **9:00am**, Gorham Hall, Good Barn.

### **CaterTrax**

Information sessions are forthcoming about UK Dining's new on-line catering system.

**AG BUSINESS CENTER**  
Subject Matter Contacts List

<b>Subject Matter</b>	<b>Contacts</b>
<b>Budget &amp; Financial Management:</b> <i>Dean's Commitments, Revisions, Transfers, Position Budgets, JV, Communications Charges, Use of funds, Reconciliations, Unit Budgets, Fund Balances, Internal Orders, etc.</i>	Hannah Farey (7-4254) 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) Le Anne Herzog (7-2981)
<b>Procurement &amp; Travel:</b> <i>SRM, Approvals, Confirmations, PRD, Procard, SPV, DR, Vendors, Policies &amp; Procedures, Travel, &amp; BPM's, etc.</i>	Kim King (7-7143) Hannah Farey (7-4254)
<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)
<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)
<b>Mail Distribution:</b> <i>Mail run, mail distribution, etc.</i>	Michael Bush (7-4637) Hannah Farey (7-4254)
<b>Other:</b> <i>SAP/BW/myUK Access, Cost Centers, 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 Farey (7-4254)

*For questions regarding items not covered in the above list, please contact Kim King at 7-7143.*

*Revised: 7/15/14*