

UK College of Agriculture, Food & Environment

Business Center News Notes

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

CAFE Business Center

Fax: 323-3842

Susan Campbell	7-5934
April Collier	7-4254
Andrew Gehring	254-1434 X244
Le Anne Herzog	7-2981
Kim King	7-7143
Chris Shotwell	7-7194
Stephen Sizemore	7-4722
Christine Tawasha	8-3906
Tina Ward	7-0132

TRAVEL

Travel Reminders

All travel vouchers for FY15 should be in the business center by noon on July 2. Please proofread your documents carefully before submitting them, making sure that the vouchers are complete with correct dates, amounts, cost objects, signatures and attached receipts.

FINANCIAL

Cost Centers - All requests for new gift accounts must begin with the CAFE Office for Advancement. For questions concerning the creation of any new account, you may contact Kim.

FY15 Year-End Closing Schedule - Please review carefully General Accounting's Year-End Closing Guidelines and pay extra close attention to the CAFE document deadlines. The business center will send reminders out a week in advance of the major deadlines.

JV's - All JV's involving grants that are **120 days old** require the following be sent to the business center:

- The JV with three departmental signatures (**business staff, PI and chair**);
- Supporting documentation **including the JV Explanation Form**;
- An exception/explanation memo from the PI or the chair, **addressed to Jennifer Miles (in SPA)**, explaining why the JV is 120 or more days old.

Once the JV is reviewed by the business center, the Dean's signature will be obtained on the JV and all documents will be forwarded to SPA.

Also, remember to include a description on your JV's explaining why the transfer is being done.

BPE's - Remember to use the current version of this form that is on the business center's web site. Guidelines are on the site as well.

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PROCUREMENT

Pro Cards - All procurement card applications should be forwarded to Kim in the business center for review. They will then be routed appropriately for signatures and processing. **IMPORTANT:** Please note that Accounts Payable has again revised the pro card application and procedures for the special type of procurement cards. BPM E-7-16 has been revised as well (last update March 31, 2015). The “Special Purpose” card has been replaced by the “Student Payment” card. Also, please note that there are new supplemental forms that should be completed and attached to all pro card applications (with the exception of the standard card). If any questions, contact Kim.

PRD's for Meals - A second reminder that additional details are required in the description section of (or attached to) the PRD's for meals. All PRD's for meals must include the purpose, location, and date of the meal. If the meal is provided to workshop/conference participants who are paying a registration fee and the PRD is being paid from an income-supported account, a list of attendees is **NOT** required. If the meal is being provided for mainly employees and is being paid for by a non-income supported account, a list of attendees **IS** required.

OFFICE MAX - All office supplies must be purchased via a shopping cart in the SRM system, using the punchout catalog. No procurement cards should be used for online Office Max orders. Employees are urged not to go to the local Office Max store to make purchases unless is an emergency, as defined and discussed at the last Users Group meeting.

VWR / Fisher - The requirement to transition to the SRM e-procurement system for purchases from VWR has been extended until August 1, 2015. Departments may continue to use their pro cards for purchases from VWR or Fisher Scientific during this time to allow for the processing of training plans for shopper roles. Employees should continue to use the VWR punch-out catalog in SRM if they have taken the training and have the “Shopper” tab. After August 1, all purchases from VWR or Fisher will be restricted from the pro card. VWR purchases will be required through the SRM punch-out method. Items that are not available from VWR may be ordered from Fisher via the SRM free text shopping cart.

CAPITALIZED EQUIPMENT - Effective July 1, 2015, only equipment with a purchase price of \$5,000 or greater will be considered capital equipment. Please review BPM E-12-1 and E-12-3 for the latest policy changes and note the G/L expenditure codes that should be used with each type of equipment/furniture purchase.

SAP

SAP Training Plans - All training plan requests are now done online, using the quick reference guidelines we distributed at the last UG meeting. The EAG training team is changing a few of the courses, dividing them into smaller portions in order for the user to be able to complete sections of the course in smaller timeframes. The most recent ones they've changed are the SRM Shopper training and the FI_GU_320 Statistical Orders training. They advised that users should expect to see more of this in the future. Also, be aware that the online IRIS training plan request form has undergone a minor format change in section 4 (Course/Role Selection). The name of the course/role is now listed first followed by the list of required courses in parentheses. If any questions about SAP/BW training plans, contact Kim.

HR

New Central Campus Payroll Contact

Kim J. King (*not to be confused with CAFE's Kim King*) Payroll Clerk (L-R) 257-3660
Email address for Kim King in Payroll is kim.king@uky.edu

New Form

The [Staff Degree Completion Form](#) is available on the business center website. The form was created 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.

Affordable Care Act

UK implemented the Affordable Care Act effective July 1, 2015. The ACA extends eligibility for health insurance coverage to employees who work an average of 30 or more hours per week over the course of a 12 month period. This expansion mostly affects our temporary employees. The newly eligible employees had a special open enrollment period in June. The plans they may choose are the same ones available to regular employees with identical coverage and costs.

Key points to remember due to the implementation of the ACA:

- ◆ STEPS has increased their rate to 20%.
- ◆ It is important that accurate FTE's are represented and that payroll assignments are promptly ended.
- ◆ Department HR Administrators should remember to mark the "Seasonal / Less than three month assignment" flag on SAP HR screen 7, whenever applicable.

Additional fields
Seasonal / Less than three month assignment <input type="checkbox"/>

New University Starting Rate

As of July 1, 2015, the university's new starting rate for all UK regular and temporary employees (excluding students) will be \$10.00 per hour. Employees that were earning between \$7.25 and \$11.99 per hour received an incremental increase to bring those below the new starting wage to the correct amount and to address compression for affected persons under \$12.00 per hour. As of July 1, 2015 and going forward, there should be no staff pay rates below \$10.00 per hour.

Student Wage Scale for FY16

There are no changes to the [Student Wage Scale](#) for FY16.

HELP SITES

UK Help Desk 257-1300
CNS Help Desk 218-4357

UK Payroll ukpayroll@uky.edu
SAP Training IRISTraining@email.uky.edu
SAP Support SAPSupport@email.uky.edu
BW Issues BI-Requests@email.uky.edu
Business Objects Analytics@uky.edu
IRIS Support IRISSupport@uky.edu
SRM Support srmhelp@uky.edu

To request a copy of a payment document AP.documentrequest@email.uky.edu
To stop a check to vendor control.desk@email.uky.edu

Announcements & Upcoming Events

Business Center Email Distribution Lists - contact Kim if you have any staff in your department who need to be added to or deleted from any of our distribution lists.

Next UG Meeting - Next meeting will be held on Wednesday, **August 12, 2015**, at **9:00am**, Gorham Hall, Good Barn.

Ag Business Center
Subject Matter Contacts List

Subject Matter	Contacts
Budget & Financial Management: <i>(Dean's Commitments, Budget Revisions, Budget Transfers, Position Budgets, JVs, Cash Handling, Accruals, Communications Charges, Use of funds, Reconciliations, Cost/Fund Centers, Internal Orders, etc)</i>	April Collier (257-4254) Chris Shotwell (257-7194) Susan Campbell (257-5934)
HR, Payroll & DOE: <i>(PAR's, Compensation, Position Descriptions, Position Create/Update, Position Budgets, Hiring Proposals, Federal Benefits, Time Entry, Leave Entry, OES, HR Reporting, Policies & Procedures, DOE's, Cell Phone Allowances, etc)</i>	Christine Tawasha (218-3906) Le Anne Herzog (257-2981) Susan Campbell (257-5934)
Procurement & Accounts Payable: <i>(SRM, Approvals, Confirmations, PRD, Procard, Student Payments, Disbursement Requests, Vendors, Travel Reimbursements, Policies & Procedures, etc)</i>	Kim King (257-7143) April Collier (257-4254) Chris Shotwell (257-7194)
Sponsored Programs (Post Award): <i>(Grants, Contracts, FES/DOE, FCG's, Service Centers, Effort Certifications, Grant Reporting, Policies & Procedures, etc)</i>	TBD (257-7241) Chris Shotwell (257-7194)
Inventories, Surplus, & Commodities: <i>(Animals, Fuel, Grain, Disposals, Incentive Sales, Policies & Procedures, etc)</i>	Andrew Gehring (254-1434 x244) Chris Shotwell (257-7194)
Mail Distribution: <i>(Mail run, Mail Distribution, etc)</i>	Michael Bush (257-4637) April Collier (257-4254)
Other: <i>(SAP/BW/myUK Access, CNS Access, Pinnacle Access, Capital Inventory, Non-capital Inventory, Space Inventory, BPE Requests, Awards, Advance Approvals, Parking Permits, Plant Funds, Renovations, etc)</i>	Kim King (257-7143) Chris Shotwell (257-7194)

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