

UK College of Agriculture, Food & Environment

# Business Center News Notes

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

## CAFE Business Center

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 Andrew Gehring 254-1434  
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 Jason Hardin 7-9833  
 Le Anne Herzog 7-2981  
 Kim King 7-7143  
 Tina Navis 7-7241  
 Chris Shotwell 7-7194  
 Stephen Sizemore 7-4722  
 Christine Tawasha 8-3906  
 Tina Ward 7-0132

## FINANCIAL

### FY16 YEAR END

The college year-end closing schedule was distributed a couple of months ago. Regular reminders are being sent out each week. Please adhere to the due dates as much as possible.

Remember to mark all documents submitted during the first week of July as old year or new year; this will help with the sorting of documents once they reach AP.

JV's that are done on old year funds must have a posting date of 6/30/16 and the period should be changed to "12". If you have any questions about changing the period on journal vouchers, please contact Kim.

**TRAVEL REMINDER** - If an employee shares a hotel expense, a copy of the hotel receipt should be attached to both employees' travel vouchers. Also, a note should be added about who shared the room, so that the lodging expense can be matched up for both employees.

## SAP

### SAP/BW Training Plans

If an employee doesn't take the training listed on their plan within 6 months, a new training plan must be submitted. When an employee changes positions, a new plan is required if any HR access is involved. When an employee retires, a training plan should be submitted to remove the employee's access/roles.

The department's business staff person should complete and submit all training plans for their employees. This is done via the web-based EAG training system. Directions can be found at the following link: [http://acsg.uky.edu/AgWeb2/SAP\\_Training\\_Plan\\_QRC.pdf](http://acsg.uky.edu/AgWeb2/SAP_Training_Plan_QRC.pdf).

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## HR

### FLSA Update

As you may have seen in the news recently, the U.S. Department of Labor has made some changes to the law called the Fair Labor Standards Act (FLSA). The FLSA covers many topics, including minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

The recently announced change involves the minimum annual salary that employers are required to pay exempt employees. (Exempt employees are salaried employees who are not eligible for overtime pay. Their exempt status is determined by two factors: the pay rate and the performance of various specified job functions commonly referred to as the “duties test.”)

The current minimum is \$23,660. Effective December 1, 2016, the new minimum will be \$47,476. Additionally, the new rule includes a provision that this salary threshold will be automatically updated every three years.

As you might expect, UK has many employees who are currently working in exempt jobs and are paid less than \$47,476 per year. The Human Resources Compensation office will be reviewing the jobs held by affected employees to make a determination as to their future status, i.e., if they will be converted to non-exempt (eligible for overtime pay) or remain in exempt status with a pay increase to the new annual minimum. These classification decisions are at the employer’s discretion; however, the University must be able to document and defend all exemptions in the event of an audit.

Much work must be done between now and December 1 regarding these decisions, and Compensation is working with departments all across the university to gather relevant information. At this point, there are still more questions than answers, but as we learn more we will keep you updated.

### New HR Contacts

Juwan Bronaugh	Benefits (A-G)	257-8781
Jennifer Wrather	Benefits (H-Q)	257-2495
Sara Snowden	Benefits (R-Z)	257-8829
Jeff Carmickle	LTD/Worker’s Comp	257-8838
Chris Dudley	LTD/Worker’s Comp	257-8804
Tara Smith	Compensation (A-D)	257-8955
Chris Smith	Compensation (E-K)	257-0584

### Student Wage Scale for FY17

There are no changes to the [Student Wage Scale](#) for FY17.

## Retirement Carrier Sessions

Fidelity will be holding counseling sessions at the following times and locations:

### **July 8**

Room 113, UK Research and Education Center  
1205 Hopkinsville Street  
(GPS address: 1190 Sandlick Road)  
Princeton, KY 42445

### **August 9**

Ag Science Center North, Ag Information Center (lower level, next to deli, first room on right)

UK Employees and spouses are welcome to sign up for a time slot by calling 800-642-7131 or visiting [www.fidelity.com/reserve](http://www.fidelity.com/reserve). The event is listed under “UK Ag Research and Education Center”.

## New Military Leave Request Process

If you need to request approval for [military leave](#), you may now submit those requests via email.

Starting June 1, you may email your request to [SAPHRSupport@uky.edu](mailto:SAPHRSupport@uky.edu). Be sure to include the following information:

- *Name*
- *Person ID*
- *Quota amount*

## GSAS Form – Each Semester

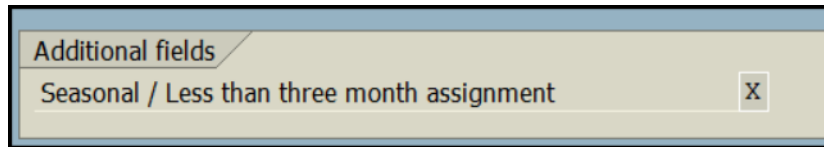
As a reminder, the Graduate School has determined that, starting Fall 2016, it will be necessary for **GSAS** forms to be submitted for each semester that a student is serving in the capacity (TA/RA/GA) indicated in the form. For example, even if it is anticipated that a student will be a TA for both Fall and Spring semesters, a separate **GSAS** form will need to be submitted for 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.

## Seasonal Flag

As a reminder, HR Administrators should mark the “Seasonal/Less than three month assignment” flag on SAP HR screen 7, whenever applicable. This will help to ensure that benefits eligibility reporting is accurate.



## Announcements & Upcoming Events

**Next UG Meeting** - There will not be a meeting in August. Our next meeting will be Wednesday, **September 14, 2016, at 9:00am**, Gorham Hall, Good Barn. Some of our Office of Advancement staff will be speaking at the September meeting about Gift Receiving.

**CONGRATULATIONS** - to the following college staff who recently completed their Business Procedures Certification Series:

Megan Lucy  
Darlene Tipton  
Deb Mollett  
Tina Ward  
Tracy Cayson  
Maggie Chaparro  
Tina Navis  
A.J. Wells

Great job everyone!!!

**New Office Locations** - Jason Hardin has moved downstairs to N-3 Ag North. His phone number remains the same. Andrew Gehring has added a campus office location in S103A Ag North for those days of the week that he is working on campus. His phone number here in Ag North is 3-4499.

For business analyst unit assignments for financial operations, please go to [Unit Assignments](#).