

UK College of Agriculture, Food &amp; Environment

# Business Center News Notes

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

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## FINANCIAL

### FY19 Year-End Reminders

Please pay close attention to the year-end reminder emails that are being sent out every week or so from the Business Center.

### Fiscal Year-End Checklist

[http://cafebusinesscenter.ca.uky.edu/files/fye\\_checklist.pdf](http://cafebusinesscenter.ca.uky.edu/files/fye_checklist.pdf)

### Fiscal Year-End Close Calendar

[http://cafebusinesscenter.ca.uky.edu/files/fy19\\_ye\\_close\\_schedule.pdf](http://cafebusinesscenter.ca.uky.edu/files/fy19_ye_close_schedule.pdf)

### Fiscal Year-End Manual

This year we have created a FYE Manual, based on the four part Subject Matter Expert FYE Series. This Manual isn't just for FYE, please use this resource as a guide throughout the year to assist your department in managing funds and resources.

[http://cafebusinesscenter.ca.uky.edu/files/cafe\\_fye\\_manual.pdf](http://cafebusinesscenter.ca.uky.edu/files/cafe_fye_manual.pdf)

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### FY19 Year-End Accounts Receivables

A list of revenue for goods and/or services provided by your department prior to July 1 for which payment has not yet been received is due to your business analyst by **July 1st**, so that an accounts receivable accrual may be recorded in old year. A memo must be sent via email to your business analyst and must include the template we provided, including the cost object, G/L account, amount, justification and supporting documentation for recording the accrual.

### **FY19 Year-End Accounts Payables**

Departments that have received goods and/or services purchased by PRD on or before June 30, but have not processed a payment document because an invoice has not been received from the vendor must request that a payable be established for the items received, regardless of cost object, including grants. All requests to establish payables are due to your business analyst by **NOON on July 30**. The request must include the template we provided, including the PRD number, cost object, G/L account, amount, purpose of the expense, and justification for the accrual.

### **Pro Card Edit Reminders**

The next two pro card edit dates are **July 1** (for May transactions) and **July 10** (for June transactions).

**NOTE:** Remember that, on 7/1/2019, the fiscal year in Enterprise Services on the search criteria screen will default to 2020 Fiscal Year. Therefore, editors must search for transactions in both 2019 and 2020 through the pro card deadline of 7/10/2019.

The Pro Card Editing Schedule for the upcoming fiscal year is posted on the UFS web site at the following link:

[http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Procard%20Transaction%20Edit-Deletion%20Schedule\\_0.pdf](http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Procard%20Transaction%20Edit-Deletion%20Schedule_0.pdf)

### **Review of Parked Documents/Encumbrances for Fiscal Year End**

It is the department's responsibility to review all open/outstanding items on a timely basis. As part of the monthly reconciliation process, encumbrances and parked documents should be reviewed for accuracy. Delayed clearing or closeout of encumbrances can cause late payment to vendors, delayed expense postings, reduce amount of funds available for other purchases or possible balance sheet issues which prevent closeout of grants. Encumbrances can be identified using GR55 in SAP or the Monthly Rollup Reports in BW. Parked JVs can be reviewed using t-code FBV3. **Any remaining unposted/parked SA or Z4 documents created in FY19 will be deleted as part of the fiscal year closing process in late July/early August.** These documents will not roll forward to FY20 in SAP.

Please remember to indicate "Old Year" or "New Year" on all documents submitted after 6/30/19. For old year documents created after 7/1/19, please be certain to use a posting date of 6/30/19 and the correct fiscal period. Additional details regarding review of open items can be found under the Financial Operations Resources – Budget & Finance Section:

[http://cafebussinesscenter.ca.uky.edu/files/reviewing\\_parked\\_documents.pdf](http://cafebussinesscenter.ca.uky.edu/files/reviewing_parked_documents.pdf).

Units should contact their college business analyst with any questions.

## Endowment Spending Distribution Review

As departments are working through the reviews of their endowments to prepare for our college's Internal Audit Review, we would like to remind you of the resources we have for Endowment reporting.

### Endowment – Running Fund Ledger Report

[http://cafebusinesscenter.ca.uky.edu/files/endowments\\_running\\_fund\\_ledger.pdf](http://cafebusinesscenter.ca.uky.edu/files/endowments_running_fund_ledger.pdf)

### Endowment – FAQs

<http://www.uky.edu/ufs/endowment-and-gift-accounting#faqs>

## Procurement

Office supplies should be ordered from Office Max via an SRM shopping cart, unless it's a special circumstance/emergency etc., with our contracted vendors (for auditing purposes, discounts, etc.) not typically by a pro card.

Employee reimbursements need to be approved by your supervisor in advance and should not be a standard practice, only for a special circumstance/emergency etc. and of course travel. Please refer to the "Personal Reimbursement" section of BPM B-3-2 where employee reimbursements are highly discouraged.

## Special Pro Cards

If applying for a Declining Balance Pro Card and the supplemental documentation refers to a project budget or other document (such as an IRB approval letter), please make sure to include that documentation with the application. These applications are sometimes delayed because of the lack of supporting documentation that should be submitted with the application and supplemental information forms.

# TRAVEL

## TRIP REVIEW

Throughout the year, and especially at Fiscal Year End, travel expense reports and requests should be monitored to ensure the traveler is being paid for the expenses incurred and to ensure that TRIPs are being expensed to the correct funding source in the correct fiscal year.

Below are some resources to help track those expenses:

### **TRIP Workflow Tracking**

This report will help you track TRIP travel expense reports and TRIP requests that are in the system.

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/TRIP%20Workflow%20Tracking.pdf>

### **TRIP Tableau Report**

This report can be used to track TRIP travel expense reports and TRIP requests either by HR department of traveler or FI cost objects belonging to your department. An added bonus to this report is that you can also view TRIP Reports that are in DRAFT status that may need to be deleted.

[http://cafebusinesscenter.ca.uky.edu/files/tableau\\_server\\_travel\\_expense\\_report.pdf](http://cafebusinesscenter.ca.uky.edu/files/tableau_server_travel_expense_report.pdf)

## **HUMAN RESOURCES**

### **Chair Messages**

The first time hosting the chair massages in CAFE was a huge success on June 19. We hope to be able to coordinate more of these in the future. So stay tuned!

### **Staff Professional Development Fund – FY20**

Wondering what all of the buzz is about? Check out some of these testimonials:

- ◇ *The application process was simple and provided the opportunity to learn more about a method important to my research.*
- ◇ *The Staff Professional Development Funds received have supplemented and "stretched" my departmental budget, allowing me to do more within the state to provide programming and training for 4-H Professionals, Program Assistants and Volunteers.*
- ◇ *The ease of the application and the quick award notification. I would recommend utilizing this fund because it is an opportunity to get outside of traditional on-the-job training and learn from experts, collaborate with peers and ultimately provide you with more professional and personal experience to help with your job and work experience. Using this fund to explore training and attend workshops, conferences, etc. is a good way to broaden your overall abilities and allow you to gain insight and understanding into higher education topics.*



## UK Appreciation Day – CAFE Off Campus – T-Shirt Orders



More than 1,100 t-shirts were ordered and distributed! We really appreciate the CAFE volunteers who contributed to the ordering and distribution of the t-shirts.

## Mentor Program



Wondering if you should recommend the CAFE Mentor Program to a new colleague? Check out some of these testimonials:

- ◇ *I feel like I can talk to my mentor about anything. I hope we stay friends. She is so kind and so ready and willing to help me with any concerns I have. I look forward to reading her emails, and I appreciate the fact that I can contact her at any time.*
- ◇ *I look forward to every conversation I have with my mentor.*
- ◇ *I really enjoy this program and think that it can create positive interaction within the college.*

Find additional information on the [Employee Resources](#) page.

## Payroll Retro Dates

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

Biweekly	03/31/19
Monthly	04/01/19

## ECRT Deadlines

Pre-Review	July 17 – August 6, 2019
Confirmation	August 7 – August 28, 2019

FY20 Ecr calendar can be found [here](#).

## Two-Factor Log-In



Enroll before July 17<sup>th</sup> to be sure you don't get locked out of myUK. Click here for [FAQs](#).

## Retirement Carrier Sessions

Sessions will be available by appointment at various UK locations.

TIAA – E.S. Good Barn on 7/23 and 7/24. Reservations can be made by calling 800-732-8353 or by visiting <https://shared.tiaa.org/public/publictools/events/eventswelcome>.

NEW!- Spread the word – TIAA is now offering *Virtual* Visits. Consultations are just a click away at <https://shared.tiaa.org/public/publictools/events/meetingAndSeminar?employerId=1-6BGS-1>

## Student Wage Scale FY20

There is one change to the wage scale. Click to access the [FY20 CAFE Student Wage Scale](#).

## UK New Employee Orientation Going Online – New

Effective 7/1/19, all new regular staff employees will participate in the **online** NEO program via the myUK Learning system.

A few highlights:

- ◆ New employees will **automatically** be assigned to the online NEO program when the department HR Administrator enters the new hire action in SAP.
- ◆ The employee and supervisor will receive an email notification that the program has been assigned.
- ◆ Orientation will still cover: insurance, retirement, safety, policies, etc.
- ◆ The new employee will have 30 days to complete the program.
- ◆ Email notifications will be sent to the new employee and his/her supervisor if they are past due.
- ◆ Once go live occurs, there will be no need to order packets or to manually schedule orientation.

For your convenience, both the [Wildcard ID Badge Application](#) and the [Off Campus – Non Photo – ID Application](#) have been linked to the [forms](#) page of our web site.

Watch for additional communication at the [August Users Group Meeting](#).

## MyUK App

Beginning June 19, employees will be able to access select services from Employee Self Service (ESS) and Manager Self Service (MSS) through the myUK Mobile App.

Optional Mobile Tools Available for iOS or Android Devices:

- Employees can enter working time, submit leave requests, view pay statements, and benefit plans.
- Supervisors can approve working time and leave requests.

Learn more about myUK Mobile enhanced employee services in the Tech Help Center, [here](#).

## Announcements & Upcoming Events

### Coming Soon!

CAFE Online Supervisor Orientation  
Staff Professional Development Fund for FY20

### Staff Update

Pamela Edwards is the Dean's new staff member, handling her calendar items and other projects for the Dean.

Jessi Jump has transferred from the School of Human Environmental Sciences to the AG Communications department, located in N3 Ag North.

### Users' Group Meetings for FY20:

August 13  
November 12  
February 11  
May 19

Please mark these dates on your calendar. All departments should have at least one staff member attend each meeting. All meetings are in Gorham Hall of the Good Barn, and all begin at 9:00am unless otherwise notified.