

UK College of Agriculture, Food &amp; Environment

# Business Center News Notes

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

## CAFE Business Center Staff

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## Staff in the Spotlight

### Christine Tarne—Administrative Staff Officer II—Animal & Food Sciences

As chair of the Business Officer's Council, Christine works to facilitate ongoing conversations between the departments/units and the CAFE Business Center to improve communication within the college. Recently Christine created and implemented a new JV cover sheet within her department to coincide with the new electronic JV workflow and shared it with others in the college to use as well. We would like to recognize and thank Christine for her diligence and teamwork mindset.

### Whitney Rogers – Administrative Support Associate I—Family Sciences (and Interim Dietetics & Human Nutrition)

Recently Whitney noticed that the Student Health Program wasn't charging correctly for her department for the TAs and LTJs. Upon further review, it was discovered this was the case for other CAFE departments as well. Working with the Graduate School, roughly \$60,000 was identified as erroneous charges that will be returned to CAFÉ; and it was confirmed that, without a 9027 screen, the correct cost center for the SHP assignment would not be charged.

## HUMAN RESOURCES

### Staying Connected While Working Apart

During this time some employees may be feeling a bit disconnected. Help employees in your area find ways to stay connected by sharing these great [Staying Connected While Working Apart](#) resources. Remember it is the little things that matter. A funny anecdote can go a long way in brightening someone's day. You may even discover something new about a co-worker.

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



More than 1,100 t-shirts were ordered. We really appreciate the CAFE

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volunteers who contributed to the ordering of the t-shirts. The shirts will be available this fall, and designated pickup area and times will be announced closer to the date, once they are determined.

### **Payroll Retro Dates**

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

Biweekly: March 29, 2020

Monthly: April 1, 2020

### **FES Deadline & Resources**

The deadline for payroll distributions in FES to be in the “Submitted to College” tab is **July 20, 2020**.

### **ECRT Deadline**

ECRT resources can be found on the CAFE HR Administrators page at the following link: <https://cafebusinesscenter.ca.uky.edu/content/hr-administrator-resources>.

### **Staff Shared Leave Pool Program – Update**



Some big news related to the Shared Leave Pool —

- Donations can now be made year round!
- Donations are now completed via myUK. Instructions have been added to the CAFE Employee Resources page. Click [here](#) to access the QRG.

### **Student Wage Scale FY21**

The FY21 [Student Wage Scale](#) has been added to the CAFE HR Administrator Resources page.

## Staff Professional Development Fund – FY21



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

- ◇ *The funding allowed me to attend the American Evaluation Conference where I learned about new methods of evaluation and project management, and I was able to meet other STEM and Extension contacts throughout the country, which will help me in my job.*
- ◇ *Receiving financial support for professional development opportunities has allowed me to grow by attending conferences related to my career. They have expanded my network, knowledge base and professional skills. Each time I attend a conference I am able to bring the latest and greatest back to my organization, The Arboretum, which benefits us as an organization and make me feel reinvigorated, professional and helpful.*

Examples of Web Based Professional Development Opportunities:

- ◆ [SACUBO Virtual Conference](#)
- ◆ [F&A Webinars & Remote Learning Resources](#)
- ◆ [National Association of College and University Business Officers Virtual Conference](#)
- ◆ [CREDO Webinar Series](#)

For more, visit the following link: <https://www.uky.edu/hr/professional-development>.

Click [here](#) to access the Staff Professional Development page.

The Staff Professional Development Fund will be accepting applications for Fiscal Year 21 from July 1, 2020 – June 30, 2021 or until funds are depleted. The application, which is easy and straight forward, can be found on the CAFE Resources page at the following link:

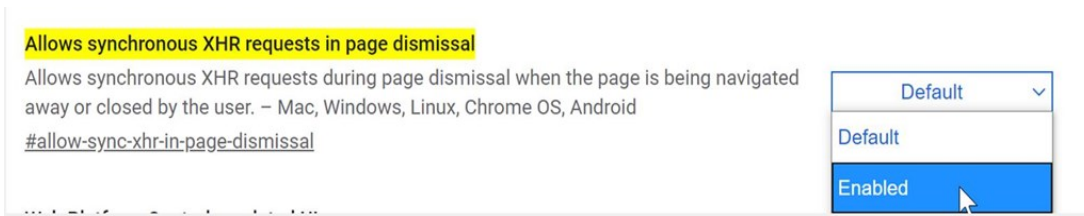
[https://cafebusinesscenter.ca.uky.edu/files/staff\\_professional\\_development\\_fund\\_request\\_2.pdf](https://cafebusinesscenter.ca.uky.edu/files/staff_professional_development_fund_request_2.pdf).

## MyUK Learning – Chrome Issue Resolution

Chrome recently had an update that may be causing some employees to have issues with myUK training showing up as complete.

To resolve this issue, update Chrome **before** accessing any training in myUK Learning

- Open Chrome browser
- Go to <chrome://flags/#allow-sync-xhr-in-page-dismissal>
- Change the drop-down selection from “Default” or “Disabled” to “Enabled”



**NOTE:** Once users have updated the settings in Chrome, they can access any training they didn't receive credit for and then close the training. We've been told this will resolve the issue.

## SME TRAINING



### SME Training Subject Matter Expert – Grants Review Training Series

The CAFE Business Center is offering a series of Grants Review Trainings beginning in August via Zoom. If you have any grant-related questions in the meantime, please send those to your department's business analyst and CGO.

- Grants 101 – The Foundation – August 20
- Grants 201 – Awards Management 1 – September 17
- Grants 301 – Awards Management 2 – October 15
- Grants 401 – Advanced Topics – November 19
- Grants 501 – CGO Topics – December 17

The sign-up link will be coming soon!

Do you have other ideas for training topics? We want to hear from you. Please share your thoughts with a quick email to [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu).

## FINANCIAL

### FY20 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/fy20\\_fye\\_checklist.pdf](http://cafebusinesscenter.ca.uky.edu/files/fy20_fye_checklist.pdf)

### Fiscal Year-End Close Calendar

[http://cafebusinesscenter.ca.uky.edu/files/fy20\\_ye\\_close\\_schedule\\_-\\_ug.pdf](http://cafebusinesscenter.ca.uky.edu/files/fy20_ye_close_schedule_-_ug.pdf)

### Fiscal Year-End Manual

This year's FY20 FYE Manual is available online. This manual isn't just for year-end; you may use this resource as a guide throughout the year to assist your department in managing funds and resources.

[http://cafebusinesscenter.ca.uky.edu/files/fy20\\_fye\\_manual.pdf](http://cafebusinesscenter.ca.uky.edu/files/fy20_fye_manual.pdf)

### FY20 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 1, at NOON**, 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.

### FY20 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.

## JV Workflow – Include Analyst in Workflow for Approval

Online JV Workflow is now live. Resources are now available on the CAFE Business Center website under resources – Budget and Finance. This process was moved into production early due to the COVID-19 concerns and paper document processing. If you were unable to attend the UFS Hand in Hand training, you can find this training on our resource page under UFS—Online JV Workflow Process Resources. The UFS resources page includes links to Quick Reference Cards and other valuable information.

If for some reason you have difficulty attaching the documentation to your JV or should you simply choose not to utilize that feature at this time, you can email the documentation to your business analyst, after saving your JV as complete. After review and signature, your analyst will email the JV to AFRS or RFS as appropriate. **For FYE – the latest date for a final correction is July 8. The JV will need to be to your analyst by this date in order to be processed for FY20.**

Remember that the college still needs to review and sign each JV before it is submitted to AFRS/RFS. **So please add your analyst to the workflow as per the instructions.**

Please contact your business analyst if you have any questions.

## JV Workflow (for Visitor Parking Permits)

As a follow-up to our May UG meeting, due to the new online JV workflow, there are some minor procedural changes for acquiring parking permits through Transportation Services. **When creating a JV to purchase parking permits for departmental use**, please include the following approvers (in the order set forth below) for the JV workflow approvals:

- Departmental Approver(s) (if required)
- College Business Analyst
- Anna Brown (Transportation Services)
- Lance Broeking (Transportation Services)

As in the past, a hard copy of the JV will also need to be taken to Transportation Services in order to pick up your permits.

Should the approval workflow or other procedures regarding these permits change, the Business Center will provide an update to the departments. Please contact your analyst if you have any questions.

## Business Procedure Exceptions

Please continue to electronically send your BPE's to your business analyst, who will then forward to Kim to log and route appropriately. Remember that every BPE **must** have supporting documentation attached to the form before the Dean's office will sign/approve. Please send the form and the backup as one scanned document to the Business Center. BPE's must be signed by the department head before routing to the Business Center. Please leave the Business Officer signature line for the Business Center to complete. College guidelines for the BPE form can be found at: [https://cafebussinesscenter.ca.uky.edu/files/business\\_procedures\\_exception\\_guidelines.pdf](https://cafebussinesscenter.ca.uky.edu/files/business_procedures_exception_guidelines.pdf).

## Check / Cash Deposits

Due to the remote work situation in response to the COVID-19 pandemic, the Treasury Services deposit window in the Service Building and the deposit kiosks located in the Funkhouser and Ag North buildings will remain closed during this timeframe. Please prepare your deposits as you would under normal operations, yet continue to take those to your nearest PNC branch location in Lexington, or local bank branches for out-of-town UK departments, during normal bank operating hours. It is extremely important to **not** make any deposits using a night deposit drop box at any bank location because you cannot get a receipt for the deposit. All deposits taken to banks should be supported by deposit receipts that are retained with a copy of the transmittal in your records.

Also, as a reminder, all cash/check deposits should continue to follow the Cash Handling Policy. All funds should be deposited at the end of each week if under \$500 and daily if over \$500. Cash/checks are not to be sent through campus mail for any reason. If the funds are for a new gift cost center, you will deposit the check into the CAFE Philanthropy Holding Account (1215504570) until the new account can be established. Work with your analyst for any cash handling or check deposit related questions. You may also contact Treasury Services at [Treasury.Services@uky.edu](mailto:Treasury.Services@uky.edu) or 859-257-1983 if you have any questions or concerns.

## PROCUREMENT

### COVID-19 PPE Purchases

Due to the changing needs of campus in response to the COVID-19 pandemic, the G/L number **540215** has been created for personal protective equipment (PPE). This G/L incorporates the need for hand sanitizer above and beyond what is provided by the janitorial staff in buildings and public areas. Reusable or disposable masks and thermometers required for returning to work on campus under COVID-19 safety guidelines should be purchased utilizing this G/L account as well. As these items are necessary to address general safety concerns, they are considered indirect in nature and should be covered by departmental funds. Should you have a grant account with a need above and beyond the normal course of business, please reach out to your College Grant Officer (CGO) or Sponsored Research Administrative Services (SRAS) to justify the expense and budget funds appropriately.

The UK Supply Center is in the process of updating their systems for the use of this new code in relation to the PPE supplies. Please make sure funds are available for requested items prior to submitting orders to ensure prompt processing.

Also note that loaned PPE replacement orders will be centrally funded and should be submitted through the UK Supply Center as needed.

### **Assignment Field**

As a reminder, when purchasing items as an expense due to COVID-19 (not necessarily PPE supplies) use “COVID-19” in the purchasing assignment field. If you are creating a PRD for a utility expense use your 5-digit department number in the assignment field.

If you forgot to add these texts/assignment fields, contact your business analyst so that the information can be added for you.

## **Announcements & Upcoming Events**

### **Mail Pickup**

Please make arrangements for someone in your department to pick up all of your regular mail from your departmental mailbox in N106 Ag North at least a couple of times a week. This room will be open weekdays from 8:30—11:30am to pick up or drop off your mail. Just a reminder that buildings are still locked 24/7. The only door to Ag North that is unlocked is the back loading dock door, which is open during normal business hours. All other buildings are being maintained by a unit or units within the buildings. You may contact your department head for access protocols.

### **New Staff Assignments**

Whitney Rogers has accepted the interim assignment of the business officer role for Dietetics & Human Nutrition in addition to her regular position in Family Sciences.

Carrie Moore is in the interim HR administrative role in the Department of Biosystems & Ag Engineering, after the retirement of Beverly Miller.

Todd Coleman is the interim business officer through STEPS for the Small Business Development Center. He replaces David Stevens, who retired recently.

### **FY21 Users Group Meetings via Zoom**

Please mark your calendars for the following tentative dates for our Users Group Meetings for this upcoming fiscal year. Currently, all meetings will be via zoom and will start at 9:00am. Everyone will be notified with plenty of advance notice if any of these meeting dates, times or formats change.

August 11  
November 10  
February 9  
May 18