

UK College of Agriculture, Food & 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

Terry Evans/Minor Wilson - Computer Support Specialists II - Agricultural Communications

The CAFE Lunch and Learn series provides professional development opportunities to employees across the entire college community. The series covers various popular topics that could not be delivered without the help of excellent IT support. For the Lunch and Learn series, this support is provided by Terry and Minor. We would like to recognize and thank Terry and Minor for their superior customer service and teamwork mindset.

HUMAN RESOURCES

New Quick Reference Guide!

[QRG – Fellowship Assignments](#)

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Video Tutorials – New

[SAP Access Request Form](#)
[Submitting Online PDF Forms](#)



Video Tutorials

Staff Professional Development Fund

Don't forget the CAFE Staff Professional Development Fund is still accepting applications. Click [here](#) to access the **Staff Professional Development page**.

The CAFE Business Center is a support unit dedicated to providing customer service and facilitating financial and human resources activities within the College.

HR Announcements and Reminders

FML Routing

Please note that the [Family Medical Leave Application Routing](#) process has been updated. For additional FML tools please see the [CAFE Supervisor Resources](#) page.

HR/Payroll Review Meetings

These annual meetings are taking place this month. Don't miss this opportunity to let us know what topics are needed for training. This is an excellent time to ensure you have the training and resources you need to best support your units.

Bonus Holidays

An individual must be employed on or before Sunday, October 24, 2021 in a regular full-time or part-time position in order to receive the special holiday/bonus days in December this year. Regular, part-time employees will receive the special holiday/bonus days on a pro-rated basis. The 2021-22 Official Staff Holiday Schedule can be viewed at <https://www.uky.edu/hr/hr-home/official-staff-holiday-schedule>.



STEPS Services

STEPS is UK's full-service temporary staffing agency. In some instances, STEPS can be the perfect option for your job search needs. For more information about why STEPS might be the right fit please click [here](#). The FY'22 [STEPS](#) billing rate is remaining at 22%. Click [here](#) to access the types of temporary positions that may have an exemption.

Well Being Day Reminder



Eligible staff may use up to two TDL days as personal well-being days each fiscal year. The purpose is for engaging in any activity that promotes the overall well-being of the employee. For additional details please see [HR Policy #82](#)



Important Dates

Payroll Earliest Retro Date will set to the following:

Bi-Weekly	9/26/21	Effective 11/23/21
Monthly	10/1/2021	Effective 11/16/21

ECRT Deadlines for FY22, Quarter 1

Pre-Review	10/19/21 – 11/8/21
Confirmation	11/9/21 – 12/7/21

October Work-Life Events



OCT 4, 11, 18, 25	Midday mingle Noon - 1 p.m.
OCT 7	Presentation on how to beat burnout Noon - 1 p.m.
OCT 11	Presentation on communicating effectively during hybrid and remote work 1:30 - 2:30 p.m.
OCT 12	Working parents workshop on mental health and school success for children Noon - 1 p.m.
OCT 14	Presentation on balancing personal and professional relationships Noon - 1 p.m.

Work-Life Events **OCTOBER 2021**
National Work and Family Month: The Journey of Self-Care

OCT 19	Elder care presentation on care facilities Noon - 1 p.m.
OCT 19	Real talk roundtable on mental health and children 3 - 4 p.m.
OCT 20	Walk-and-talk meetup for working parents 8:30 - 9 a.m.
OCT 20	Elder caregivers support group Noon - 1 p.m.
OCT 21	Workshop on journaling for self-care and healing Noon - 1 p.m.
OCT 22	QPR suicide prevention training 9 - 10:30 a.m. <i>Maximum 35 attendees; registration required</i>
OCT 28	Presentation on being okay when everything is not okay Noon - 1 p.m.

www.uky.edu/hr/worklifecalendar



All events are virtual, with the exception of the walk-and-talk meetup on October 20. Visit the Work-Life calendar for more details.

Recruitment & Hiring

Effective recruitment strategies are more important than ever in today's job market. As Search Coordinators, you can assist supervisors by providing additional job marketing options such as: submitting job to the [College Weekly Newsletter](#), providing the job information to professional associations where the supervisor maintains membership, and in some instances you might find it helpful to explore some paid advertising options. Tools such as the [Total Compensation](#) and [Leave Calculators](#) are also very helpful during recruitment process. If you have candidates from outside the Lexington community, consider utilizing the [Vibrant Lexington Community](#) video. Another strategy is to review the number of applicants mid-the job posting to determine if an extension and/or additional marketing may be needed. You can find additional resources on the [CAFE HR Administrator](#) page, and please reach out the CAFE HR Team to discuss more ideas.

Hiring Pro Tip - Did you know that medical plan coverage for new enrollment is effective on the first day of the month consecutive with or following the date of hire? Knowing this information can really be helpful when assisting supervisors/candidates with determining this best start date. Review [HR Policy #93](#) for additional details.

NEW POLICY! COVID-19 Vaccination Requirement for New Hires

Please use the following language in employment offer letters:

As you may be aware from the hiring process, this offer of employment is contingent upon your successful completion of all pre-employment requirements. This includes a national background check and a COVID-19 vaccination OR a religious/medical exemption.

IT Updates

SAPGUI 7.7 is now available on the UK Download site. To see what version you have, click on Start, type in Add or Remove Programs, click to open that and search the list for SAP. For assistance loading the new GUI, please contact your departmental IT support.

Zoom - When signing in to Zoom be sure to use the Sign in with SSO option. If prompted for a Company Domain, put: **UKY** This gives you access to features such as unlimited meeting time.

Finance News

AD419 – Training

CAFE Business Analysts will be conducting a training via Zoom for ALL departments that have Federal Capacity Grants first week of January, date and time are still being worked out. There will be time at the end of the training for an open lab so you can work with the Business Center on the AD-419 process as well as time provided for a general Q&A session. We would like for you to log in to the program and follow along as we work through the materials. By the end of the session we hope you will feel more comfortable with the AD419 process.

Project Financial Reporting (AD419)

Deadline to complete your departmental edits in the system is January 14.

Ariba:

The Ariba Catalog Module is now live and available for use!

What should shoppers expect to see on launch day?

Whenever shoppers begin their shopping experience(s) on Monday, September 27, they will do so through the new e-catalog platform. Please see below information regarding the transition experience for new vs existing orders starting September 27th.

For all orders starting September 27th, shoppers will access SRM as they do prior to go-live through myUK. After following current process to set preferences for their order (ship location, etc.), shoppers will select "UK Ariba Catalog" in the drop-down of their "Add Item" menu to begin shopping on the platform. Shoppers should accept any Ariba-related pop-up blockers when first accessing the platform, as well as accepting the initial Ariba click-through agreement.

Shopping carts created in Ariba will return to SRM, as standard practice today, for shoppers to review and submit for approval. As discussed throughout implementation, the approval process will remain unchanged.

Please consider completing optional training on the new platform to optimize your shopping experience out of the gates (see below for more information).

Please find updated Frequently Asked Questions on the [Ariba Project Website](https://purchasing.uky.edu/sap-ariba) (<https://purchasing.uky.edu/sap-ariba>).

Reconciliations:

A quick reminder to the departments about the importance of Reconciliations:

Reconciliations provide verification of financial transactions, ensure the accuracy and integrity of financial reporting records and protects University assets, serving as a key element of the University's system of internal controls.

There is a new quick reference guide to Reconciliations that can be found [Here](#) and at Appendix A in this edition of the newsletter.

It is also helpful to review the [Financial Foundations training site](#)

Federal Fiscal Year-End Reminders:

No Later Than 10/8/2021	Reconciliations	Departments MUST reconcile Federal Capacity Cost Objects by 10/8/2021. Any corrections as a result of reconciliations must be submitted by 10/15/2021 (Please see JV's Line below)	CAFE Business Center	Unit Business Analyst	7-7241 7-9833 7-0132 7-7143	Catherine.Anderson@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu Maggie.Maynard@uky.edu
10/15/2021	Travel Reports	All Travel Reports completed via Concur must be submitted and approved by 10/15/2021. Analysts will review postings to ensure expenditures are charged to the appropriate fiscal year. *Any old year Concur reports submitted and approved after 10/15/2021 <u>WILL</u> require a BPE and will be moved to state funds.	CAFE Business Center	Unit Business Analyst	7-7241 7-9833 7-0132 7-7143	Catherine.Anderson@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu Maggie.Maynard@uky.edu
10/15/2021	JVs	JV's to make final corrections as a result of reconciliations must be submitted by 10/15/21. Please mark all JVs OY (OLD YEAR) or NY (NEW YEAR) in the Doc.Header Text of the JV before initiating the JV Workflow from October 1st - October 15th. All JVs after October 1st for old year need to have approval from your business analyst to ensure we have the required fund open for posting of the JV	CAFE Business Center	Unit Business Analyst	7-7241 7-9833 7-0132 7-7143	Catherine.Anderson@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu Maggie.Maynard@uky.edu
10/15/2021	Accruals	Any goods/services received or travel expenses incurred prior to September 30th for which you have not processed a payment document must have an ACCRUAL established. Please contact your business analyst to have accruals recorded.	CAFE Business Center	Unit Business Analyst	7-7241 7-9833 7-0132 7-7143	Catherine.Anderson@uky.edu Scott.Wells2@uky.edu Tina.Ward@uky.edu Maggie.Maynard@uky.edu

**NOTE: "OLD YEAR" documents submitted to the Business Center after the Federal year-end deadlines references above WILL require a Business Procedures Exception Request form to be submitted to your business analyst via email:
<https://cafebusinesscenter.ca.uky.edu/files/bpexception.pdf>**

Announcements & Upcoming Events

STAFF UPDATES

RETIREMENT—CONGRATULATIONS!

After 37 years of dedicated service to the University of Kentucky, **Kim King**, Administrative Services Assistant, retired effective August 20, 2021. Kim started her UK career in the College of Engineering and later worked in the Provost Budget Office and the College of Business & Economics before joining the CAFE Business Center 15 years ago. We greatly appreciate her many contributions and wish her a very happy retirement!

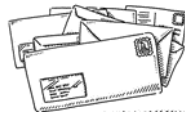
NEW HIRES—WELCOME!

Maggie Maynard transferred to the CAFE Business Center from Plant and Soil Sciences on August 15. Maggie has been an employee in the College for 6 ½ years, in both HR and finance-related roles. She is also a UK graduate with a BS in Animal Science and an MS in Community & Leadership Development. Maggie plans to tap into some of her Animal Science knowledge as she and her husband recently purchased a farm and will be raising beef cattle in addition to horses and Golden Retrievers.

Zach Waller has joined the CAFE Business Center as of October 1 in the role of Fiscal Compliance Officer. He is part of the Extension Business Operations team and will support counties within the West Region of the state. Zach joins the University from Kentucky State Government where he held roles within the Department of Agriculture and most recently with the Department for Local Government serving as a Local Government Advisor and providing support and oversight to more than 2,700 Special Purpose Governmental Entities across the Commonwealth. Zach is originally from Monroe County and is a 2016 graduate of the University of Kentucky College of Agriculture, Food and Environment. We are excited to welcome Zach to our team, and his valuable experience will help us better serve Cooperative Extension moving forward.

Mail Pickup Reminder

Reminder—Please make arrangements for someone in your department to pick up mail from your departmental mailbox in N106 Ag North on a regular basis. This room will be open weekdays from 8:30—11:30am to pick up or drop off mail.



Next Users Group Meeting

The next Users Group Meeting is scheduled for Tuesday, November 9, 2021.



Account Reconciliation WBT Quick Reference Guide

Updated 08/2021

Monthly Reconciliation and Review of Financial Transactions

Reconciliations provide verification of financial transactions, ensure the accuracy and integrity of financial reporting records and protects University assets, serving as a key element of the University's system of internal controls.

[BPM E-17-6](#)

Account Reconciliation Procedure

1. Generate reports.
2. Gather documentation.
3. Verify beginning balance.
4. Compare supporting documentation.
5. Check reports.
6. Clear any discrepancies.
7. Review encumbrances.
8. Confirm budget availability.
9. Certify by Reconciler's and Supervisor's signatures.

[BPM E-17-6](#) Section V

Records Retention

Retain Reconciliation Reports according to [University Records Program](#) or [Sponsor Record Retention Policies](#) (whichever is longer.)

Errors or Discrepancies

Discrepancies and errors must be corrected within 90 days, except in June, which must be corrected per the [Fiscal Year End Schedule](#).

- Make the required Journal Vouchers (actual amount corrections), budget transfer (budget corrections), or payroll corrections.
 - Research Financial Services posts all grant related JVs. WBS elements begin with 3xxxxxxxx. Service center begin with 10438xxxxx.
 - Hospital Accounting posts all hospital-only JVs: Cost center begin with 105xxxxxxxx, 106xxxxxxxx, and 107xxxxxxxx.
 - Accounting and Financial Reporting Services: All other JVs.
- If error was made by another department, contact that department asap (follow up if necessary.)

[BPM E-10-1](#) and [BPM E-17-6](#) Section V

Important Links [Fiscal Year End Closing Schedule](#) [University Records Program](#)
[Sponsor Record Retention Policy](#) [BPM E-17-6](#) [BPM E-4](#) [BPM E-10-1](#)

Quick Reference Guides are not complete descriptions and are not to be used in place of the Business Procedures Manual (BPM). It is each employee's responsibility to know all proper procedures as per [UK's BPM](#) and other governing guidelines.