COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

August 8, 2017
9:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Leah Castle (HR) – IES Faculty Postings – *Leah is in HR Career Employment and assists the university with faculty hiring needs. In July 2015, faculty postings began in IES. Beginning July 1, 2017, the Provost must approve the faculty posting before it is submitted to HR; fields have been added to accommodate the Provost approval. However, the first step in the college is for the faculty posting to be discussed with the department chair before proceeding to the Provost and to HR with the posting request. Attached as a handout is Leah's power point presentation entitled "Faculty Hiring Updates and New Resources".*

1. Research & Grants

a. Federal Fiscal Year 2017 Closing – *The year-end closing for FFY17 schedule of deadlines is attached as a handout. Please pay close attention to all deadlines involving federal capacity grants, especially for payroll, SRM's, PRD's and travel. The business center will send regular reminders out during the month of September. . Additional details will be sent separately regarding accruals and travel documents not processed prior to 10/1/17.*

b. CAS Items –*Since capacity grants also fall under Uniform Guidance, expenses must be reviewed for allowability and reasonability based on the federal regulations. The business analysts will work with their respective units to identify CAS items on the FY17 funds, and determine whether the expense should be transferred from or reclassified on the federal capacity grants.*

2. Procurement & Travel

a. List Serve Communications – *Tina stressed the importance of enrolling in list serves on campus. A handout is attached which includes several pertinent list serves that administrative staff may want to be added to. There are many others besides these, but staff are urged to self-enroll in all list serves that are relevant to their jobs. It is important for staff to receive as much information as possible, in order to keep up with all of the changes in BPM policies, Purchasing news, HR-related items, SAP/BW updates, Parking information and other notifications.*

b. Encumbrances/Shopping Carts – *Staff are urged to stay on top of procurement deadlines and to take care of encumbered items and good receipts as soon as possible as well as liquidating encumbrances when necessary. Run purchasing reports to help keep up with the status of pending items. One helpful report, which is attached as a handout, is Z_MMEKPO (Purchase Order Status Report). The link to this quick reference card is: http://www.uky.edu/Purchasing/docs/Z_MMEKPO.pdf There are many other QRC's on Purchasing's web site that can assist with procurement reports.*

c. Travel Monitoring – *Travel expense reports for employees should be monitored regularly so that staff can take prompt action if travel encumbrances need to be released or if old expense reports need to be deleted. There is a report that staff can run to view outstanding trips, S_AHR_61016405. A handout of the QRG is attached to assist in running this report. It has also been added to the business center web site.*

3. HR & Payroll

a. eCRT Update – *Always log in to eCRT by using Chrome or Firefox; it is not compatible with Internet Explorer. We are currently certifying payroll in Quarter 4 of 2017. The statement confirmations cannot move up in the workflow until they are pre-reviewed by the Primary Department Effort Coordinators. If the pre-review button is clicked prematurely, you cannot go back and "unclick" it; you must send an email to ecrt.help@uky.edu to get them to reset it. If anyone on your statements has separated, are on sabbatical, etc., please notify Chris Fensin. Additionally, Chris has sent the group instructions for running the eCRT report.*

b. FES Update – *In the past DOE's were done in FES Client. There is no longer any SAP training in FES Client. There will be a full separation of Effort and Payroll Distribution. Payroll Distribution ONLY will continue to be processed in FES. Prior year salary distribution rolled forward to FY18; however, departments are still required to login to FES, confirm or make changes to the payroll distribution, ensure that the AVC check passes and then submit to College. Payroll distribution cannot be printed out. More info*

****NEXT MEETING: Wednesday – November 7, 2017, 9:00 am (Gorham Hall, Good Barn)****

about the new Effort Planning System and future training sessions will be distributed soon (after the Chairs' meeting).

c. Payroll Review Meetings – *Payroll review meetings for departments will be scheduled soon.*

d. Payroll JV Information Sessions – *There are two more training sessions scheduled on the payroll JV information. They are August 21 and 22 in the Gatton B&E Building from 10 – 12. You may register on myUK ESS, under UFS. Additional sessions will continue to be added. The expectation is that the new document type will be used for all payroll JVs required beginning in FY18.*

e. Direct Deposit Process Update – *To avoid potential scamming when submitting updates on your direct deposit information, employees are now required to use their WildCard authentication ID. The bar code number on the back of the card is the number to use. Off-campus folks who do not have a WildCard may use the paper copy of the form to submit new or change requests. This is the current "quick fix". A better process is coming in 2018.*

f. Change in Base Pay Workflow Pilot Update – *We are one of the colleges in the pilot program of this new method of changing the base pay for an employee. A handout is attached of the power point tips on this new system. ZPARS and Change of Base Pay requests are always due in to the Business Center by 10:00am on the morning of the Compensation deadline date that is published on the UK Payroll Schedule.*

4. Budget & Finance

a. Reconciliation Reminder – *Per BPMs E-1-3 and E-17-6, all units must reconcile all cost objects on a monthly basis with the review being completed and approved by two separate individuals. This will ensure compliance with University policies and aid the department in the event of an audit - either internal or external. University Financial Services has a Reconciliation Procedures document on their website which can be referenced. http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Reconciliation%20procedures.pdf. Departmental chairs will be reminded of the importance of account reconciliation at the Chairs' meeting tomorrow morning. Units should contact their business analyst with questions/concerns.*

b. Budget Update for FY18 – *Unit budgets have not been finalized yet because some positions were not funded properly but this should be resolved by the end of August.*

c. Commitments – *Once the unit budgets are complete, the Dean's commitments can be funded. These will be funded on a "first requested first served" basis. If you have questions about your unit's commitments, please contact your analyst.*

d. UBIT – *The university is looking into the proposed IRS regulation of the Unrelated Business Income Tax and is developing a BPM to address this issue. There will be a lengthy questionnaire for units to complete if they have items they sell for a profit. When more information is known, we will pass it along to the departments.*

5. Other

a. Staff Introductions – *All staff introduced themselves. New staff are announced in our newsletters.*

b. Meeting Schedule – *There is one more late revision to the UG meeting schedule. The May 2018 meeting will be on **Tuesday, May 22, 2018**. Please make the date changes for all of the quarterly meetings on your calendar for this upcoming fiscal year.*

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Faculty Hiring Updates and New Resources

College of Agriculture Food, and Environment
Business Office User's Group
August 8, 2017

University of Kentucky

Faculty Posting Updates

As of July 1, 2015, all faculty positions are posted through IES.

Added IES functionality for faculty postings:

1. **Open Rank** option - Allows multiple ranks to be listed in the job title.
   - Example: "Assistant, Associate, or Professor of ____"
2. **Open Until Filled** option - Allows for a position to be open for an indefinite period. Search committee can review applications while they are still being collected.

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Faculty Posting Process

Added IES functionality for faculty postings (continued):

3. **Reference Letter collection** option – Generates an email to collect letters of reference for a candidate as a part of the application process.
4. **Provost Approval process** – added requirement as of July 1, 2017.
   - Added fields in IES posting form include title series, tenure-track status, appointment period, proposed salary range, and budget justification.

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Faculty Focused Advertising

- Centralized pre-paid advertising for FY 2018
  - The Chronicle of Higher Education
  - Inside Higher Ed
  - Higher Ed Jobs
  - Academic Keys
  - Diverse Issues in Higher Education
- Additional free advertising available through:
  - Southern Regional Education Board
  - Association of Public Land Grant Universities

University of Kentucky

New Resource: Faculty Hiring Toolkit

- Resource for conducting faculty searches
  - Summarizes required hiring steps, as well as best practices
  - Focuses on the needs of search committee chairs and search committee members
- Collaboration among Faculty Advancement, Office for Institutional Diversity, and Human Resources
  - Aligns with the University's Strategic Plan
  - Includes feedback from multiple UK colleges and support units (e.g., Legal Counsel, EEO)
  - Benchmarked against other universities' best practices

University of Kentucky

Key Aspects of Faculty Toolkit

- Resource is divided into three sections:
  - Pre-search
  - Search
  - Post-search
- Defines required steps as well as best practices
  - Examples of required steps:
    - Approval from Dean and Provost to conduct a search
    - Unconscious bias awareness training for search committee members

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Key Aspects of Faculty Toolkit

- Resource provides tools, templates, and examples
  - Examples:
    - Hiring and Selection Timeline Overview
    - Do's and Don'ts of Interviewing
    - Competencies and Sample Interview Questions for Faculty Positions
    - Evaluation Rubric
    - Offer Letter Checklist
  - Diversity Recruitment Resource Guide

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Timeline for Toolkit Rollout

July
- Implementation of formalized Provost approval process
- Provost email to Academic Leadership

August
- Presentation to Academic Leadership
- Printing of Faculty Toolkit

Sept.
- Launch of Faculty Toolkit website
- Distribution of Faculty Toolkit booklets to Academic Leadership

University of Kentucky

Timeline for Toolkit Rollout

Oct.
- Training Opportunities: Faculty Recruitment focused

Jan.
- Training Opportunities: Faculty Interviewing and Evaluation focused

May
- Evaluate feedback from end users and determine what changes need to be made for second edition

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Questions?

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COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT

FY17 FEDERAL YEAR-END CLOSING SCHEDULE

(Unless otherwise stated, all deadlines are 4:30pm on the due date indicated)

AG Due Date	Type	Business Transaction	Dept.	Contact Information		
9/14/2017	Faculty Payroll Distributions	All faculty payroll distribution changes made via FES must be submitted by 12:00 noon. Any faculty payroll distributions submitted after this deadline that contain "OLD YEAR" federal funds will be returned. **All cost distributions should be updated with the "18" fund for payroll 10/1/17 and beyond.**	ABC	Chris Fensin	7-2981	christine.johnson@uky.edu
9/15/2017	Req/PO	Shopping carts/requisitions for purchases where the items will be delivered prior to October 1. This will help to ensure that PO's are created and goods received by Sept 30. It should also help to ensure that all accounting entries are posted to the "OLD YEAR".	ABC	Unit Business Analyst	3-4499 7-4254 7-9833 7-7241 7-0132	Andrew.Gehring@uky.edu April.Lyons@uky.edu Jason.Hardin@uky.edu Tina.Navis@uky.edu Tina.Ward@uky.edu
9/22/2017	Monthly Payroll	MO #09 which ends 9/30/17 is the last monthly pay period for posting on the FFY17 fund. Please review all monthly staff and non-FES/DOE employees, and update 0027 screens accordingly for any payroll charges 10/1/17 and beyond. **a. Confirm payroll records for payroll periods on old year fund ending in "17"** **b. Create new records for period 10/1 – Beyond on new year fund ending in "18"**	ABC	Chris Fensin	7-2981	christine.johnson@uky.edu
9/25/2017	JV	All JV's making corrections to "OLD YEAR" postings should be completed and submitted to the Business Center. This should help to ensure they are posted by General Accounting before the month of Sept closes out. After this date, only the Business Center will be able to post JV's to "OLD YEAR". **Please mark all JVs "OLD YEAR" or "NEW YEAR" at the top of documents submitted to the Business Center from Oct 1 - Oct 15.**	ABC	Unit Business Analyst	3-4499 7-4254 7-9833 7-7241 7-0132	Andrew.Gehring@uky.edu April.Lyons@uky.edu Jason.Hardin@uky.edu Tina.Navis@uky.edu Tina.Ward@uky.edu
9/30/2017	PO/Goods Receipts	All goods confirmations due for items received prior to, or on, September 30.	ABC	Unit Business Analyst	3-4499 7-4254 7-9833 7-7241 7-0132	Andrew.Gehring@uky.edu April.Lyons@uky.edu Jason.Hardin@uky.edu Tina.Navis@uky.edu Tina.Ward@uky.edu
9/30/2017	Procard	All pro card editing for federal formula grants must be completed. This will help to ensure that all charges are posted to the appropriate year.	ABC	Unit Business Analyst	3-4499 7-4254 7-9833 7-7241 7-0132	Andrew.Gehring@uky.edu April.Lyons@uky.edu Jason.Hardin@uky.edu Tina.Navis@uky.edu Tina.Ward@uky.edu
9/30/2017	Biweekly Payroll	BW #20 which ends 9/30/17 is the last bi-weekly pay period for posting on the FFY17 fund. Please review all bi-weekly employees and update 0027 screens accordingly for any payroll charges 10/1/17 and beyond. **a. Confirm payroll records for payroll periods on old year fund ending in "17"** **b. Create new records for period 10/1 – Beyond on new year fund ending in "18"**	ABC	Chris Fensin	7-2981	christine.johnson@uky.edu

AG Due Date	Type	Business Transaction	Dept.	Contact Information		
9/30/2017	PRD/Travel	All SRM/PRD Approvals and TRIP for "OLD YEAR" should be submitted for posting/processing on "OLD YEAR" funds. Any submitted after this date are not guaranteed to post to "OLD YEAR".	ABC	Unit Business Analyst	3-4499 7-4254 7-9833 7-7241 7-0132	Andrew.Gehring@uky.edu April.Lyons@uky.edu Jason.Hardin@uky.edu Tina.Navis@uky.edu Tina.Ward@uky.edu
10/2/2017	Accruals	Any goods/services received or travel expenses made prior to Sept 30th for which you have not processed a payment document must have an ACCRUAL established.	ABC	Unit Business Analyst	3-4499 7-4254 7-9833 7-7241 7-0132	Andrew.Gehring@uky.edu April.Lyons@uky.edu Jason.Hardin@uky.edu Tina.Navis@uky.edu Tina.Ward@uky.edu

NOTE: "OLD YEAR" documents submitted to the Business Center after the federal year-end deadlines referenced above may require a Business Procedures Exception Request form (http://www.uky.edu/eForms/forms/bpexception.pdf) be submitted to your business analyst via email.

Listserv Subscriptions

A listserv is an application that distributes messages to subscribers on an electronic mailing list**.** Depending on an individual's role within a unit, there are several options that prove to be useful in keeping up-to-date on important changes, deadlines and training opportunities from the central university offices.

Recommended Listservs (**Not all inclusive & not all are relevant to every role*)

UKPURCHNEWS – UK Purchasing News & Updates

UKBUSOFCRCAMP-L – UK Campus Business Officers News & Updates

SAP-HR-USERS-L – SAP HR User List

IRIS-GMNEWS – Grants Management Announcements

PROJ_PYRL_CONF – ECRT Grant Project Payroll Confirmation

SERVICECENTER-L – Service Center Management Announcements

UFSADVISOR-L – UFS Quarterly Newsletter

PARKING-NEWS – Parking & Transportation News & Updates

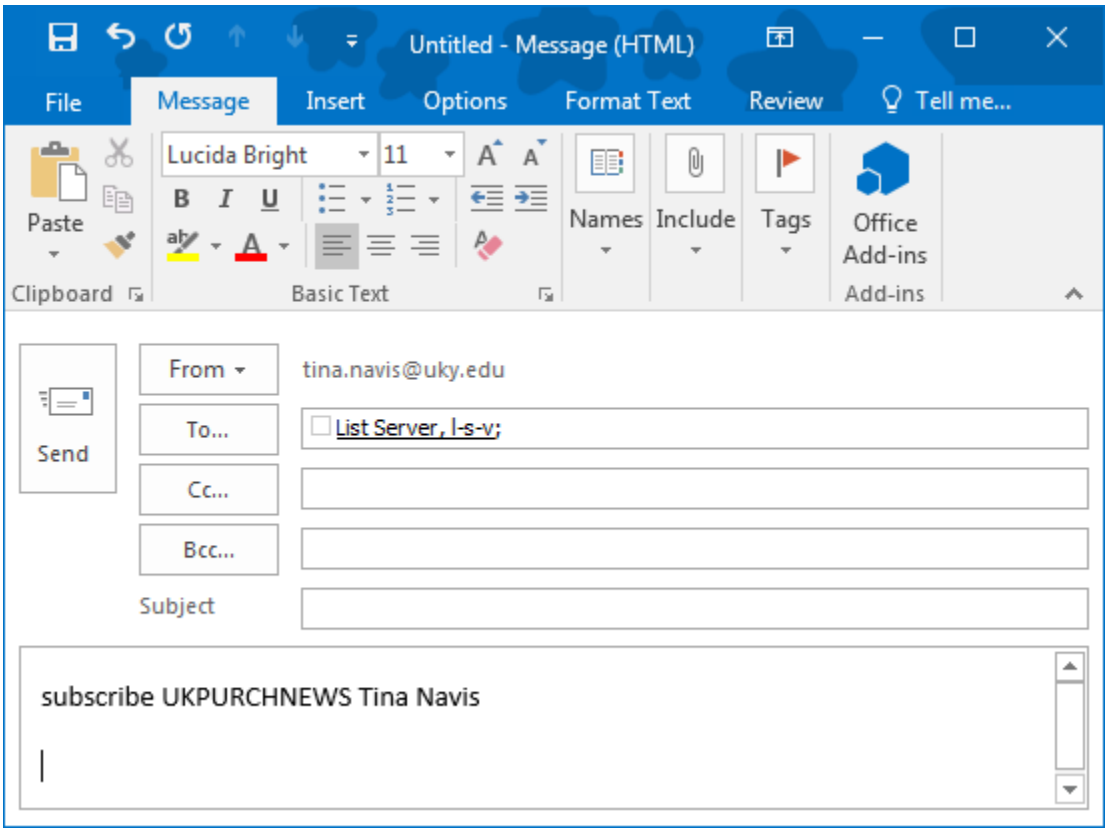
How to Enroll in a Listserv

To self-enroll to this list serve, follow instructions below.

Send e-mail to LISTSERV@lsv.uky.edu with the following text in the message body:

subscribe *LISTSERVNAME* `Yourfirstname Yourlastname`

The subject line should be blank as well as the rest of the body of the email.



Quick Reference Card

Use Z_MMEKPO For Open PO Encumbrances

SAP T-code Z_MMEKPO can be used to determine purchase order line items that may have open encumbrances against them. Open encumbrances may result from an item being canceled or not received. An encumbrance also will show open if an item is invoiced at a lower price than what is listed on the purchase order.

Role: Shopper or Others With T-Code Access	**Frequency:** As needed

STEPS

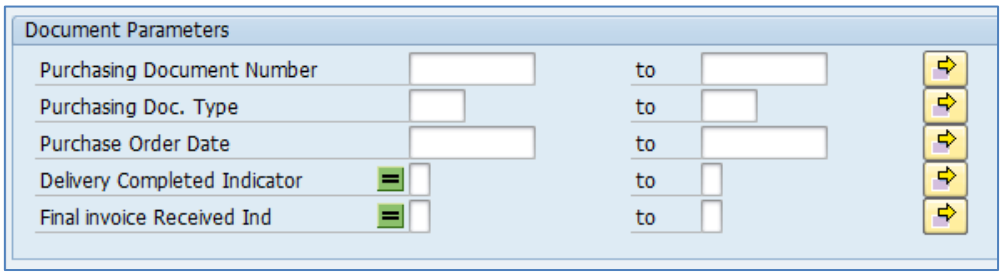
1. Access SAP T-Code Z_MMEKPO via the Easy Access menu or by adding it to your favorites

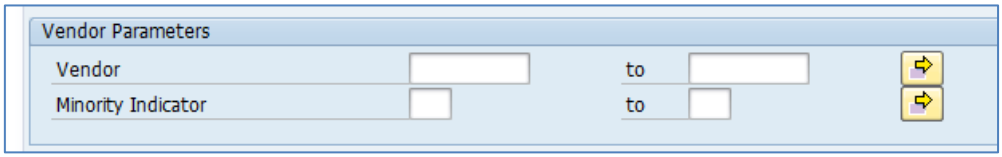
User can enter any number of criteria to extract purchase order data including:

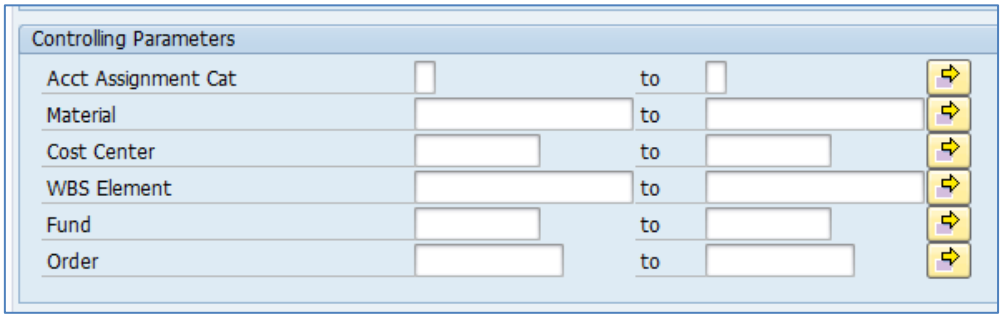
-Criteria relating to specific purchase order numbers

-One or more vendor numbers

-Purchase orders based on cost objects



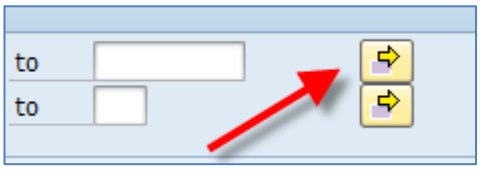


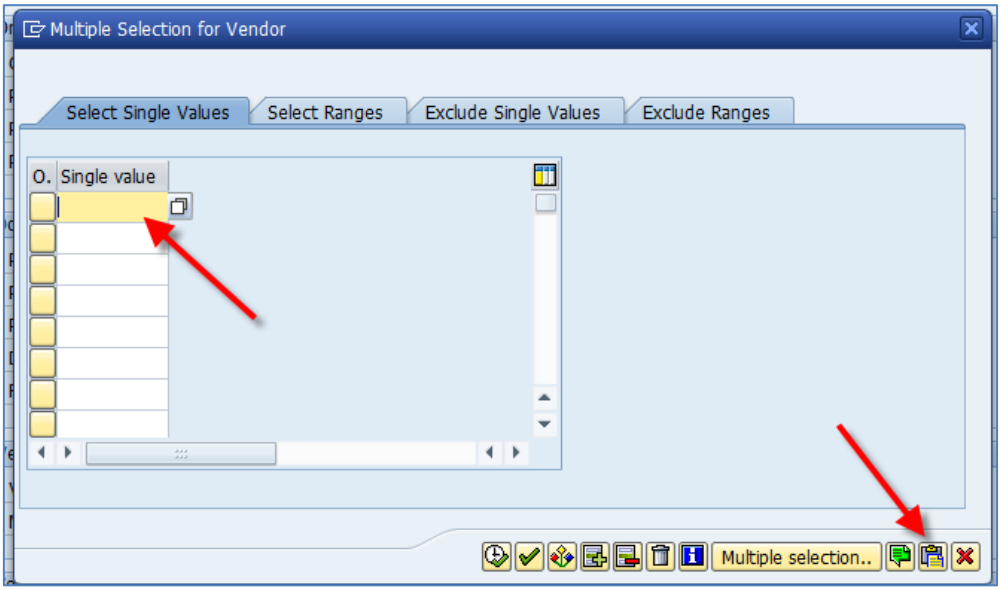


Use Z_MMEKPO For Open PO Encumbrances

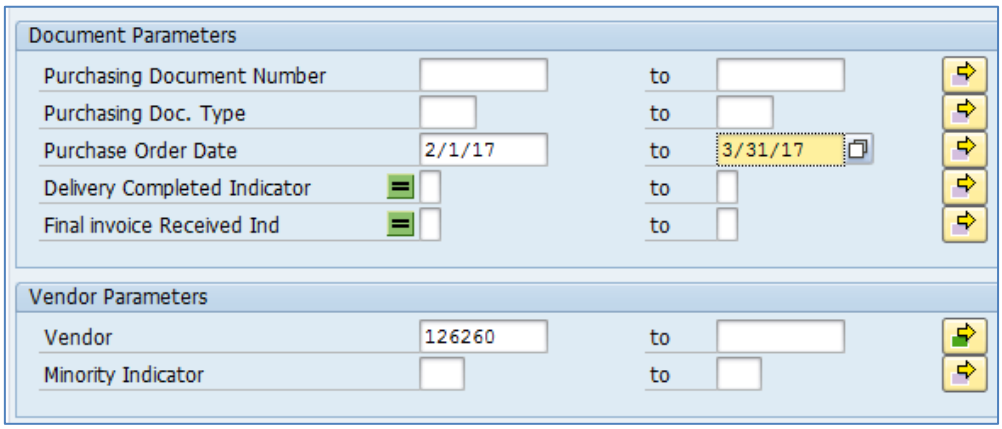
TIP: Users can also use the multiple selections feature to the right of each selection for multiple values or a range of values.

If available from a separate Excel file, users can also copy and upload an entire list of search criteria using the clipboard feature.





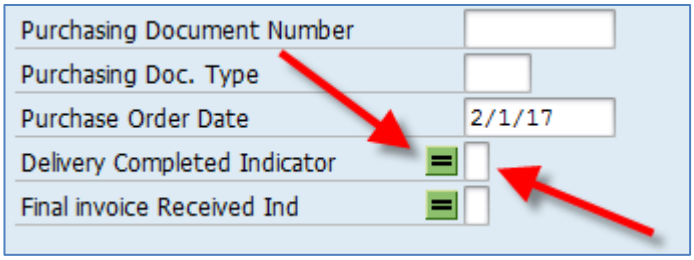
2. Enter desired search criteria. This could be a date range, PO number range, one or more vendors, cost objects, etc.

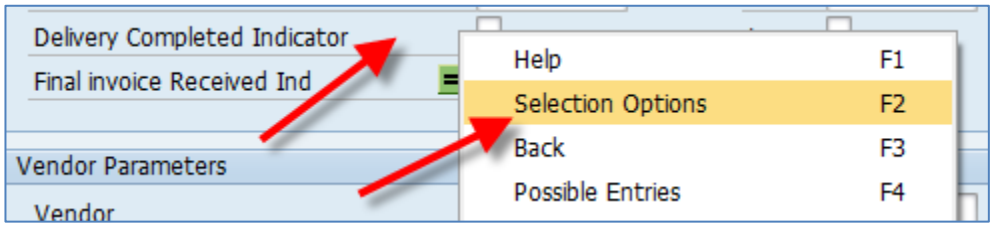


Use Z_MMEKPO For Open PO Encumbrances

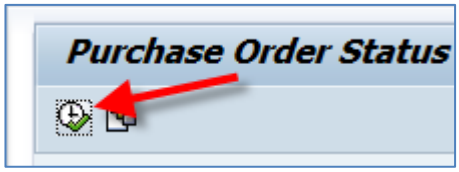
3. Be sure there is an equals (=) icon beside Delivery Completed Indicator and that the box is blank

If not visible and needed, you can return it to criteria. Right-click beside the space for a menu. Click Selection Options to add it back.





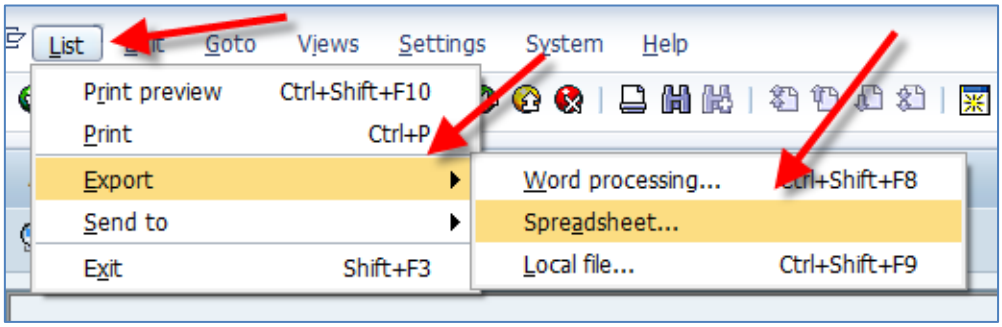
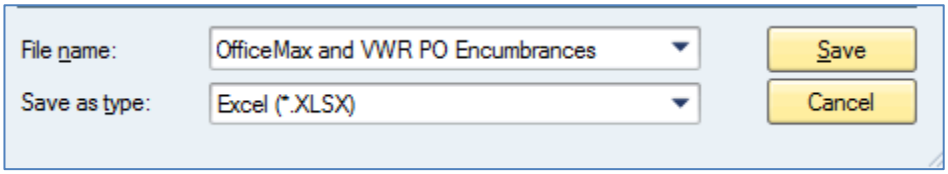
4. Click Execute button on top left corner



Results will reflect PO number, vendor name, PO total and net value (by line item) and amounts related to goods confirmed or invoiced.

Purch.Doc.	Vendor	Name 1	P.O Total	Σ Net Value	Σ Received	Σ Invoiced	Σ Open	DCI	FIn	Min.ind.	Σ Rec v Inv	A
7500099701	126260	OfficeMax Inc	3.19	3.19	0.00	3.19	0.00				0.00	K
7500099625		OfficeMax Inc	18.36	18.36	0.00	18.36	0.00				0.00	K
		OfficeMax Inc	8.15	8.15	0.00	8.15	0.00				0.00	K
7500099642		OfficeMax Inc	31.62	31.62	0.00	31.62	0.00				0.00	K
		OfficeMax Inc	4.90	4.90	0.00	4.90	0.00				0.00	K
7500099694		OfficeMax Inc	22.92	22.92	0.00	22.92	0.00				0.00	K
7500099539		OfficeMax Inc	98.25	98.25	0.00	98.25	0.00				0.00	K
7500099579		OfficeMax Inc	135.12	135.12	0.00	135.12	0.00				0.00	K
		OfficeMax Inc	22.68	22.68	0.00	22.68	0.00				0.00	K
		OfficeMax Inc	33.56	33.56	0.00	33.56	0.00				0.00	K
7500099595		OfficeMax Inc	17.52	17.52	0.00	17.52	0.00				0.00	K

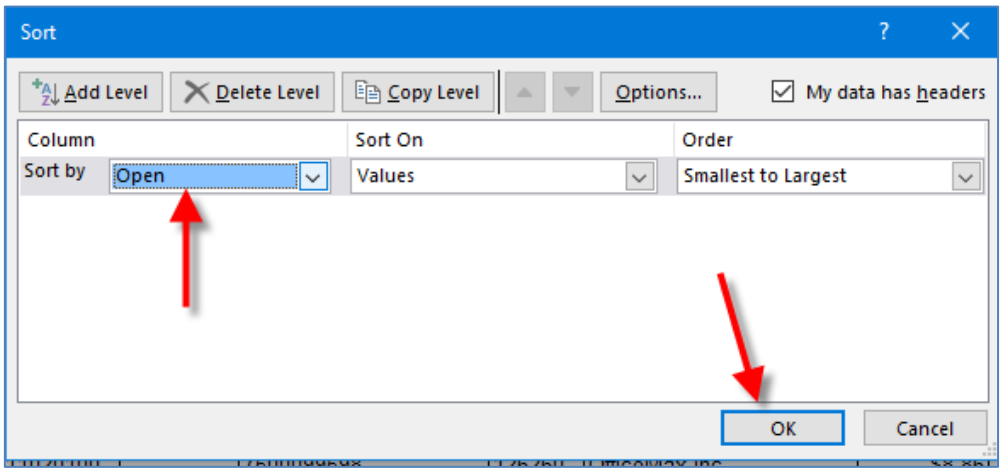
Use Z_MMEKPO For Open PO Encumbrances

5. Interpretation of the results is best handled within Excel. To export, click List from the top menu. Then select Export to Spreadsheet.	
6. Name the file and save as type Excel to your destination of choice.	

Use Z_MMEKPO For Open PO Encumbrances

7. Perform a sort action as shown on Open column heading

I	J	K	L	M	N
Received	Invoiced	Open	Delivery Completed	Final Invoice	Minority indicator
$0.00	$3.19	$0.00			
$0.00	$18.36	$0.00			
$0.00	$8.15	$0.00			
$0.00	$31.62	$0.00			
$0.00	$4.90	$0.00			
$0.00	$22.92	$0.00			
$0.00	$98.25	$0.00			
$0.00	$135.12	$0.00			
$0.00	$22.68	$0.00			
$0.00	$33.56	$0.00			
$0.00	$17.52	$0.00			
$0.00	$21.00	$0.00			



Use Z_MMEKPO For Open PO Encumbrances

8. Delete all lines that have $0.00 in the open column

Also, delete any items that reflect a negative value.

I	J	K	L	M
Received	Invoiced	Open	Delivery Completed	Final Invoice
$0.00	$10.40	$0.00		
$0.00	$5.46	$0.00		
$0.00	$6.93	$0.00		
$0.00	$11.00	$0.00		
$0.00	$3.06	$0.00		
$0.00	$5.36	$0.00		
$0.00	$165.12	$0.00		
$0.00	$82.56	$0.00		
$0.00	$61.92	$0.00		

I	J	K	L	M
Received	Invoiced	Open	Delivery Completed	Final Invoice
0.00	69.43	-3.93		
0.00	16.20	-0.92		
0.00	9.72	-0.55		
0.00	9.39	-0.53		
0.00	5.58	-0.32		
0.00	4.76	-0.27		

Use Z_MMEKPO For Open PO Encumbrances

Review and analyze remaining items:

1. If there is an open amount that matches the encumbrance, confirm with the end user whether they still expect the item to ship and subsequently invoice.

2. Some items may have been invoiced, but less than original PO amount. An open encumbrance may exist and needs closing. It is also possible the department is still expecting another delivery.

3. Some items do not represent encumbrance issues. If amounts show in both the Invoiced and Open columns, a Goods Confirmation may need created to close the transaction.

Requests for actual encumbrance closings can be sent to srmhelp@uky.edu

Name 1	P.O Total	Encumbered	Received	Invoiced	Open	Delivery Completed
OfficeMax Inc	0.63	0.63	0.00	0.00	0.63	
OfficeMax Inc	1.35	1.35	0.00	0.00	1.35	
OfficeMax Inc	43.83	43.83	0.00	0.00	43.83	
VWR International LLC	49.95	49.95	0.00	0.00	49.95	1
OfficeMax Inc	59.39	59.39	0.00	0.00	59.39	
VWR International LLC	96.52	96.52	0.00	0.00	96.52	
OfficeMax Inc	126.67	126.67	0.00	0.00	126.67	
OfficeMax Inc	126.70	126.70	0.00	0.00	126.70	
OfficeMax Inc	155.12	155.12	0.00	0.00	155.12	
VWR International LLC	165.76	165.76	0.00	0.00	165.76	
VWR International LLC	171.26	171.26	0.00	0.00	171.26	
VWR International LLC	205.70	205.70	0.00	0.00	205.70	
OfficeMax Inc	275.12	275.12	0.00	0.00	275.12	
VWR International LLC	379.73	379.73	0.00	0.00	379.73	
VWR International LLC	574.38	574.38	0.00	0.00	574.38	
OfficeMax Inc	4.62	4.62	0.00	2.31	2.31	2
OfficeMax Inc	8.39	8.39	0.00	7.98	0.41	
OfficeMax Inc	62.64	62.64	0.00	31.32	31.32	
OfficeMax Inc	222.00	222.00	0.00	139.36	82.64	
VWR International LLC	160.15	160.15	0.00	158.55	160.15	3
VWR International LLC	173.94	173.94	0.00	172.20	173.94	

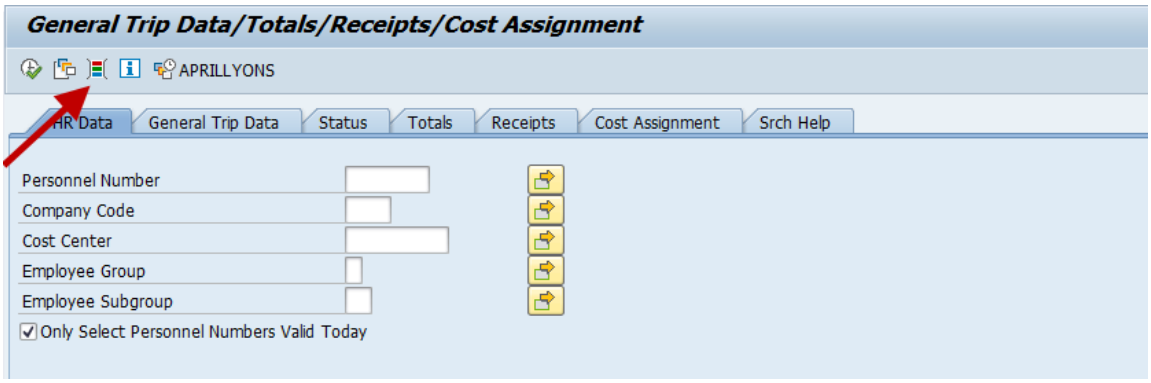
University of Kentucky
College of Agriculture, Food and Environment

Running S_AHR_61016405 for Outstanding TRIP Expenses

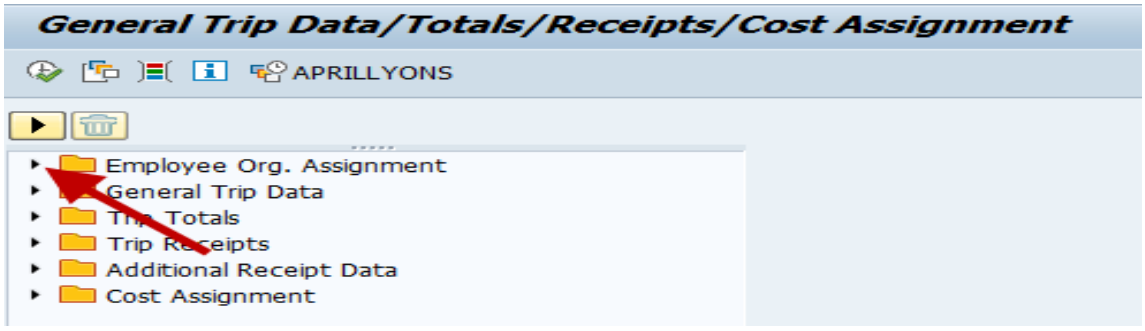
STANDARD OPERATING PROCEDURE

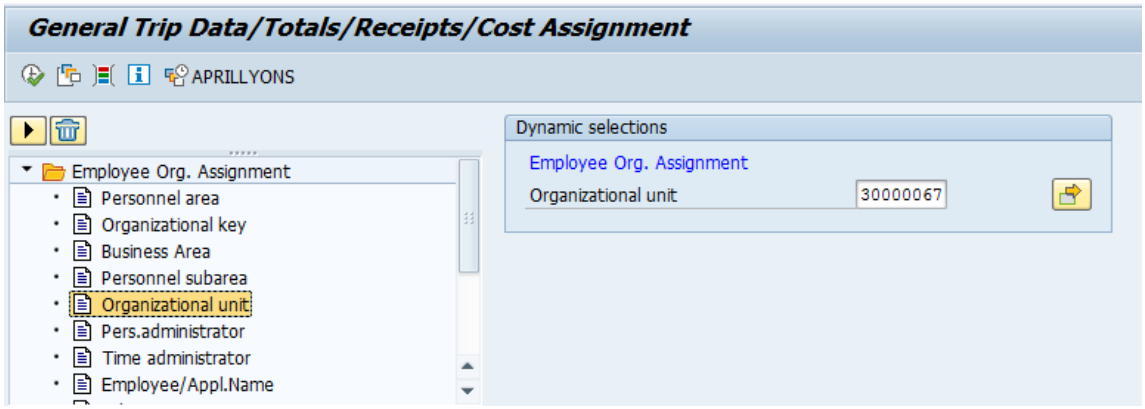
- **General Information**
  S_AHR_61016405 should be used to find outstanding TRIP expense reports as well as TRIP requests processed through the TRIP system. This report can be ran by org unit or by individual.

- **Process**
  1. Using t-code **S_AHR_61016405,** click on the dynamic selection tool for more options.

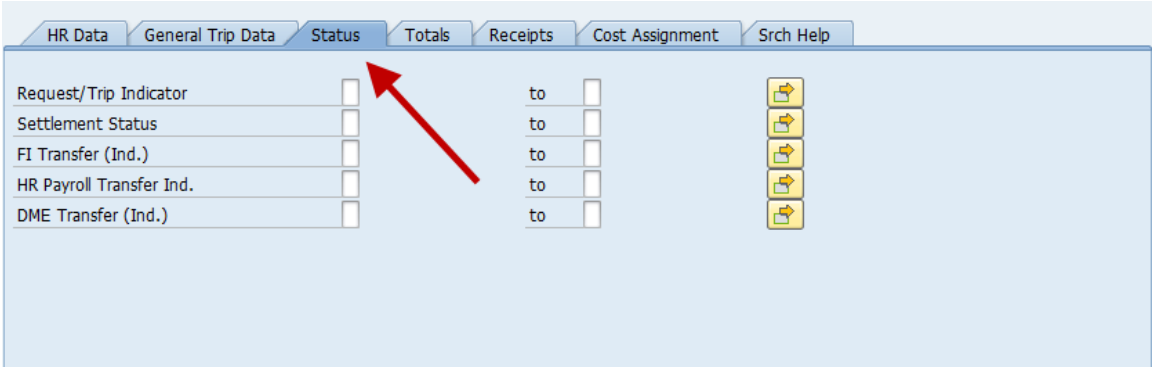


2. Once the dynamic selection tool is open, click the arrow to the left of "Employee Org. Assignment" to view possible selections. Double click on the "Organizational Unit" selection to enter in org unit.

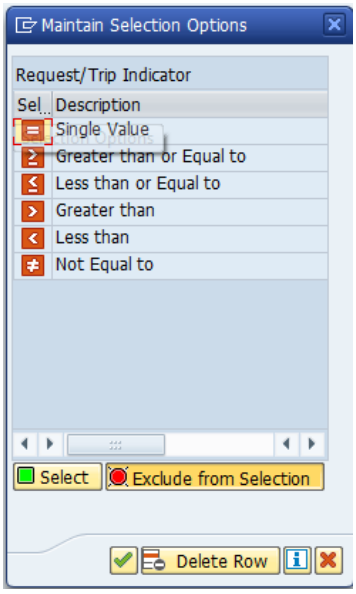


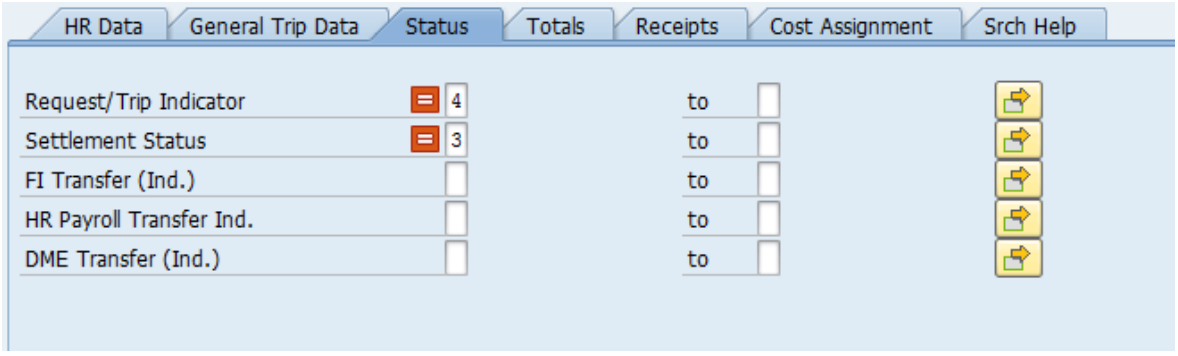


3. Once the Org Unit is selected, click on the status tab below.

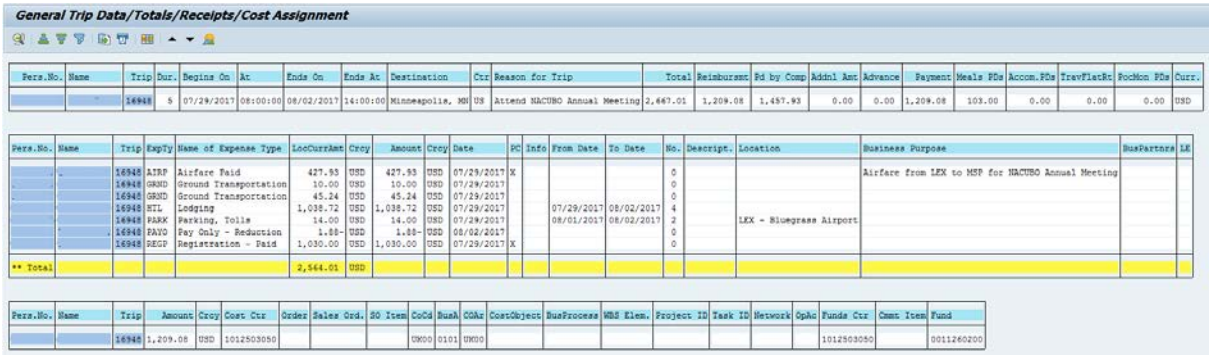


4. Enter the number 4 (Approved Trip) in the "Request/Trip Indicator" box. Enter the number 3 (Canceled Trip) in the "Settlement Status" box. Right click in each of those boxes and select "Options" to bring up the screen below. Once in this screen, click the Exclude from Selection button and then double-click on the Single Value button. By doing this it will exclude from the results any approved trips as well as canceled trips since the results that are wanted are only outstanding TRIPs.

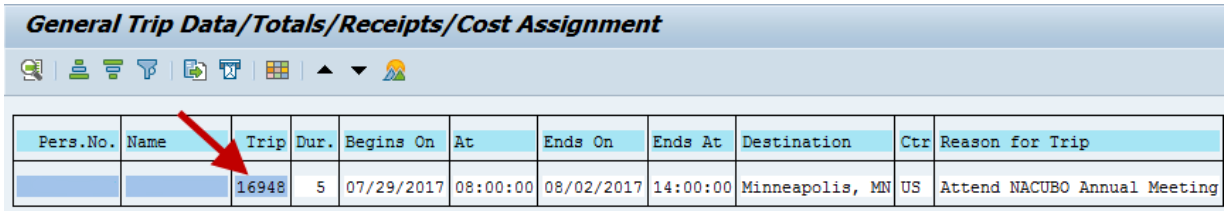




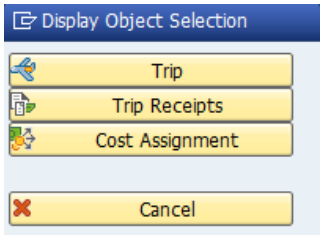
5. Click the execute button for results.

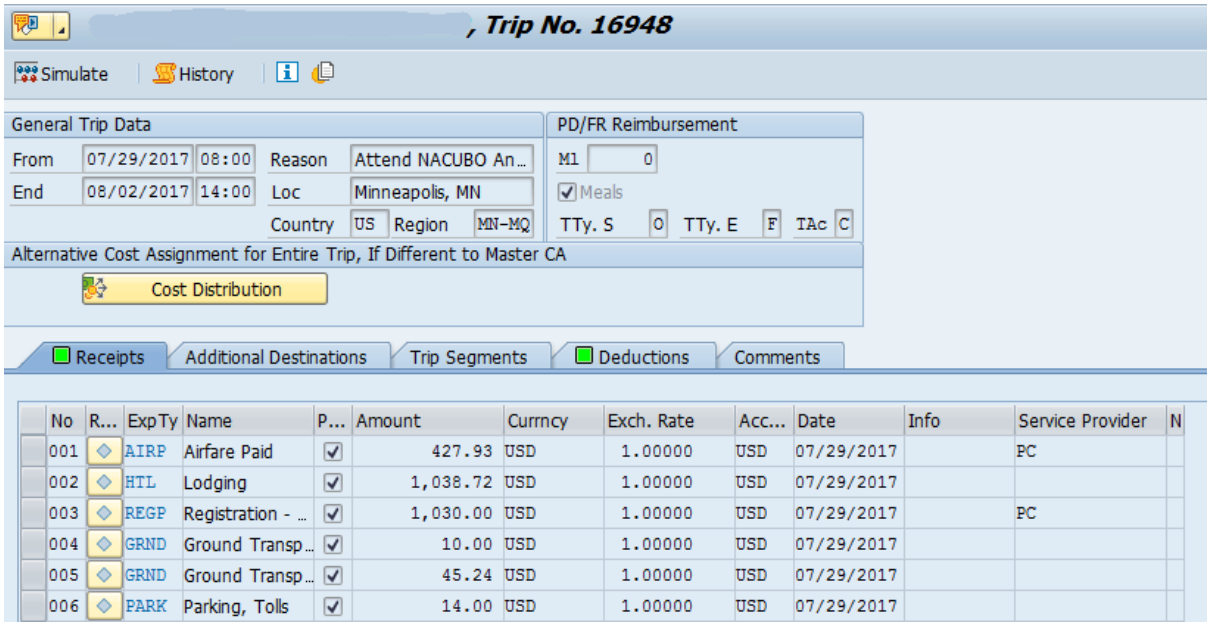


6. Once you are in the results screen you can view the details of the outstanding TRIPs.
7. Another option to view more detail is to double-click on the TRIP number.



8. The selection screen will pop up. Click on the TRIP to view the PR05 report for this expense.





Change in Base Pay Workflow Pilot – Tips

-Deadlines

-Workflow

-Checking the status

-Verifying the record is unlocked

-Tools

Deadlines - Still apply

ZPARS/Change in Base Pay workflows are due by 10:00 to the Ag Business Ctr

SAP Biweekly Payroll Schedule for July - Dec 2017

Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

Documents MUST be received in Compensation by 5:00 PM	Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Final Run	Payroll Period Dates				Earliest Retro Date Set After BW Payroll
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR #	
07/05/2017	07/06/2017	07/09/2017	07/10/2017	06/25	07/08	07/14	14	
07/19/2017	07/20/2017	07/23/2017	07/24/2017	07/09	07/22	07/28	15	
08/02/2017	08/03/2017	08/06/2017	08/07/2017	07/23	08/05	08/11	16	
08/16/2017	08/17/2017	08/20/2017	08/21/2017	08/06	08/19	08/25	17	06/25/2017
08/30/2017	08/31/2017	09/03/2017	Tuesday NOON 09/05/2017	08/20	09/02	09/08	18	
09/13/2017	09/14/2017	09/17/2017	09/18/2017	09/03	09/16	09/22	19	
09/27/2017	09/28/2017	10/01/2017	10/02/2017	09/17	09/30	10/06	20	

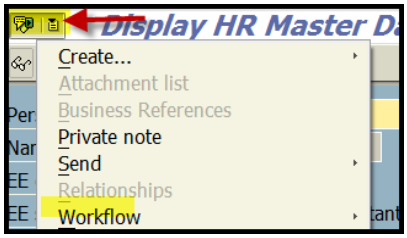
Workflow – Understand the Routing

PA40 Action is created ➡ Creator reviews/submits ➡ Depart (Level 1) approves ➡

College (Level 2) approve ➡ HR approves / Record is unlocked

Check the workflow status – Verify that the workflow has not stalled

View the status via PA20, by clicking on the Services for Object icon:



PA40 Creator – Reviewed & Added Comments/Attachments

Department (Level 1) approver

Entomology Level 1 Change in Base Pay for [redacted]	Completed	Approved	07/07/2017 - 12:29:01	07/07/2017 - 12:46:01	John J Obrycki

College (Level 2) approver

Entomology Level 2 Change in Base Pay for [redacted]	Completed	Approved	07/07/2017 - 12:46:03	07/07/2017 - 13:07:15	Le Anne A Herzog

HR level approver/unlocks record

[redacted] Change in Base Pay EW Students 07/01/2017	Completed	Approved	07/07/2017 - 13:07:15	07/10/2017 - 08:47:30	Kelley D Salyers

Locked Status – Verify the record has been unlocked prior to the payroll deadline

Option 1 - View individually on screen 8 in PA20.

EE group	B	Students	Pers.area	1000	Main Campus		
EE subgroup	09	Student	Pers. subarea	0006	Temp FT		
Start	07/09/2017	to	12/31/9999	Chng	07/20/2017	WF-BATCH	

Option 2 - Utilize the /SPIN/ER – IT 0008 Locked Report to run by individual or group.

Last Name	First Name	Date Start (Infty 0008)	Position - Description	Organizational unit Desc	Position	Lock Indicator (IT0008)
Employee	Great	07/09/2017	Temporary Technical/Paraprofessional	Plant and Soil Sciences	51030428	X

Tools

/SPIN/ER Report Instructions –
http://acsg.uky.edu/AgBusOff/HR_ER.asp

QRC for PA40 Actions -
http://myhelp.uky.edu/rwd/HTML/HR.html#QRC

Payroll Calendar –
http://www.uky.edu/ufs/payroll-schedule

AG USER GROUP
REVISED MEETING DATES FOR FY18

August 8, 2017

November 7, 2017

February 13, 2018

May 22, 2018

- **All meetings will begin at 9:00am and will be held in Gorham Hall, E.S. Good Barn, unless otherwise notified.**
- **Please make arrangements for at least one person from your department to attend every meeting.**
- **Any topics you wish covered at these meetings should be emailed to Kim King or Le Anne Herzog.**