

# CAFE ADMINISTRATIVE USERS' GROUP

August 10, 2021

9:00 am

Via Zoom

---

## Agenda Items

---

### 1. HR & Payroll – Le Anne Herzog

- a. **Fall Semester – Student Hiring – I-9 Scheduling** – August is the busiest payroll month of the year. Familiarize yourself with the pre-employment screen requirements and plan ahead for new employees to obtain their I-9's. You may use the scheduling tool on our web site, but please note that same-day I-9 appointments are generally not available. Remember to view the updated CAFE Student Wage Scale when adding students to the payroll. Also, just a reminder that the Royster LCT forms are required each semester. Check out the Graduate Student Resources on our web page at: <https://cafebusinesscenter.ca.uky.edu/content/hr-administrator-resources>.
- b. **9027 Screen (Benefit Cost Distribution)** – Use this screen for GA/RA/TA and Fellowship benefit cost distribution for grad students when the benefits are not paid from the same cost object as their salary. There is a step-by-step guide on our web site at: [http://cafebusinesscenter.ca.uky.edu/files/qrg\\_-\\_9027\\_screen\\_entry.pdf](http://cafebusinesscenter.ca.uky.edu/files/qrg_-_9027_screen_entry.pdf).
- c. **Part-Time Instructor Hiring** – The start date should be August 1. Refer to the CAFE PTI Fee Schedule for the FY22 rates. All wage scales are published on our web site. Canvas access is granted as soon as the assignment is entered in SAP. A QRG for PTI Hiring SAP entry can be found at: [http://cafebusinesscenter.ca.uky.edu/files/qrg\\_-\\_part\\_time\\_instructors\\_sap\\_entry\\_-\\_101220.pdf](http://cafebusinesscenter.ca.uky.edu/files/qrg_-_part_time_instructors_sap_entry_-_101220.pdf).
- d. **Wildcard ID Reminder** – It is very important to ensure that new employees obtain an ID card. On-campus employees may use the Wild Card Application at this link: [https://www.uky.edu/wildcard/sites/www.uky.edu/wildcard/files/IDBadgeApp\\_081518.pdf](https://www.uky.edu/wildcard/sites/www.uky.edu/wildcard/files/IDBadgeApp_081518.pdf). Off-campus employees should use the UK ID Card Request link: <https://www.uky.edu/hr/records/uk-id-card-request>. The card will be mailed to the employee. Both request forms are on the business center forms page.
- e. **Moving Expense Reimbursement** – The policy relating to this can be found in BPM E-7-8. The offer letter, approved by the Dean, **must** be attached to the ZPAR. The payment should be entered via SAP Screen 15. If you need a template for the offer letter, please contact Melissa Howard in the Business Center. (Templates will soon be added to our web page.) There are step-by-step instructions on the CAFE HR Administrator page under the SAP section, which can be found at: [http://cafebusinesscenter.ca.uky.edu/files/qrg\\_-\\_relocation\\_expenses.pdf](http://cafebusinesscenter.ca.uky.edu/files/qrg_-_relocation_expenses.pdf).
- f. **Submitting Online PDF Form Video Tutorial** – There is a new video tutorial for submitting online forms. Go to this link to view the tutorial: <http://cafebusinesscenter.ca.uky.edu/resources/hr-payroll/employee-resources/video-tutorials>
- g. **Separation Workflow Pilot Update** – The pilot will continue through the month of August. T-code SBWP is the easiest way to review and import documents. Make this a favorite in your SAP T-codes. The separation sheet should be signed/approved prior to importing. The workflow routes directly to HR (no stops at the department or college level). Make sure to enter leave payouts before the separation action workflow begins. The CAFE Business Center HR staff can assist by sharing screens if help is needed.
- h. **Staff Professional Development Fund** – Applications are being accepted any time. If you have questions, contact Melissa Howard. The link for applying for funds can be found at: <https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>.
- i. **Fidelity and TIAA In-Person Options** – Both carriers are again offering in-person consultations. To schedule an appointment, go to: <https://www.uky.edu/hr/benefits/retirement/consultations>.
- j. **New SAP HR Field – University Work Site** – For all new hires, remember to complete the new worksite field on the Work Address Screen 6. There are three options to choose from. It is uncertain whether this is required for current employees. We will let everyone know when we learn more about this.

### 2. SAP and Tableau – Chris Shotwell

- a. **Update on SAP Access Request Form** – The new SAP Access Request form (formerly the SAP Training Plan Request Form) is the updated form to request SAP access. This new web-based Qualtrix form has many improved features and is screen driven to move through the form, with “Previous” and “Continue” buttons for navigating. There are multiple ways to access this form, one of which is by clicking

**\*\*NEXT MEETING: Scheduled for November 9, 2021, at 9:00am**

<http://cafebusinesscenter.ca.uky.edu>

on the link at the top of the Quick Reference Guide attached as a handout to these notes. You can make this link a favorite to access the form quickly: [https://uky.az1.qualtrics.com/jfe/form/SV\\_b8f7T7VlIYJWXAY](https://uky.az1.qualtrics.com/jfe/form/SV_b8f7T7VlIYJWXAY).

- b. **Tableau Reporting Update** – BW will be decommissioned in December, if Tableau is working as it should by the end of the year. The IRADS team is currently working on our reports (Z-reports being recreated). Training is being developed for mainly the Budget vs Actuals reports (summary and details rollup reports). We are in the process of determining roles that everyone will need and granting access to Tableau folders. Tableau training details will be in the list serve emails and you can register for training from the link within the email. If you are currently not receiving the Tableau emails, let your business analyst know so that they can get you added to the email list. Tableau will be different, but we will adjust in time, and the business center will be able to assist you with this new reporting tool.
- c. **Tableau CONCUR Reports** – The Download and Dashboard on Concur reports are not ideal for our needs; however, the analysts are working on some college customized reports to help with reporting. On Concur expense reports, remember when making edits (adding attachments, etc.) to expenses on a report, do it on the individual expense line in order for the documents to flow to SAP.

### 3. Research & Grants – Sean Scott

- a. **Participant Support** -The Participant Support (training) expense category G/L of 530172 should **not** be used for UK employees or students. This G/L should only be used for non-UK related participants when charging grants. A different G/L (537010 or 537030) should be used for training grants for students. There will be a special training and quick reference guide developed by our CGO's to assist with this topic. If questions, please contact Kim Hall or Sean Scott.

### 4. Budget & Finance

- a. **Unit Budgets** – Chris Shotwell – Due to the FY22 budget process being so compressed, the Unit Budgets will be distributed a little later than normal, to give the business center a chance to provide the units with a little cleaner budgets than were created during the budget process. They should be distributed in early September. Units will also receive next month reports on all of their commitments from the Dean.
- b. **Procard Application Signature Requirement** – Chris Shotwell – The UK Procard Administrator's Office has made us aware of the closer look they are doing at Procard application signatures. They are requiring the supervisor of the Procard applicant to sign the form. In addition to the supervisor's signature, the college is requiring departments to obtain the signature of the department head. While there is no designated space for this extra signature/approval, the department head can add his/her approval in any blank area of the Procard application form.
- c. **Procard Training Announcement** – Chris Shotwell – We have just learned that the upcoming procurement card trainings will **only** be required of cardholders who did **not** already attend the procurement card training offered in the initial round of FATT modules. Those Procard holders who were identified for the Financial Foundations Training (required in Spring 2021) were removed from the email list. This upcoming Procard training is identical to the Procard course from Financial Foundations and will **only** be required of those cardholders who have not already completed the course. This training will be a 30-minute web-based course held sometime in September. Cardholders will have 6 months to complete the course. If not completed in 6 months, their Procard will be suspended.
- d. **Federal Year-End** – Catherine Anderson – The Business Center is reviewing the Federal Year-End Manual and will schedule a Federal Fiscal Year-End training session in September. Units should look closely at all Concur expenses, CAS items, PO encumbrances, etc. on their federal capacity grants. A year-end calendar will be sent out within the next few weeks. The Business Center will work with Cara Nelson in AP concerning due dates for Concur transactions, and that will be reflected in the year-end calendar that will be distributed to our units.
- e. **BPE Process** – Catherine Anderson – Attached as a handout to these notes is an updated BPE guidelines document. There are no changes, just some things that are being emphasized to ensure that we can get your BPE's processed as quickly as possible. The main issues with this form are noted and highlighted on the attached document. Please pay close attention to these requirements. The updated guidelines will soon be added to our web page. Reminder that units should send all BPE's to their business analyst to be reviewed and processed.

### 5. Other

- a. **COVID Procedures Update** – Susan Campbell – Andrea Higdon, the college's Emergency Management Systems Director, has prepared a document, and it is attached to these notes as a handout. This updates the latest UK Covid-19 policy and guidelines. Read this document carefully as it includes good references, links, phone numbers and email addresses. Be advised though that these policies and guidelines can change at any time.
- b. **New Position** – Susan Campbell – Susan introduced Maggie Maynard as the newest member of the CAFE Business Center. She will be in an administrative staff role and will begin on Monday, August 16. She

**\*\*NEXT MEETING: Scheduled for November 9, 2021, at 9:00am**

*will be located in S103-A Ag North. We welcome Maggie to our team! We would also like to introduce Carolyn Goodrich to the college. She is the new administrative support staff member in Regulatory Services.*

- c. **Business Analyst Unit Update and Subject Matter Assignments** – Chris Shotwell – *The Business Center structure will be modified slightly, with changes in our personnel. The unit assignments have been redistributed somewhat, and there will be an additional layer of assignments relating to subject matter. It will be a “hybrid” structure that will help improve the timeliness of getting issues resolved for the units.*
- d. **Additional Notes** –
  - i. *The Business Center prefers that all departments reach out to their staff before contacting the service units across campus. The most important reason for this is that for some procedures there are college requirements that take precedence over the UK procedures, and those service units may not be aware that we have additional policies in place. Also, it allows for the analysts to be aware of what types of issues their units are experiencing.*
  - ii. *With the uncertainty of when everyone will be back to in-person work locations, it is advisable for all staff to make known to those they work with what their remote and in-person work schedule is. This can be done by an additional line in your email signature block or however you prefer to make this available to everyone. The Business Center will provide their schedule of which staff will be in the office of which days as soon as the schedule is finalized.*
  - iii. *Susan announced the retirement of Kim King after 37 years of UK service. Effective date of Kim’s retirement is August 20, 2021.*

**\*\*NEXT MEETING: Scheduled for November 9, 2021, at 9:00am**

<http://cafebussinesscenter.ca.uky.edu>

## HUMAN RESOURCES & PAYROLL UPDATES



1

## STUDENT FALL SEMESTER HIRING HELP TIPS

### Tips

- [Know the Pre-Employment screening requirements](#)
- [Be familiar with the CAFE Student Wage Scale](#)
- [Schedule I-9 appointments](#)
- [New Royster Memo LCT Forms Are required each semester.](#)

### **Pro Tip**

Check out the Graduate Student Resources on our page.

**Pro Tip-** Same day I-9 appointments are typically not available. So plan ahead for success.



2



FALL SEMESTER TIP –  
UTILIZE THE **9027**  
SCREEN FOR  
GA/RA/TA &  
FELLOWSHIP  
**BENEFIT COST**  
**DISTRIBUTIONS**


3


## RELOCATION EXPENSE REIMBURSEMENT & OFFER LETTERS

- Relocation expense reimbursements are processed through a payroll additional payment per BPM E-7-8.
- Please note that the approved offer letter, outlining the relocation expense details with dean level signature, must be attached to the ZPAR. Please let us know if you would like an offer letter template.
- The payment should be entered via SAP screen I5. The cost distribution can be processed directly on the screen.

**Tip** - For step by step instructions please access the **Relocation Expenses ORG** which is available on the **CAFE HR Administrator page** under the SAP section.

**Pro Tip** – Remember that moving expense details must be included in the offer letter, with dean level signature.



 Coming soon – Offer letter templates to our site

4

## Part Time Instructor Hiring for Fall Semester

### Tips

- The start date should be August 1.
- Refer to the CAFE PTI Fee Schedule for rates.
- Remember that **Canvas access** is granted as soon as the assignment is entered in SAP. Therefore, it is very important to coordinate the PES/I-9 process in a timely manner to allow the PTI early Canvas access for course preparation purposes.
- The August monthly ZPAR/WF deadline is 8/16.

**Pro Tip** – For step-by-step guidance please see our *QRG – Part Time Instructors SAP Entry*



5

## WILDCARD ID REMINDER



Ensuring new employees obtain an ID card is an important part of the onboarding process.


**On Campus** – Use the Wildcard ID Application.

- The office is located at Room #380 Student Center
- Office hours are M-F 8:00 am – 4:15 pm

**Off Campus** – Use the UK ID Card Request

**Tip** – Both forms are linked to the Business Center Forms page.

6



**Video Tutorials**

**NEW VIDEO TUTORIAL –  
SUBMITTING  
ONLINE FORMS**

[HTTPS://CAFEBUSINESSCENTER.CA.UKY.EDU/RESOURCES/HR-PAYROLL/EMPLOYEE-RESOURCES/VIDEO-TUTORIALS](https://cafebusinesscenter.ca.uky.edu/resources/hr-payroll/employee-resources/video-tutorials)


7

**NEW SAP FIELD – WORKSITE (WORK ADDRESS SCREEN 6)**

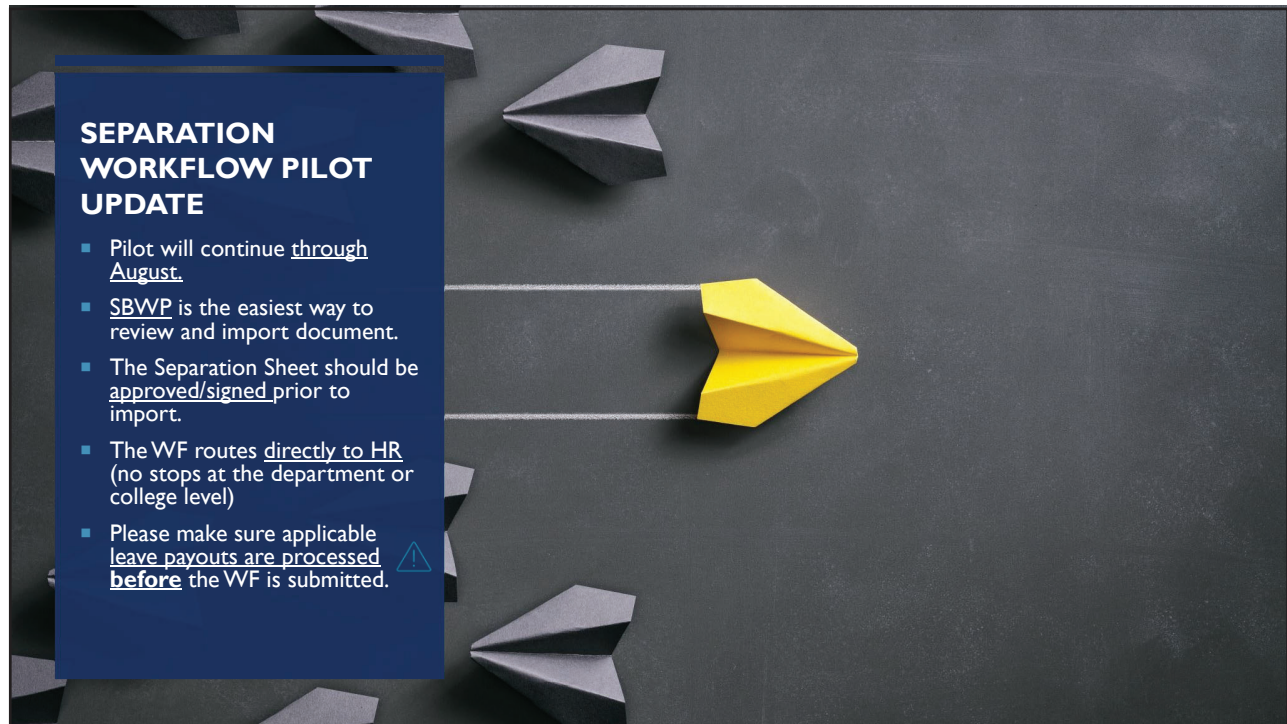
**Worksite**

Additional fields  
Worksite

|            |                     |
|------------|---------------------|
| UNIVERSITY | University Worksite |
| HYBRID     | Hybrid              |
| REMOTE     | Remote              |



8



## SEPARATION WORKFLOW PILOT UPDATE


- Pilot will continue through August.
- SBWP is the easiest way to review and import document.
- The Separation Sheet should be approved/signed prior to import.
- The WF routes directly to HR (no stops at the department or college level)
- Please make sure applicable leave payouts are processed before the WF is submitted. ⚠

9

## FIDELITY & TIAA NOW OFFERING IN PERSON OPTIONS

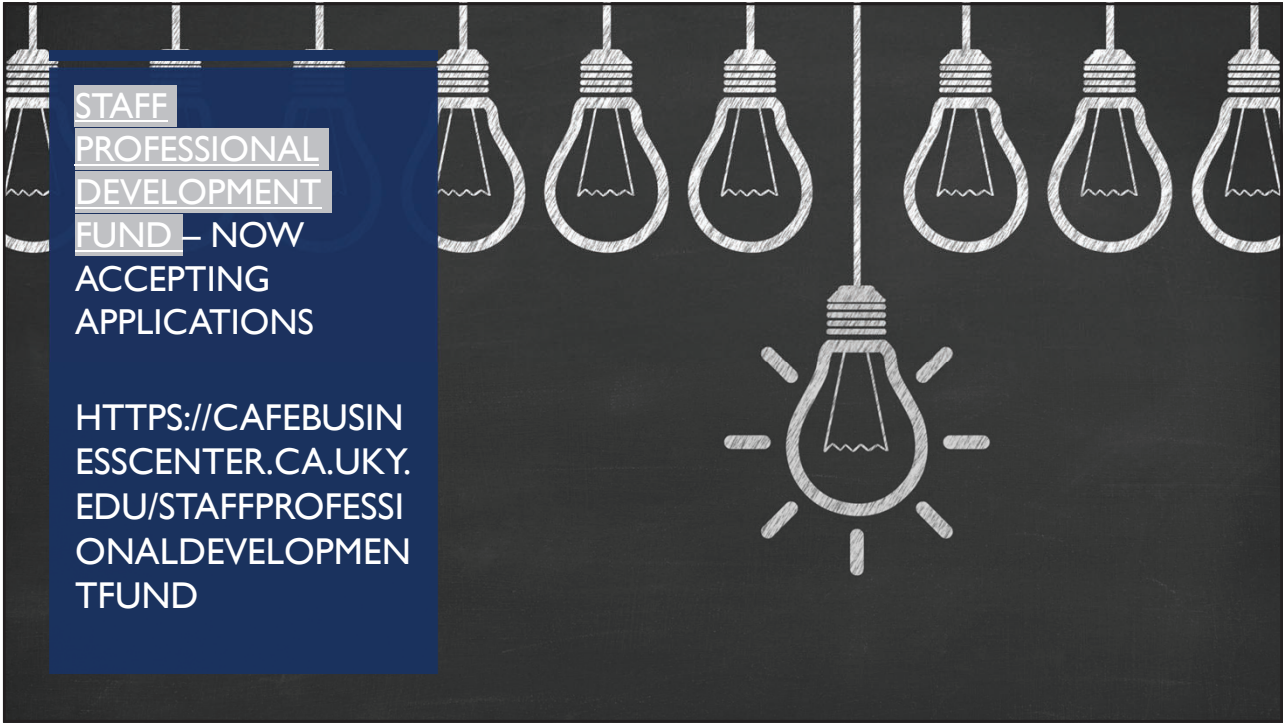
**Both carriers are again offering in person consults along with the virtual options.**

**Schedule an Appointment**  
<https://www.uky.edu/hr/benefits/retirement/consultations>

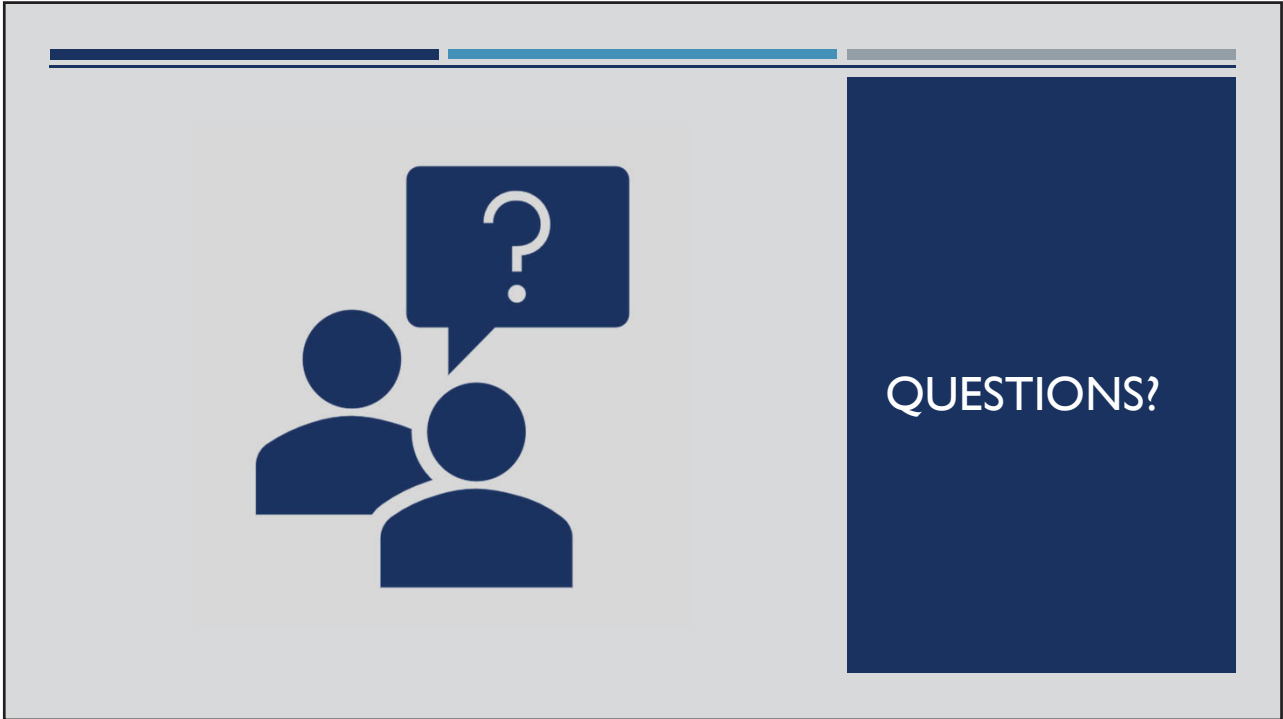


10





11



12

# SAP Access Request Form

## Quick Reference Guide

- Go to [https://uky.az1.qualtrics.com/jfe/form/SV\\_b8f7T7VIIJWXAy](https://uky.az1.qualtrics.com/jfe/form/SV_b8f7T7VIIJWXAy)

*NOTE: You will need to click on “Continue” at the bottom of each page to proceed through the request form.*

- General Info:
  - The SAP access selected in this form will be provisioned to the employee upon the successful completion of the required SAP training course(s) in myUK Learning.
  - This form must be submitted by one of the following individuals for the employee:
    - ✓ Business Officer
    - ✓ Immediate Supervisor (or authorized delegate)
    - ✓ Designated Contact for SLCM Access Requests (for an employee requiring ONLY Student Lifecycle Management (SLCM) access)
    - ✓ **The employee is not permitted to submit their own form**
  - The system uses single sign-on and knows who you are when you work to submit a request on behalf of another employee
  - By completing and submitting this form, you acknowledge you are the employee's business officer, immediate supervisor (or authorized delegate), or designated contact for SLCM Access Requests.
- Complete all Employee Information.
- Check the radio button next to 81\*.

### Approver/Area Security Officer (ASO)

Using the starting character(s) of the employee's 5-digit department number, select the appropriate Approver/ASO to whom this SAP access request should be submitted for approval and further processing.

|                                  |  |
|----------------------------------|--|
| <input type="radio"/>            | H* or M* - Patrick Ballard, peball0@uky.edu                                  |
| <input type="radio"/>            | 1* or 3* or 9* - Brad West, sbwest0@uky.edu                                  |
| <input type="radio"/>            | 4* - Toni Smith, tlmoff0@uky.edu   |
| <input type="radio"/>            | 7* or 8* (Excluding 7H*, 81*, *8H*, 8M*) - Heather Pike, hrpike2@uky.edu     |
| <input type="radio"/>            | 7H* (College of Medicine) - Patrick Ballard, peball0@uky.edu                 |
| <input checked="" type="radio"/> | 81* (College of Ag, Food, and Environment) - Chris Shotwell, csshot2@uky.edu |
| <input type="radio"/>            | 8H* (College of Engineering) - Carol White, chwite@uky.edu                   |

- Add any additional individuals that you would like to be notified about this access request (this is optional).
- Enter the effective date by selecting the appropriate date on the calendar provided in this field.

- Enter the reason for the request by selecting the appropriate radio button.
- On the “Access Selection” screen, you will check each module for which the user needs access, and the form will take you to all of the appropriate screens to complete for each module that you have selected.

### Access Selection

Select the section(s) of SAP access the employee needs in order to perform their job responsibilities for their current position.

Cost Distribution Entry Module (CDEM)

Finance (FI)

Human Resources and Payroll (HR)

Materials Management (MM) / Supplier Relationship Management (SRM)

Plant Maintenance (PM) - **UK Facilities employees only**

SAP Reporting (BW / Tableau)

Student Lifecycle Management (SLCM)

- Complete all fields on the screen for that specific module.
- Complete any special instructions (this is optional).
- Click on the “Submit” button.

**SUBMIT SAP Access Request Form**

**CAFE GUIDELINES**

**FOR BUSINESS PROCEDURES EXCEPTION FORMS**

The [Request for Exception to Business Procedures Form](#) is required when requesting an exception to University internal policy and or procedure. **CAFE employees should follow these BPE guidelines below when submitting requests for an exception to business procedures:**

1. Complete all information requested on the BPE form, checking any/all reasons for the request.
2. Provide justification for the requested exception (be specific as to which policy for which the exception is being submitted, why the policy was not/cannot be followed, and why the exception request should be granted).
3. In the justification block, you must include steps that your department is taking to prevent a recurrence of this same issue.
4. Travel related requests must include employee name, ID, requested amount, and the signature of the traveler.
5. Pro card exceptions must be signed by the pro card owner.
6. **Contact information should be the departmental business officer,** but the contact person does **not** need to sign the form.
7. **Please leave the "Business Officer" signature line blank.** That is to be signed by the Business Center.
8. **Department head approval is a college requirement.** There is no specific signature line for the chair or director's signature, however, please have your department head sign next to the contact person line or in any blank area of the form.

---

**Contact Information:**

**\*6.** Name: DEPARTMENTAL BUSINESS OFFICER **\*8.** Dept Head Approval  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Approval(s):**

Traveler signature: TRAVELER/INDIVIDUAL REQUESTING BPE Date \_\_\_\_\_

Procard Owner (signature): \_\_\_\_\_ (printed) \_\_\_\_\_ Date \_\_\_\_\_  
(If reason #5 selected)

**\*7.** Business Officer (signature): CAFE BUSINESS CENTER (printed) \_\_\_\_\_

Administrative, Provost, EVPHA or EVPFA (when required): \_\_\_\_\_ Date \_\_\_\_\_

University Financial Services: \_\_\_\_\_ Date \_\_\_\_\_

9. Please submit a scanned copy of the BPE via email to your business analyst for review. The analyst will forward to the Business Center's Financial Services Assistant for logging and obtaining college approvals, which will always include the signature of Susan Campbell as well as the Dean's (or an appropriate delegate). Once the BPE form has all college approvals, the form is sent to the UFS.
10. **Supporting documentation must be attached to the BPE form** before submitting to the CAFE Business Center. Departmental business staff will be notified of the approval, once the BPE is approved by the University Financial Services (UFS). A copy of the approved BPE should be attached to the departmental payment documentation.

This document contains a summary of the current University of Kentucky COVID-19 policies and guidance as of **August 12, 2021 at noon**. Please be advised that policies and guidance can change at any time. Always follow current guidance from the university and do not rely on this document for the most up to date information.

## Masks

Beginning Monday Aug. 9, masks are required inside all UK indoor spaces, including both our academic and medical campuses, regardless of an individual's vaccination status.

- **Regardless of your vaccination status**, you must wear masks in **all indoor spaces on campus where people gather** — classrooms, office spaces, recreational facilities, and in common gathering spaces like lobbies.
- If you are in your office meeting with someone, and you both have been vaccinated, a mask is not required.
- Similarly, if a student is in a residence hall room and is with their roommate or has a guest — and everyone is vaccinated — a mask is not required.
- In hallways and gathering areas, conference rooms and lobbies where people come together, masks should be worn by everyone, irrespective of vaccination status.
- Masks are not required for anyone alone in indoor or outdoor spaces. However, unvaccinated individuals should wear masks outside when around other people.

For more information: <https://www.uky.edu/coronavirus/do-your-part/mask>

## Contact Tracing

All contact tracing protocols remain in place for individuals who are not vaccinated. All unvaccinated faculty, staff, and students must complete the daily screening 7 days a week (<https://www.uky.edu/coronavirus/do-your-part/screening>). All faculty, staff, and students - regardless of vaccination status - must contact the UK Health Corps for assistance if they test positive for or are showing symptoms of COVID-19.

Report positive test results to UK Health Corps by phone (859-218-SAFE), email ([healthcorps@uky.edu](mailto:healthcorps@uky.edu)), or using the online form (<https://hcsselfreport.uky.edu/>).

Anyone, regardless of vaccination status, who has questions about any COVID-19 related topic should reach out to the UK Health Corps at:

(859) 218-SAFE or [healthcorps@uky.edu](mailto:healthcorps@uky.edu).

---

For more information, visit:

- <https://www.uky.edu/coronavirus/do-your-part/testing-tracing-and-quarantine>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## Vaccination

On Wednesday, Aug. 6, UK HealthCare announced that vaccines are required for the vast majority of employees. UK administration is considering similar measures throughout the campus as part of a thorough and comprehensive examination of options to keep the UK community healthy and safe.

- Upload your vaccination form: <https://hcsselfreport.uky.edu/>
- Request a vaccination appointment on campus: <https://vaccine.ukhc.org/>

For more information, visit: <http://uknow.uky.edu/campus-news/important-health-and-safety-update-masking-indoors>

## Testing

All members of the community, including employees, can receive a COVID-19 test at UK's community testing location at the Blue Lot at Kroger Field. To schedule a test, go to: <https://wildhealthcovid19testing.as.me/schedule.php>

## Questions

Reach out to the UK Health Corps if you have questions about particular policies and procedures or need support or resources. Faculty, staff and students can reach Health Corps at 218-SAFE or by email at [healthcorps@uky.edu](mailto:healthcorps@uky.edu).

| Analyst                | Dept                            | Department Name                           | Susan Campbell & Chris Shotwell  | Catherine Anderson                                 | Scott Wells, Jr  | CBAL - TBD   |
|------------------------|---------------------------------|---|--|--|--|--|
| Catherine Anderson     | 81020                           | Assoc Dean - Research                     | <b>Budget Management<br/>Accounting &amp; Financial Reporting Services</b> | <b>Federal Capacity Grants<br/>Travel Services</b> | <b>Research Financial Services<br/>Treasury Services</b> | <b>Purchasing Services<br/>Accounts Payable Services</b> |
|                        | 81060                           | Plant & Soil Sciences                     |  |  |  |  |
|                        | 81070                           | Animal & Food Sciences                    |  |  |  |  |
|                        | 81080                           | Entomology                                |  |  |  |  |
|                        | 81120                           | Plant Pathology                           |  |  |  |  |
|                        | 81330                           | Family & Consumer Sciences                |  |  |  |  |
|                        | 81500                           | Dietetics & Human Nutrition               |  |  |  |  |
|                        | 81600                           | Family Sciences                           |  |  |  |  |
|                        | 81700                           | Retailing & Tourism Management            |  |  |  |  |
| 81800                  | School of HES Administration    |   |  |  |  |  |
| Scott Wells            | 81022                           | Assoc Dean - Center for Student Success   |  |  |  |  |
|                        | 81026                           | Food Connection                           |  |  |  |  |
|                        | 81040                           | Ag Economics                              |  |  |  |  |
|                        | 81050                           | Biosystems & Ag Engineering               |  |  |  |  |
|                        | 81055                           | NIOSH Centers                             |  |  |  |  |
|                        | 81090                           | Forestry & Natural Resources              |  |  |  |  |
|                        | 81130                           | Community & Leadership Development        |  |  |  |  |
|                        | 81140                           | Veterinary Science                        |  |  |  |  |
| 81145                  | Equine Analytical Chemistry Lab |   |  |  |  |  |
| 81310                  | CEDIK                           |   |  |  |  |  |
| Business Analyst (TBD) | 81045                           | Small Business Development Center         |  |  |  |  |
|                        | 81110                           | Horticulture                              |  |  |  |  |
|                        | 81115                           | Arboretum                                 |  |  |  |  |
|                        | 81150                           | Landscape Architecture                    |  |  |  |  |
|                        | 81210                           | Robinson Station (RCARS)                  |  |  |  |  |
|                        | 81220                           | Western Kentucky Substation               |  |  |  |  |
|                        | 81235                           | Engineering Services                      |  |  |  |  |
|                        | 81240                           | Regulatory Services                       |  |  |  |  |
|                        | 81250                           | Veterinary Diagnostics Lab                |  |  |  |  |
|                        | 81270                           | Research Farms                            |  |  |  |  |
| 81400                  | Fleet Services                  |   |  |  |  |  |
| 81800                  | KTRDC                           |   |  |  |  |  |
| Maggie Maynard         | 81010                           | *Dean's Office                            |  |  |  |  |
|                        | 81016                           | Office of Philanthropy & Alumni Relations |  |  |  |  |
|                        | 81018                           | *International Programs                   |  |  |  |  |
|                        | 81024                           | Equine Programs                           |  |  |  |  |
|                        | 81025                           | *Center for the Environment               |  |  |  |  |
|                        | 81030                           | *Business Center                          |  |  |  |  |
|                        | 81280                           | Ag Data Center                            |  |  |  |  |
|                        | 81350                           | Ag Communications                         |  |  |  |  |
| Tina Ward              | 81023                           | Assoc Dean - Extension                    |  |  |  |  |
|                        | 81170                           | Program & Staff Development               |  |  |  |  |
|                        | 81300                           | Extension Field Programs                  |  |  |  |  |
|                        | 81355                           | E-Xtension                                |  |  |  |  |
|                        | 81360 - 81367                   | 4-H                                       |  |  |  |  |
|                        | 81380                           | Ag Programs                               |  |  |  |  |
|                        | 81CXX                           | KCES Central Region                       |  |  |  |  |
|                        | 81EXX                           | KCES East Region                          |  |  |  |  |
| 81WXX                  | KCES West Region                |   |  |  |  |  |

\*Denotes staff that will serve as the unit's business officer