

COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

November 7, 2017

9:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

1. Research & Grants

- a. Sub Award Process on Competitive Grants – *Effective 9/29/17, RFS/OSPA have instituted an online approval process for subaward invoices (which must be submitted electronically from the external entity). These must be approved through the workflow by the PI and cannot be delegated. Each department or grant can also have a subaward invoice reviewer assigned as designated by the department. Per Uniform Guidance, the invoices must be paid within 30 days of receipt unless there is a justifiable reason to withhold payment. For more information on this process, please see the attached handout or contact your business analyst.*
- b. FFY17 Funds Update – *The FFY17 funds are closed for posting. Contact your analyst as soon as possible if you have items that need to post to old federal year. The final financial reports will be completed after November close. No further changes should be made to payroll that would impact the FFY17 funds. The federal fiscal year-end has gone well. Thanks to everyone for their diligence in making the year end closing process go as smoothly as possible!*

2. Procurement & Travel

- a. BPE's – Multiple Forms – *Please be aware that there are multiple exception forms now. The attached handout explains the various forms and when to use them. These guidelines will soon be on the Business Center's web site. When using an electronic signature on these and other financial UFS forms, remember that the signature should include the date and time authentication info with the signature.*
- b. Approved Vendors (Catering/Alcohol) – *There is a link on the UK Purchasing web site that lists the approved catering vendors for all UK catered events. These are also the only approved vendors for alcohol service at your catered events. For annual events that may be serving alcohol (when it involves an income-supported event), AFRS recommends establishing two income accounts, one being a discretionary account where the portion involving alcohol revenues should be deposited. Information can be found at the following link: <http://www.uky.edu/Purchasing/catererslist.htm>*

3. HR & Payroll

- a. Z4 Payroll JV's – *The Z4 is the new document type to use on JV's for Payroll transfers and cost distribution changes. Each employee and each pay period is done on a separate JV. The document number on Z4 JV's will always begin with an "87" instead of the normal "10-" on standard JV's. Formatting is key on these Z4 JV's; there are many built-in stops on the Z4 JV's. Additional details are included on the attached handout.*
- b. ZPAR/Holiday Payroll Deadline – *The hiring cutoff for regular employees to receive the four bonus holidays at the end of December was October 29. The Business Center will have a staff member working on the critical payroll days during the holiday week. For any new hires, please get their direct deposit forms submitted as soon as possible.*
- c. Performance Evaluation Release Date – *On December 4, the 2017 performance evaluations will be released. All position description updates for employees are due to be completed by November 17. Remember that MJR's should be typed in paragraph form only. All performance evaluations are to be completed and submitted to HR by February 23, 2018.*
- d. W-2 On-Line Option / Address Update Reminder – *All addresses should be updated in SAP for all employees before the end of the year for tax purposes. It is highly recommended that all employees opt to receive their annual W-2 statements online; they will have access to their W-2's much quicker than if the statements are mailed to their home addresses This only requires a one-time sign-up for employees. Please remind new hires of this option that they have available to them.*
- e. Live Health Online – *This is a new health benefit option that employees can sign up for online that allows them to get medical advice from doctors (face-to-face) on their phones, pads, or computers. The co-pay is the same as it is for an actual doctor's office visit. Faculty and staff are urged to create an account on this web site before he/she or their family member becomes ill and needs the service. Here is the link: <https://www.livehealthonline.com/>*

****NEXT MEETING: Tuesday – February 13, 2018, 8:30 am (Gorham Hall, Good Barn)****

<http://acsg.uky.edu/AgBusOff/>

- f. **Big Blue Family Care** – *This is a network of current UK students who offer occasional caregiving (child care, pet care) to families of UK employees as a back-up care solution. The link is:*
<http://www.uky.edu/hr/resources-for-parents/big-blue-family-care-and-back-care-solutions>

4. Budget & Finance

- a. **Vet Science Audit Findings** – *If your department sells items to a business, make sure that a tax certificate is in place, or else the tax will need to be collected and paid to the appropriate government office. Contact your business analyst if you have any questions about sales tax or UBIT.*
- b. **Postage Budget Distribution** – *The Business Center has been tracking postage costs for the past 18 months on the Dean's postage account. Departments using the Dean's account for their postage will soon receive an annual allocation of funds to use for their postage expenses based on the previous year of estimated postal charges. Budget transfers will be done for those impacted departments; funds will be added to departmental state research accounts. Departments will continue to use the new postal codes that they were assigned a year or so ago.*
- c. **Annual Equipment Inventory** – *Capital Equipment Inventory scanning period for this year is November 1 through December 15, 2017. Send Lost Equipment Exception memos to Andrew Gehring in the Business Center; they should **not** be sent directly to the Provost Office. Any other exception documentation may be sent to Steve Strunk, with a copy to Andrew. Minor equipment inventory should also be performed using eBARS, preferably during this same time frame each year. See attached handout for more information, and please note the new eBARS url address.*
- d. **Chart of Accounts/FA** – *On the UFS web site, there is a link to the Chart of Accounts and Functional Area codes for cost objects. This is a very helpful site that has a great deal of information regarding accounts and all of their attributes. Here is the link to the Hand-in-Hand presentation on the Chart of Accounts:*
<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Chart%20of%20Accounts%20Presentation.pdf>
- e. **Fund Balance Update** – *Fund balances have not been returned to the Provost units yet. Our college is anticipating the return of fund balances to the departments to be sometime in January. There will be a tax on state accounts, but the tax rate may be different.*

5. Other

- a. **Extension Staff – Temporary Move** – *Due to a burst pipe and all of the water damage to a portion of Ag North last month, some of the Extension staff are moving temporarily to the second floor of Scovell Hall for the next several months. Our college courier will see that they get their mail over in their new temporary offices during this time.*
- b. **New Staff Introductions**
- c. **Sign-In Sheet**
- d. **Relay meeting info to other departmental staff**

6. **BREAKOUT SESSION – BW Reports (Roll-Ups and Reconciliations)** – *April Lyons conducted a breakout session to interested participants on how to run departmental rollup and reconciliation reports. A handout is attached.*

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COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT
GUIDELINES FOR SUBAWARD INVOICE REVIEW AND APPROVAL PROCESS

To ensure compliance with Uniform Guidance, Subpart D. Post Federal Award Compliance, effective 9/29/17 Research Financial Services/OSPA have instituted an online approval process for subaward invoices. subaward is an agreement with another entity to perform a portion of the scope of work on a UKRF research project. This third party entity is referred to as a subrecipient or subawardee. Per UG the university must make payment to the subrecipient within 30 days of receipt of the invoice unless the Principal Investigator believes that the payment request is improper due to issues with deliverables, award conditions, or other concerns. Below are some quick reference items for the internal process to ensure timely payments are being made. The full presentation can be found here for more details:

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Subaward%20Online%20Invoice%20Review%2009.27.17.pdf>

Invoice Submission

1. Only external entities (subrecipients) are allowed to submit invoices directly to Accounts Payable Services.
2. Invoices are submitted electronically by the subrecipient directly to Accounts Payable using the APPOinvoices@uky.edu email address.
3. If an invoice is received by the department, it should be returned electronically to the subrecipient with the following invoicing instructions:
Please submit invoices associated with UKRF Subaward No: 3XXXXXXXXX-XX-XXX/Purchase Order No: 78XXXXXXXX via email to APPOinvoices@uky.edu. Neither hard copies nor invoices submitted to an email address other than the address listed above will be processed for payment. Please ensure Purchase Order No: 78XXXXXXXX is included in the subject line of the email going forward. Please resubmit the invoice and verify the following information is included:
 1. Purchase Order Number
 2. UKRF Technical Representative
 3. Invoice Number
 4. Invoice Period
 5. Invoice Date
 6. Project Budget Period
 7. Categorical Breakdown of Current and Cumulative Expenses
 8. Cost Share Expenditures (if applicable)
 9. Certification Statement
 10. Signature of Signing Official
 11. Remit to Information
4. Once the invoice is posted by APS, it is considered expensed and will be included in the ledger

Invoice Routing and Online Approval

1. An email is generated to notify the appropriate individual an invoice has been processed and is ready for review and approval.
2. The process will default to the PI listed on the responsibilities tab of the grant account.

3. Each department on campus has the option of creating a Subaward Invoice Reviewer (SIR) on a grant or department level basis.
 - Requests for SIR designations should be submitted to subawards@uky.edu
 - Any designation by department number will be maintained by RFS and added for future accounts.
 - Grant level designation will require notification with each new account.
4. Invoices should be reviewed for accuracy and completeness by both the PI and the SIR. Any issues identified should be emailed to the contact listed on the invoice and CC: subawards@uky.edu for monitoring and reporting purposes. A hold should be placed on the account.



NOTE: The system will prevent the PI from delegating the approval to anyone other than a Co-I on the sponsored award, unless exceptional circumstances prevent the PI from having the capacity to certify the invoice (i.e. separation from the university or unexpected long-term absence). In these cases, a request for substitution submitted through the Dean or Director to subawards@uky.edu for review.

Monitoring and Reporting

1. Departments should develop an internal process to monitor invoice approval to ensure compliance within the 30-day payment window.
2. T-code ZMM_BSI_RPT can be used to see all blocked subaward payments. The report includes number of days outstanding, who is currently required to take action, and the status of the document (hold, reason for hold, etc.). Select variant /ALL SUBAWARDS and enter the department number

Blocked Subaward Invoices

Days	Approver	Decision Hold.Desc	Status	Invoice No.	Vendor Name	Reference	Receive Date	Invoice Date	Posting Date	Purch.Doc.	Grant
11	PPBROW2		In Process	5106910910	Morehead State University	INV 30101	11/11/2016	11/11/2016	11/21/2016	7800003071	3200000358
9	PPBROW2		In Process	5106910911	Morehead State University	102244	11/13/2016	11/13/2016	11/22/2016	7800003071	3200000358
5	PPBROW2		In Process	5106910912	Morehead State University	INV102555	11/17/2016	11/17/2016	11/21/2016	7800003071	3200000358
2	PPBROW2		In Process	5106910913	Morehead State University	INV000100	11/20/2016	11/20/2016	11/21/2016	7800003071	3200000358

3. T-code ZMM_SUBAWARD_INV_HIS lists all invoice activity whether processed or not.

Quick reference cards and FAQs can be found on the UFS website. Departments should work with their business analyst for any questions or concerns regarding the submission or approval process.

<http://www.uky.edu/ufs/accounts-receivable-compliance>

COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT **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 **excluding the special exception items noted at the bottom**. CAFE employees should follow the CAFE Business Center guidelines below when submitting requests for an exception to business procedures:

Completing the form

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, the TRIP number, the signature of the traveler, and the department head's signature.
5. **Contact information should be the departmental business officer**, but the contact person does not need to sign the form.
6. **Please leave the "Business Officer" signature line blank.** That is to be signed by the Business Center.
7. **Department head approval is required.** There is no specific signature line for the chair or director's signature, however, please have your department head sign next to the traveler signature or in any blank area of the form.
8. Please submit BPE **one-sided and unstapled.**
9. Attach documentation to the BPE form (unless you provide the TRIP #) 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) office, a copy of that approval should be attached to the travel expense report in the TRIP system as an attachment and then submitted through the TRIP workflow.

Routing the form

1. Exception forms and supporting justification should be routed through the **CAFE Business Center**.
2. The Business Center will obtain appropriate college level signatures and the forms will be routed electronically to the University Financial Services (UFS) office for final approval.
3. UFS will notify the business center of the decision on each request, and that will be relayed by the business center to the departmental contact person listed on the form.

NOTE: The above procedural guidelines are for all business procedures exceptions EXCEPT for those relating to travel submission over 60 days and those related to retroactive payroll adjustments. The guidelines for those two types of exceptions are on the following page.

[Request for Exemption from Taxation Form](#)

Per BPM E-5-1, section II.B.3, this form should be completed when submitting a travel reimbursement request over 60 days after the return date of the trip. It should be completed and signed by the traveler only. Then please forward the form to the Business Center. The unit's business analyst will review and sign as the "Business Officer". The form will then be returned to the department to be attached directly to the employee's travel expense report in the TRIP workflow.

**Note – If for some reason the request for exemption is denied, the amount of the reimbursement will not be reduced however, the amount will be reported on the W-2 for the traveler as taxable income for the corresponding year.*

[Retroactive Payroll Adjustment Request](#)

Per BPM E-8-2, this form should be submitted when requesting an exception to make a retroactive payroll adjustment older than the earliest retro date on the payroll schedule. An adjustment would indicate a change in pay, benefits and/or taxes. The form should be completed and signed by the departmental HR staff person as well as the department head (or designee). Then please forward the form to the Business Center for review, approval and processing. To request a payroll retroactive adjustment for periods prior to the current ERD to correct cost allocations or distributions between cost centers and grants, please refer to BPM E-4 Journal Voucher section IV.B.4.

Exceptions to the Cost Transfer Policy (Sponsored Research Grants)

Journal Vouchers on sponsored research projects that are outside the Cost Transfers Policy (>90 days for DHHS funded projects CFDA 93.XXX or >120 days for all others) are considered exception items. When submitting these JVs the document should include PI, Chair/Director, Dean/VPR/Provost signatures and exception request memo addressed to the Director of Research Financial Services, in addition to the JV Explanation Form. The memo should include any extenuating circumstances that led to the delay in submitting the JV, and specific details of the corrective action plan for the department to prevent a similar occurrence in the future.

***Please note for any exception request that includes an electronic signature, the signature must also include the electronic system time and date stamp of the individual signing the document to verify the authenticity. <https://www.uky.edu/ufs/sites/www.uky.edu/ufs/files/bpm/Q-1-6.pdf> ***

UNIVERSITY OF KENTUCKY REQUEST FOR EXCEPTION TO BUSINESS PROCEDURES

1. For complete instructions, refer to [Business Procedures Manual Section E-1-2](#) prior to requesting an exception.
2. Exceptions cannot be granted for laws, contract provisions, or restrictions imposed by donors and sponsors.
3. Fill out form completely, attach documentation, and obtain required signature(s). Examples of documentation - airline ticket receipt, or copy of contract requiring payment at time of service when requesting pick-up of checks for speakers.
4. Email form to: UFS@uky.edu . Alternatively, it may be faxed to: (859)257-4805

Date: _____ **Request for:** Exception Blanket Exception

Department Name: _____ **Department #:** _____

WBS Element (if applicable): _____

Exception is requested for the following policy (check all that apply):

Travel Related ([Business Procedure E-5-1](#))

Traveler Name: _____ **UK Person ID:** _____ **Amount Requested:** _____

1. Reimbursement amounts for foreign lodging is limited to federal per diem rate –
Advance Approval Requested for overage > 10%
2. Other travel (describe):

Note: Cost Comparison Non-Compliance Exceptions are not necessary for failure to secure valid cost comparison as reimbursement will be based upon historical airfares as explained in BPM E-5-1. Traveler must substantiate expenses within 60 days of return date.

- Other:**
3. Payroll charges may not be transferred after retroactivity date
 4. Checks must be mailed (if check pick-up is requested, include the person's name who will pick it up in the justification)
 5. Other (describe):

Justification for Request (explain why exception should be granted/why policy was not followed):

- a) Include scanned copies of travel voucher and all documentation or provide TRIP number when requesting exception after travel has occurred.
- b) If requesting approval for a preventable situation, include department procedures put into place to prevent a recurrence.

Contact Information:

Name: _____

Email Address: _____ Phone Number _____

Approval(s):

Traveler signature: _____ Date _____

Business Officer (signature): _____ (printed) _____ Date _____

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

University Financial Services: _____ Date _____

**UNIVERSITY OF KENTUCKY
REQUEST FOR EXEMPTION FROM TAXATION
OF
TRAVEL EXPENSE REIMBURSEMENT**

Date ___/___/___

Traveler's Name _____ UK Person ID No. _____

Travel Destination _____

Return Date ___/___/___ Travel Voucher Submission Date ___/___/___

Cost Object/WBS Element _____

Complete the following and attach this form to the Travel Expense Voucher.

Reason the Travel Expense Voucher was not submitted for reimbursement within the sixty (60) day period following the last date of travel:

___ I was on FMLA during the sixty (60) day period following the last date of travel. (Include dates and supporting documentation)

___ I was in continuous foreign travel status. (Provide dates and destinations)

___ I submitted the appropriate forms and documents on a timely basis but my College/Department/Division Business Office failed to process my Travel Expense Voucher prior to the required date.

___ (Other) state the reason(s) and provide supporting documentation.

Traveler's Signature _____ Date ___/___/___

Business Officer's Signature _____ Date ___/___/___

For Office of the Treasurer Use Only

Accounts Payable

Date ___/___/___

Payroll

Date ___/___/___

Reviewed by _____

Processed by _____

___ Non-Taxable

___ Taxable - Amount \$ _____

RETROACTIVE PAYROLL ADJUSTMENT REQUEST

THIS FORM IS TO BE USED TO DOCUMENT PAY OR ASSIGNMENT ADJUSTMENTS OLDER THAN EARLIEST RETRO DATE. PAYROLL MUST REVIEW THIS FORM PRIOR TO MAKING CHANGES IN SAP.

Person ID # _____ Personnel # _____ Employee Full Name: _____

Earliest Retro from Date (e.g. 07/01/2017): ____/____/____ Biweekly Monthly Transfer payroll area

Retro Reason: (Please mark all applicable) Pay FTE Change Hours LTD Position Update Vacation/Sick

COMPLETE THE QUESTIONS BELOW AND SUBMIT THIS FORM, SUPPORTING DOCUMENTATION, INCLUDING THE CURRENT COST DISTRIBUTION REPORT, REQUESTED CHANGES AND APPROPRIATE SIGNATURES TO THE PAYROLL OFFICE.
 EMAIL TO PAYEXCEPT@UKY.EDU

1. What event triggered this action?

2. Please explain (in detail) the extenuating circumstances for making this necessary correction.

3. Please explain your process improvements.

I UNDERSTAND THAT IN THE EVENT OF AUDIT, THE DEPARTMENT IS RESPONSIBLE FOR JUSTIFYING THIS ADJUSTMENT TO THE AUDITING PARTY AND THAT THE DEPARTMENT ACCEPTS LIABILITY IF THIS IS DISALLOWED.

DEPT ADMINISTRATION SIGNATURE: _____
 (Electronic Signature Accepted)

Payroll/SPA Office Use Only	Name	Date
Approved for Retro <input type="checkbox"/>	_____	_____
Denied for Retro* <input type="checkbox"/>	_____	_____
Z4 Document <input type="checkbox"/>	_____	_____
Other <input type="checkbox"/>	_____	_____

CONTACT INFORMATION:

Preparer Name:	Campus Address:
Department Name:	Department Number:
Telephone:	Email address:

Guidelines for Z4 Payroll Document Process

University Financial Services has established a new document type in SAP for payroll journal vouchers effective **7/1/17**. The **Z4 Payroll Adjustment** document allows for greater accuracy of payroll information in SAP and for payroll confirmations. A central repository for reports in ECRT will assist departments to see both payroll system and SAP journal vouchers entries.

When using the Z4 document type, please note:

- Each employee must be entered separately on the JV.
- Each pay period to be corrected must be entered separately on the JV.
- If correcting Overtime or Premium/bonus, complete the templates based on the information on the labor distribution as usual and include the template as documentation for the transaction.
- Formatting in the text and assignment fields are critical.

Data and Supporting Documentation

UFS recommends using the following views in BW when pulling the labor distribution for the employee(s):

- Grant – ZKEBOYD00JVPAYROLL
- Cost center – ZKEBOYD00JVCOSTCENTER

Cost Center	Fund (gen view)	Last Name	First Name	Employment Status	GL Account	End Date of In-Per.	End Date of For-Per.	Wage Type	Employee	Number of/Hours	Amount
1013194130	RES - EM MED 0011630200	KMSF SELF SUPPORTING		3 Active	0000512071 Prof Nonadmi-Regular	01/21/2017	01/21/2017	3000 HrsWked	11054320	11.500	\$ 283.59
						02/18/2017	01/21/2017	3000 HrsWked	11054320	-0.180	\$ -4.54
						03/04/2017	01/21/2017	3000 HrsWked	11054320	0.180	\$ 4.54
						Result				11.500	\$ 283.59
					0000512072 Prof Nonadmi-Nproduc	01/21/2017	01/21/2017	3200 Holiday	11054320	0.800	\$ 19.73
						02/18/2017	01/21/2017	3200 Holiday	11054320	-0.010	\$ -0.32
						03/04/2017	01/21/2017	3200 Holiday	11054320	0.010	\$ 0.32
						Result				0.800	\$ 19.73
					0000512073 Prof Nonadmi-Premium	01/21/2017	01/21/2017	3410 SDEven	11054320	2.130	\$ 1.59
								3420 SDNght	11054320	2.300	\$ 2.88
								3430 SDWkndDa	11054320	0.150	\$ 0.11
								3440 SDWkndEv	11054320	1.730	\$ 1.29
								3450 SDWkndNi	11054320	2.300	\$ 1.73
						Result				8.610	\$ 7.60

**Note you can choose any HR Labor Distribution initially, and then select "Open View" and enter the selections above. Remember to update the variable screen with the appropriate information for your unit, once the view is opened.*

Formatting Edits(FV50)

- Reference Field =
 - "RFS" for all payroll JVs with at least one 3* WBS element
 - "HOSP" for payroll JVs with only 105xxxxxxx to 107xxxxxxx cost centers
 - "AFRS" for payroll JVs with a combination of 105xxxxxxx-107xxxxxxx cost centers with any other cost center or WBS elements other than those beginning with 3*.
- Assignment = personnel number of employee (must be 8 digits – i.e. 00006274)
- Text = field format must be WWWWW P MM/DD/YY using all capital letters where:
 - WWWWW = wage type of employee's personnel assignment. Note that all benefit 52* GLs use generic "BENE" wage type.
 - P = either M for monthly or B for bi-weekly payroll assignment
 - MM/DD/YY = the end date of the pay period to be corrected. For example: 01/31/16 is the end date for a monthly pay period.

Doc.Type : Z4 (Payroll Adjustment) Parked document					
Doc. Number	8700006372	Company Code	UK00	Fiscal Year	2017
Doc. Date	03/16/2017	Posting Date	03/16/2017	Period	09
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	RFS				
Doc. Currency	USD				
Doc. Hdr Text	correct Cassel payroll				

Item	Account	Account short text	Amount	Cost Ctr	WBS elem.	Funds Ctr	Fund	Text	Assignment
1	512181	Prof NonAdmi PT Regu	1,626.38		3210000170	1222003085	0226000000	1010 M 10/31/15	20001401
2	520109	EHC-Prof NonAdmi	235.50		3210000170	1222003085	0226000000	BENE M 10/31/15	20001401
3	520209	ELI-Prof NonAdmi	0.80		3210000170	1222003085	0226000000	BENE M 10/31/15	20001401
4	520409	FICA-Prof NonAdmi	122.06		3210000170	1222003085	0226000000	BENE M 10/31/15	20001401
5	520509	Retmt-Prof NonAdmi	162.64		3210000170	1222003085	0226000000	BENE M 10/31/15	20001401
6	520720	MFB - Staff	63.43		3210000170	1222003085	0226000000	BENE M 10/31/15	20001401
7	520771	ADD-Prof NonAdmi	0.32		3210000170	1222003085	0226000000	BENE M 10/31/15	20001401
8	512181	Prof NonAdmi PT Regu	1,626.38	1013202280		1013202280	0011620100	1010 M 10/31/15	20001401
9	520109	EHC-Prof NonAdmi	235.50	1013202280		1013202280	0011620100	BENE M 10/31/15	20001401
10	520209	ELI-Prof NonAdmi	0.80	1013202280		1013202280	0011620100	BENE M 10/31/15	20001401
11	520409	FICA-Prof NonAdmi	122.06	1013202280		1013202280	0011620100	BENE M 10/31/15	20001401
12	520509	Retmt-Prof NonAdmi	162.64	1013202280		1013202280	0011620100	BENE M 10/31/15	20001401
13	520720	MFB - Staff	63.43	1013202280		1013202280	0011620100	BENE M 10/31/15	20001401
14	520771	ADD-Prof NonAdmi	0.32	1013202280		1013202280	0011620100	BENE M 10/31/15	20001401
*			0.00						

Saving the Document/Error Notification

- Click on Save as complete. The Save as Complete function will run the edits on the Z4 document. (If a central office receives a JV that has only been parked, the department will be contacted to save the JV as complete so the edits can process.)
 - If any errors occur, look at the messages at the bottom of the transaction and correct the information on FV50.
 - Try to save as complete again. Please be aware that if the document has more than one issue the system can only display one warning or error message at a time.
- Be aware that the new Z4 JV document number will begin with 87*. If you receive a document number that begins with 10*, you have probably used the SA document type and the JV will need to be deleted and rekeyed as a Z4 document.
- Create the paper JV as usual, include all of the appropriate signatures, and attach the documentation needed to substantiate the JV such as labor distributions, emails, and payroll retro exception request.

Exemptions to the Edit Formats

In rare cases, a payroll JV may need to be created that would go against one of the error edits on the Z4 document (for example, a payroll correction to only 51* salary GLs on a 3* WBS element). In these cases, park the document in SAP rather than saving it as complete and email the appropriate processing office to discuss the situation. If the edit exemption is approved, the processing office will save the JV as complete and will email the department to let them know that the JV has been saved as complete in SAP. Attach the email to the JV as backup for the exemption to the edits and route the document as usual to UFS for processing.

***Note when the processing office saves the document as complete, they are not "approving" the JV at that time, they are only allowing the JV to move forward in the JV process. The JV will be approved or denied when the JV is formally submitted to the processing office for review.*

Departments should work with their business analyst for any questions or concerns regarding the submission or approval process.

Tips for Preparing for the 2017 Staff Performance Evaluation Process:

-If Position Description Updates are needed, those should be submitted in IES by **November 17**. In the submit comment box please type *Update for PE*. On **December 4**, the PE forms will be available in myUK ESS. The CAFE deadline will be **2/23/18**.

Example holiday entry:

Thanksgiving:

Type of Leave	Start Date	End Date	Absence hours
HOLIDAY-Thanksgiving	11/23/2017	11/24/2017	16.00

Christmas – New Year:

Type of Leave	Start Date	End Date	Absence hours
HOLIDAY-New Year	01/01/2018	01/01/2018	S...	S...	8.00
HOLIDAY-Special	12/26/2017	12/29/2017	S...	S...	32.00
HOLIDAY-Christmas	12/25/2017	12/25/2017	S...	S...	8.00

Holiday Payroll Schedule:

ZPARS due to ABC by 10:00 am		SAP Biweekly Payroll Schedule for July - Dec 2017									
Documents MUST be received in Compensation by 5:00 PM		Time Load, Time Transfer, and Time Evaluation MUST be run EACH day									
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	6/25/2017			
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				
10/11/2017	10/12/2017	10/15/2017	10/16/2017	10/01	10/14	10/20	21				
10/25/2017	10/26/2017	10/29/2017	10/30/2017	10/15	10/28	11/03	22				
11/08/2017	11/09/2017	11/12/2017	11/13/2017	10/29	11/11	11/17	23				
11/21/2017	11/22/2017 Wednesday	11/26/2017	11/27/2017	11/12	11/25	12/01	24	10/1/2017			
12/06/2017	12/07/2017	12/10/2017	12/11/2017	11/26	12/09	12/15	25				
12/19/2017	12/20/2017	12/21/2017 & 12/24/2017	Tuesday NOON 12/26/2017	12/10	12/23	12/29	26				

The HR/Payroll system will be available for changes all day Saturday and Sunday until 5:00 pm

ZPARS due to ABC by 10:00 am		SAP Monthly Payroll Schedule for July - Dec 2017									
Documents MUST be received in Compensation by 5:00 pm		Time Load, Time Transfer, and Time Evaluation MUST be run EACH day									
Data and Time Input MUST be entered by 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by 5:00 pm Payroll Correction Run (Trial)	Corrections and Other Data MUST be entered by 5:00 pm Payroll Correction Final Run				Payroll Period Dates			**Earliest Retro Date Set After MO Payroll	Payroll Confirmation Off Cycle Processing WEDNESDAYS	
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR #		Monthly Pay Area Only		
07/13/2017	07/14/2017	07/17/2017	07/18/2017	07/01	07/31	07/31	7				
08/22/2017	08/23/2017	08/24/2017	08/25/2017	08/01	08/31	08/31	8	7/1/2017			
09/20/2017	09/21/2017	09/22/2017	09/25/2017	09/01	09/30	09/29	9		09/06/2017		
10/19/2017	10/20/2017	10/23/2017	10/24/2017	10/01	10/31	10/31	10				
11/15/2017	11/16/2017	11/17/2017	11/20/2017	11/01	11/30	11/30	11	10/1/2017	11/01/2017		
12/13/2017	12/14/2017	12/15/2017	12/18/2017	12/01	12/31	12/29	12				

Between payroll processing of preliminary run through finalizing process, salary and benefit encumbrance reporting will be inaccurate

W2s: Remind new employees to sign up for the online option.

UK Senior Resource Fair & Big Blue Family Cares

Senior Resource Fair – Boone Ctr – November 10th 10:00 am – 11:30pm

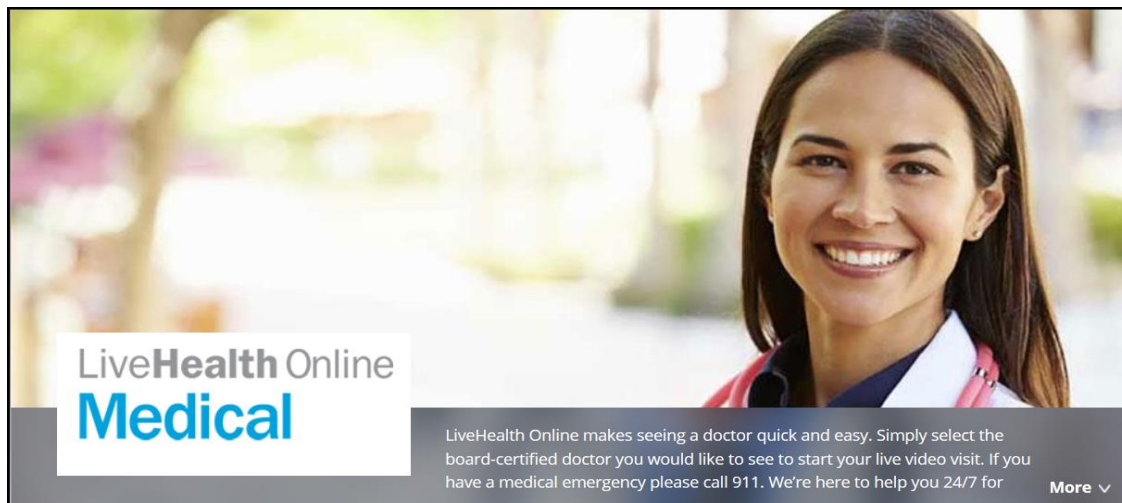
<https://www.uky.edu/hr/elder-care/uk-senior-resource-fair-and-half-day-workshop>

Big Blue Family Care Program

<https://www.uky.edu/hr/resources-for-parents/big-blue-family-care-and-back-care-solutions>

LiveHealth Online:

Sign up at: www.livehealthonline.com



LiveHealth Online
Medical

LiveHealth Online makes seeing a doctor quick and easy. Simply select the board-certified doctor you would like to see to start your live video visit. If you have a medical emergency please call 911. We're here to help you 24/7 for [More](#) ▾

2017 Equipment Inventory

- ❖ Capital Equipment Inventory scanning period: November 1, 2017 - December 15, 2017.
- ❖ Please ensure that adequate personnel have been assigned to this task.
- ❖ Exceptions should be finalized within eBARS and documentation supporting these exceptions should be submitted to Steve Strunk in Capital Assets Accounting by Tuesday, January 31, 2018.
- ❖ **ALL CAPE LOST EQUIPMENT EXCEPTION REPORTS AND MEMOS** must be submitted directly to Andrew Gehring in N3 Ag North to be further processed for approval. Please **DO NOT** send directly to the Provost Office for approval until we have reviewed your lost items.
- ❖ **ALL OTHER EXCEPTIONS** and documentation may be submitted directly to Steve Strunk in Capital Assets Accounting, (however you may send those to Andrew as well if you would like additional review).
- ❖ If you have **ONLY** Lost Equipment Reports (and **NO** other Exceptions), then include your original Annual Capital Equipment Certification Sheet with your Lost Equipment Report.
- ❖ If you have Lost Equipment Exceptions in addition to other types of Exceptions, send the original Annual Capital Equipment Certification Sheet to Steve Strunk in Capital Assets Accounting, **AND** send Andrew a copy along with your Lost Equipment Report.
- ❖ Documents & step-by-step guides for performing equipment inventory using the eBARS system are found here:

<http://www.uky.edu/ufs/capital-assets-accounting>

Use of the scanning software and eBARS requires an iPod Touch, iPad or iPhone supporting iOS7.1 or better. The optional handheld scanner is available for purchase from BarcodesInc.com at a cost of approximately \$220 (**model: Socket CX2870-1409 Barcode Scanner**). It is up to the department to acquire the Apple device to use in conjunction with this scanner as well.

- ❖ Reminder: Any items given a disposition status in eBARS (Lost, Stolen, etc.) for which proper documentation has not been received, will have its status returned to 'Active' and department personnel will be required to continue tracking them until they are found or proper documentation is submitted.
- ❖ Minor Equipment Inventory should also be performed using eBARS and we encourage doing so during the Capital Equipment Inventory timeframe.

- ❖ New  address: <https://myuk.uky.edu/zAPPS/ebars>

Reconciliations/Reporting Breakout Session (11.7.17)

Reconciliation Definition (BP E-17-6)

- Serving as a key element of the University's system of internal controls, reconciliations provide verification of financial transactions to ensure the accuracy and integrity of financial reporting and to protect University assets.
- It is a process that compares two sets of records to ensure they agree and/or to identify and resolve differences.
- Comparison should be between supporting documentation maintained in the dept and SAP system information.

Reconciliation Process Overview (BP E-17-6)

- **Generate** system reports (SAP or BW – see below)
- **Gather** supporting documentation as necessary
- **Verify** that the month's beginning balance agrees with the prior month's ending balance and that the prior month's discrepancies have been corrected
- **Compare** supporting documentation to system generated reports
 - Are transactions (both labor and operating):
 - Allowable?
 - Reasonable?
 - Allocable?
 - Accurate?
 - Approved?
- **Check** labor distribution reports to ensure all personnel charges are allowable, reasonable, allocable, accurate, and approved for the cost object charged
- **Clear** any discrepancies via JV or payroll corrections immediately
- **Review** encumbrances
- **Confirm** budget availability
- **Certify** the reconciliation for the month by having reconciler and approver sign

Reconciliation Report Options – recommended by AFRS via Hand in Hand Presentation

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/Reconciliation%20procedures.pdf>

- Summary Ledger
 - Cost Centers
 - Funds center balances : Budget vs Actual (BW)
 - zagbgt_0020 (BW saved view for summary ledger by dept)
 - Grants
 - Grant Ledger (BW)
 - Grant Ledger – PI Summary (BW)
 - zagbgt_0040 (BW saved view for 235* summary ledger by dept)
 - zagbgt_0041 (BW saved view for 304*, 32* [direct] summary ledger by dept)
 - zagbgt_0042 (BW saved view for 304*, 32* [cost share] summary ledger by dept)
 - GMAVCOVRW (SAP) - Use variant /UKDEFAULT
 - GMAVCOVRW (SAP) – Cost Share - Use variant /UKDEFAULTCSBA

- Labor Report
 - Cost Centers
 - Reconciliation HR Detail (BW)
 - ZJAMILE1_5000 (BW saved view for labor by cost center)
 - Grants
 - Reconciliation HR Detail (BW)
 - ZJAMILE1_5001 (BW saved view for labor by grant)

- Line Item Detail Report
 - Cost Centers
 - Reconciliation FI Detail (BW)
 - ZJAMILE1_5004 (BW saved view for line items by dept)
 - Grants
 - Reconciliation FI Detail (BW)
 - ZJAMILE1_5005 (BW saved view for line items by dept)

- Budget Entries Report
 - Cost Centers
 - Budget Entry Doc Details (BW)
 - zagbgt_0021 (BW saved view for budget line items by dept)
 - FMEDDW (SAP)
 - Grants
 - S_PLN_16000269 (SAP for FCG using 10/01/XXXX start & end dates)

- Encumbrance Details Report
 - Cost Centers
 - Funds Management/Budget Control (BW)
 - ZJAMILE1_5008 (BW saved view for encumbrance detail by funds center)
 - Grants
 - Coming Soon