

COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

November 13, 2018

9:00 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Beth Reeder – Library Services – *The Ag Information Center is located on the ground level of Ag North. They offer a variety of services including research assistance, instructional services and meeting room reservations for two conference rooms and a computer lab. A list of current conference/meeting rooms is being updated and will be uploaded to our web site very soon. If you need assistance with any library services, contact Beth Reeder in the AIC. Here is the link to their web site: <http://libraries.uky.edu/aic>.*

1. Research & Grants

- a. FFY18 Year-End Closing – *The federal year-end closing went well, thanks to all of the units' good work. There are a few correcting entries that will be done this month, and the final financial reports will be submitted in December.*
- b. New NIFA Policy Manual & Costing Guidelines* - *The group was reminded about the costing guidelines, especially relating to the purchase of equipment on grants. Equipment \$5,000 and over will require pre-approval, as does foreign travel. Attached is a 5-page grid to use as a reference as to which purchases are allowable and unallowable. This goes for the 10125-accounts as well, since those are matching cost centers for federal capacity grants. Most promotional items are unallowable, and generally all food and meal purchases are unallowable. Here is the link to the entire policy manual: <https://nifa.usda.gov/sites/default/files/resource/NIFA-Federal-Assistance-Policy-Guide-2018-10-05-508.pdf>.*

2. Procurement & Travel

- a. Open PO's / Encumbrances / Parked Documents – *Remember to review parked documents and open items on cost objects as part of your monthly reconciliation process. Attached is a sheet of reminder notes to help with your review. Also, it is important to liquidate all old PO's to clear them out of the system.*
- b. Travel – New Tableau Reports / Access – *Tableau reports are the way that we will eventually do all of our reporting. There are a few folders currently on the Tableau server, with many more coming soon. Tableau replaces BW, which will be phased out in the near future. The business analysts can help users gain access to Tableau reporting and can assist with running reports. Currently there are folders for converged fees, HR and TRIP, with more financial folders coming soon. Here is the Hand in Hand link to Tableau reporting: <http://www.uky.edu/ufs/sites/www.uky.edu/ufs/files/Travel%20Reporting.pdf>.*
- c. TRIP Training Session – *There will be a hands-on TRIP training session for the college on the afternoon of December 5, 2018, in Room 246 Barnhart Building from 1:30 – 3:30pm. An email will be sent out soon with an invite to participate.*

3. HR & Payroll*

- a. Holiday Payroll Deadlines & Retro Dates – *See attached HR handout for holiday payroll deadlines and retro dates. All HR administrative staff are encouraged to review all payroll reports before leaving for each of the upcoming holidays. Monday, December 24, has been added this year as a holiday for campus employees and should be coded as "Christmas – Special". Chris and Melissa will be in the office during the morning hours on the 24th to assist with payroll issues.*
- b. Performance Evaluations – *All position descriptions should be updated in IES by November 15. PE's will open on December 3. Employees must go into their self-evaluations to be able to move the PE forward to their supervisors. Each unit is encouraged to communicate their departmental PE process specifics. There are PE resources on the Employee Resources section of the Business Center's web site. It was pointed out that Chrome may be the best browser to use for the PE. The CAFE deadline for all PE's is 3/1/19. Here is the link to the PE video: <http://www.uky.edu/pe/how-participate-your-university-self-evaluation>.*
- c. W-2 Online Option / Address Update Reminder – *New hires should be advised about the online option for receiving their W-2 forms. Units should remind their employees to keep their home addresses updated in SAP; failure to do so will cause a delay in receiving their W-2 forms.*

****NEXT MEETING: Tuesday – February 12, 2019, 8:30 am (Gorham Hall, Good Barn)****

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

- d. Mentor Program Update – *This is a staff enhancement program to assist new staff in the college with a variety of workplace guidelines and helpful tips to do their jobs. The business center is soliciting mentors within the college. For questions, please contact Melissa Horton.*

4. Budget & Finance

- a. Fund Balance and Summer School Update – *Fund balances from FY18 will include a 6% tax this year and will be sent out to the units hopefully in December. Budget transfers have gone out for summer school allocations.*
- b. Position Budget Review – *The recurring budget cut-off is in mid-January. Prior to that time, the business center looks at position budgets and funding. The position cost distribution freeze sets the base for the next budget. In mid-January this will be reviewed; please check the reports carefully when you receive them.*
- c. Capital Equipment Inventory Update – *Equipment scanning ends December 16; units are urged to get these completed by the deadline. Any lost equipment reports should be sent to Andrew Gehring. All other exceptions can be sent directly to Steve Strunk, with a copy to Andrew. Do **not** send these to the Provost Budget Office. This is also a good time of the year to do your minor equipment inventory as well. Attached is a handout outlining guidelines for the college equipment inventory process.*

5. Other

- a. New Staff Introductions – *New administrative staff in the college include Michelle Cooper (Ag Communications) and Brian Goodley (Plant Pathology). Susan announced that Jason Hardin, business analyst in the Business Center, is leaving the college on November 30 to accept a position in the College of Law. April Lyons is the new Principal Analyst in the Business Center. There will be a reassignment of Jason's units. Until Jason's successor is named, the other analysts will assist his units.*
- b. New Meeting Schedule* - *See attached schedule and note that the May meeting is changing to April and will likely continue this way each year.*
- c. February Meeting – *We will have a breakout session at the end of the February meeting for Michelle Jones to hold a Professional Development session entitled "Generations in the Workplace". The meeting will likely last until approximately 11:00 or so.*
- d. Sign-In Sheet
- e. Relay meeting info to other departmental staff

*Includes handout

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1. Allowable/Unallowable Costs Matrix **ALL AWARDS**

Item of Cost	Description Key: A = Allowable U = Unallowable AC= Allowable with conditions	Competitive	Capacity	Facilities	Notes
Employer Contributions to Retirement Systems	Use of Federal funds for employer contributions to land-grant college retirement systems under capacity awards (currently Smith-Lever, Section 1444, Section 1445, Hatch Act, and AHDR) are limited to 5 percent of that portion of the salaries paid, under the award, to employees who participate in the employer-sponsored retirement system (7 U.S.C. 331). Note that the 5 percent limitation does NOT apply to any State or individual contribution. Contributions of funds under this award may not exceed the contributions from non-Federal sources made by or on behalf of the individual concerned.	N/A	AC	N/A	Up to 5% of salaries paid to employees who participate in the system Applicability of 5% cap to RREA, McIntire Stennis and EFNEP is under legal review. The guide will be updated as soon as the review is complete.
Entertainment	Costs of entertainment, including amusement, diversion, and social activities and any associated costs.	U	U	U	
Equipment	Equipment means tangible personal property (including information technology systems) having a useful life of more than 1 year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. Equipment can be defined as general purpose (2 CFR 200.48) or Special Purpose (2 CFR 200.89).	AC	AC		Prior approval required for capacity grantees for general purpose equipment costing more than \$5000 and special purpose equipment costing more than \$250,000. Competitive grantees follow the research terms and conditions which waive prior approval for certain items. Check the research terms and conditions for details.
Fixed Equipment and acquisition	The purchase or installation of fixed equipment in such spaces; or for the planning, repair, rehabilitation, acquisition, or construction of a building or facility.	U/A	A/U	A	Competitive awards: unallowable for grants under certain funding

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or construction of Real Property					authorities: check the RFA and award terms and conditions. Capacity awards: Refer to specific capacity program authorization for allowability
Incentives	Cash or cash value items (i.e. gift cards) provided to individuals to incentivize behavior.	U	U (except EFNEP)	U	For nearly all NIFA programs, incentive payments are unallowable as they do not benefit the award. The exception is EFNEP, which programmatically allows incentives – please refer to the EFNEP manual .
Indirect Costs	Statutory language may limit or prohibit the amount of allowable indirect costs. When indirect costs are limited, the indirect costs allowable will be the lesser of the following amounts: (1) the Federally approved negotiated indirect cost rate and base, or (2) the limit identified in the statutory language. Any limitation or prohibition of indirect costs on the awardee also applies to subcontracts under the funded awards. The use of unrecovered indirect costs for cost sharing or matching purposes is subject to any applicable statutory language limiting or prohibiting indirect costs.	AC	U	U	A listing of program specific indirect cost guidance can be found at on the NIFA website .
Lobbying	Any actions designed to influence the obtaining of grants or influence or give special consideration to action on an award or regulatory matter.	U	U	U	
Meals/Food	Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. On the other hand,	AC	AC	U	See support and documentation section below

Item of Cost	Description Key: A = Allowable U = Unallowable AC= Allowable with conditions	Competitive	Capacity	Facilities	Notes
	meals that are part of the costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable as are costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization's established travel policies subject to statutory limitations.				These provisions does not include food for EFNEP demonstrations, which is a programmatic cost.
Memberships	Costs membership in or of subscriptions to business, technical, and professional organizations or periodicals.	A	A	AC	There needs to be a direct benefit of this cost to the research award.
Memberships	Costs of membership in organization whose primary purpose is lobbying.	U	U	U	
Personal Injuries	Grant funds cannot be used for compensation for injuries to persons or loss, theft, or damage to property during project activities.	U	U	U	
Pre-award costs	Costs incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work.	AC (90 days pre-award)	U	AC (90 days pre-award)	As outlined in 2 CFR 200.458, pre-award costs prior to the effective date of the award are allowable only with the written approval of the USDA awarding agency. See Pre-award Costs section under IX. Allowable Costs. As outlined in 2 CFR 200.308 (d)(1), all costs incurred before the USDA awarding agency makes the award are at the risk of the recipient. The USDA awarding agency is under

Item of Cost	Description Key: A = Allowable U = Unallowable AC= Allowable with conditions	Competitive	Capacity	Facilities	Notes
					no obligation to reimburse costs if for any reason the: (1) award is not made; (2) award is less than anticipated; or (3) award is inadequate to cover such costs.
Promotional items	Items to give away: Conference giveaways; t-shirts; bags, pens, pencils, etc.	U	U	U	
Renovation or refurbishment of research spaces	Renovation or refurbishment of laboratories or other research spaces	U	AC	A	
Salaries	Salaries and fringe benefits paid to individuals who work on the grant project.	AC	AC		See support and documentation section below
Social Security (Old Age Survivors Insurance), and other Faculty and Staff Benefits	Funds under capacity awards may be used to pay employer contributions toward old age and survivors insurance on that portion of the salary paid under this award to any employee subject to the Federal Insurance Contributions Act (FICA). For capacity awards, these employer contributions may be in addition to the 5 percent limitation for employer contributions to retirement systems pursuant to 7 U.S.C. 331 (if applicable). Award funds for the employer contributions for other faculty and staff benefits are authorized in accordance with 2 CFR 200.431.	A	A	A	
Travel (Domestic)	Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business.	AC	AC	U	See support and documentation section below.
Travel - Foreign/ International	Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business. Foreign travel includes any	AC	AC	U	Reference 2 CFR 200.474. See support and documentation section below

Item of Cost	Description Key: A = Allowable U = Unallowable AC= Allowable with conditions	Competitive	Capacity	Facilities	Notes
	travel outside of North American and/or U.S. Possessions. Domestic travel includes Canada Mexico, and U.S. Possessions.				
Tuition Remission	Reimbursing college or university of tuition costs of students with NIFA award dollars or charging student tuition costs to the NIFA award.	AC/U	U	U	For competitive programs, check the RFA as to whether tuition reimbursement is allowable and what conditions apply.
T-shirts, Clothes	For staff or participants. May be so personnel can be identified as working on the project or as give aways/promotion of the program.	U	U	U	Considered Promotional items – prohibited under 2 CFR 200.421(e)(3).
Uniforms and safety equipment	Must be necessary for performance of activities under the award.	AC	AC	U	<p>Allowable uniforms include protective gear for special circumstances, such as working with hazardous chemicals</p> <ul style="list-style-type: none"> ○ Respirators ○ Special gloves ○ Lab coats <p>Unallowable are matching shirts so personnel can be identified as working on the project</p>

Reviewing Parked Documents/Open Items on Cost Objects

It is the department's responsibility to review all open/outstanding items timely. As part of the monthly reconciliation process, encumbrances and parked documents should be reviewed for accuracy. Delayed clearing or closeout of encumbrances can cause late payment to vendors, delayed expense postings, reduce amount of funds available for other purchases, or possible balance sheet issues which prevent closeout of grants.

Encumbrances can be identified using GR55 in SAP or the Monthly Rollup Reports in BW. Additional details can be determined based on the type of encumbrance. Double click on the line item in GR55 to drill down further and determine the actual documents that make up the total encumbrance amount.

UK Available Budget Report		Date: 02/07/2017	Page: 1 / 1		
Financial Management Area UK00 University of Kentucky		Version 0			
Fiscal Year 2017					
Fund/Group *	Functional Area/Group *				
Funded Program/Group *					
Funds center/commitment item	Budget	Actual	Parked FI Doc.	Encumbrance	Available Balan
530018 Travel-IS Misc.		107.12			107.12-
530019 Domestic Travel		30,079.90	2,440.68-	2,939.09	30,578.31-
530021 Travel - Out of State Meals		90.00			90.00-
530139 Advertising		985.00			985.00-
530149 Promotional Items					75.00-
530170 Participant Support Costs		238.95			238.95-
530171 Participant Stipend Payments					97.00-
530201 Sub-Contract Exp>25K		24,333.46			24,333.46-
530402 Post & Exp Mail Svc		59.84			59.84-
535020 Moving/Relocat Exp		1,502.75			1,502.75-
535022 Research Subject Payments		2,280.00			2,280.00-
535034 Miscellaneous Expenditures					00.00-
535035 Misc Soft Lic/Suppl		275.00			275.00-

Payroll Encumbrances (value type 81) can also be viewed using this method. The position (s) creating the encumbrance, the fiscal year, and payroll group/pay period are reflected in the line item detail.

Funds Center	Cmmt Item	CI text	FM pstg d.	RefDocNo	Σ	Pymt Bdgt	Text	Val.type text	VT	Fund
1012121830	512031	Clerical - Regular	01/23/2017	3502885098		15,870.00	1751023441BW03	Funds Reservation	81	0011020100
1012121830	512031	Clerical - Regular	02/06/2017	3502885098		15,870.00-		Funds Reservation	81	0011020100
							1751023441BW			
1012121830	512031	Clerical - Regular	02/06/2017	3502896932		14,490.00	1751023441BW04	Funds Reservation	81	0011020100
						14,490.00	1751023441BW			

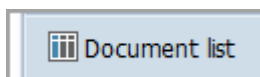
In the screenshot above, the \$14,490 represents a salary encumbrance for fiscal year '17' on position '51023441' as of 'BW04'

TRAVEL – Work Center Items or Encumbrances

Departments should remind travelers and proxies to regularly review their work center items to ensure reimbursement requests have been submitted for approval, and approvers should check their POWL for open travel requests. The POWL can be sorted by date, task type, or from/sender by clicking on the column heading.

Travel encumbrances (value type 52) can be viewed by line item detail also using GR55, BW, or the new Tableau travel reports.

JV – FBV3



- 1) Enter t-code and click on Document List -
- 2) Enter fiscal year, doc type – SA(non-payroll) or ZA (payroll), and, LinkBlue ID for user

List of Parked Documents

Company code: UK00 to []

Document number: [] to []

Fiscal year: 2017 to []

General Selections

Posting date: [] to []

Document date: [] to []

Document type: SA to []

Reference: [] to []

Document header text: [] to []

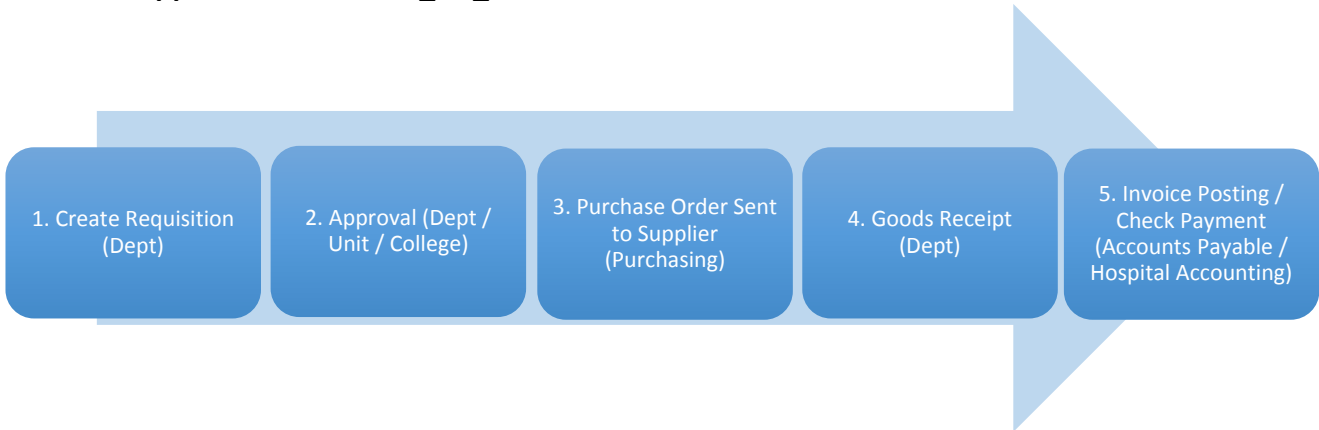
Entered by: TMANVIO to []

3) Review list displayed verifying items noted below (1-4), and take action as necessary if document is significantly aged. Follow up with the appropriate contact based on unit processing the JV. AFRS generally posts within a week to 10 days if there are no issues, and RFS should be contacted within 30 days, unless the affected grant is closing sooner. Report can also be used to view other types of FI document types.

Display Parked Documents: List

DocumentNo	Year	Reference	Document Header Text	Entered on	Posting Date	Doc. Date	Changed on	User
106120679	2017	GA	Correct acct and GL	01/23/2017	02/06/2017	01/23/2017	02/03/2017	CMTA234
106153311	2017	RFS	Move disallowed overtime	02/06/2017	02/06/2017	02/06/2017	02/06/2017	

SRM/POs – Shopper POWL or ZMM_BA_RPT



As an order evolves through the process, the Status tab will reflect whether subsequent documents have been created. Problems can be frequently diagnosed based on the order status in the process.

Example: With the purchase order being in place, completion of the Goods Receipt and the Invoice Posting complete a “3-way match” allowing the check payment to release. Common problems relate to one or more of these tasks being incomplete.

QRCs are available on the Purchasing website <http://www.uky.edu/Purchasing/srmquickrefcards.htm> . T-Code ZMM_BA_RPT can also be used to review all SRM items by entering a date range, creator ID, or specific cost object.

Additional QRCs and FAQs can be found on the University Financial Services and Purchasing websites. Contact the unit Business Analyst with questions about specific document types.

HR Topic Help Tips



Tips for Preparing for the 2018 Staff Performance Evaluation Process:

If position description updates are needed, those should be submitted in IES by **November 15**. In the submit comment box please type ***MJR Update Only***. On **December 3**, the PE forms will be available in myUK ESS. The CAFE deadline will be **3/1/19**. Each area is encouraged to communicate the departmental PE process specifics. Items that could be included in the communication include encouraging staff to include comments on their Self Evaluation and establishing a Self-Evaluation deadline. The updated *Performance Evaluation – CAFE HR Administrator Guide* will be distributed soon. As a reminder, the Employee Resources page contains PE and Professional Training, Education, and Development resources: <http://cafebusinesscenter.ca.uky.edu/content/employee-resources>

Earliest Payroll Retro Dates

Biweekly: Earliest retro date will reset on 11/28 to 9/30/18

Monthly: Earliest retro date will reset on 11/20 to 10/1/18

Holiday Payroll Schedule

BW PP24 (11/11/18 – 11/24/18)

- **Time entry** should be recorded **by noon Tuesday (11/20)**, to allow supervisors ample time to approve before the Thanksgiving holiday.
- Plan to review **Timesheet Reports** on the **morning of Wednesday (11/21)**.
- The **payroll deadline** for BW PP24 will be **noon Tuesday 11/27**. Plan to run/review payroll reports.

Example leave entry

Type of Leave	Start Date	End Date	...	Absence ho...
HOLIDAY-Thanksgiving	11/22/2018	11/23/2018	...	16.00

BW PP26 (12/9/18 – 12/22/18)

- **Time entry** should be recorded **by noon Wednesday (12/19)**, to allow supervisors ample time to approve before the holidays.
- Plan to run/**review payroll reports on Thursday 12/20.**
- The **payroll deadline** for BW PP26 will be **noon Monday 12/24.**
- Prior to departing for the holidays please ensure that your area’s payroll is all correct, and that **any new hires have established direct deposit for their paychecks.**
- Melissa Horton and Chris Fensin will be in the office on the morning of 12/24 in case you need to reach them. If you would like them to be able to reach out to you, please provide them with your cell phone number in advance.

Example leave entry

Type of Leave	Start Date	End Date	Pro	St:	Absence hours
HOLIDAY-Special	12/31/2018	12/31/2018		...	8.00
HOLIDAY-Special	12/28/2018	12/28/2018		...	8.00
HOLIDAY-Special	12/27/2018	12/27/2018		...	8.00
HOLIDAY-Special	12/26/2018	12/26/2018		...	8.00
HOLIDAY-Christmas	12/25/2018	12/25/2018		...	8.00

W2s


Remind any employees who started in 2018 to sign up for the online option of receiving their W2 forms. Please also advise employees to review their address.

Mentor Program Update

We are planning to roll out the mentor program in early 2019. New CAFE employees will be invited to participate. The latest Mentor Program news will be included in the Employee Resources page at <http://cafebusinesscenter.ca.uky.edu/content/employee-resources>, so stay tuned for more information.

Areas of Focus for the Program

- UK Benefits/Employee Resources
- CAFE Resources
- Navigating the UK directory, website, systems
- Organizational structure of the college and where the mentee and their position fits in
- Soft skills-building relationships & networking, work effectively and time management
- Diversity and inclusion



2018 Capital Equipment Inventory

- ❖ Capital Equipment Inventory scanning period: November 1, 2018 - December 16, 2018.
- ❖ 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 Capital Assets Accounting by Thursday, January 31, 2019.
- ❖ **ALL CAFE LOST EQUIPMENT EXCEPTION REPORTS AND MEMOS** must be submitted directly to Andrew Gehring in N106E, Ag North to be reviewed and processed for approval. Please **DO NOT** send these directly to the Provost Office for approval.
- ❖ **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 **ONLY** have Lost Equipment (and **NO** other Exceptions), then include your original Annual Capital Equipment Certification Sheet with your Lost Equipment Report that you send to Andrew. Otherwise, send the Annual Capital Equipment Certification Sheet directly to Steve Strunk to accompany your other Exception documentation.
- ❖ Documents & step-by-step guides for performing equipment inventory using the eBARS system can be found on the eBARS website, or on the Accounting & Financial Reporting Services website.

Use of the scanning software 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 and scanner.

- ❖ 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>

CAFE USER GROUP MEETING DATES FOR FY19

August 14, 2018

November 13, 2018

February 12, 2019

April 16, 2019

- ❖ **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.**