

MARTIN-GATTON CAFE

ADMINISTRATIVE USERS' GROUP

Tuesday, Nov 11, 2025

9-10:30am ET

Location: Zoom

AGENDA ITEMS

1. Welcome (Susan)

2. HR & Payroll (Le Anne) Slides to these topics are following

- a. **Staff Performance Evaluations**
- b. **Holiday Planning Survival Kit**
- c. **Payroll Coverage and Year-End Tasks**
- d. **HR Huddle Certificates**
- e. **Service Awards 2025**
- f. **CDEM Quick Tip Video**
- g. **Staff Holiday Leave Entry Demo (Sarah)**

Circle of Love: <https://families.uky.edu/circle-love>

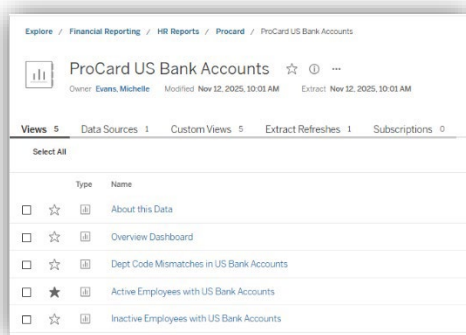
3. Budget & Finance (Jason)

- a. **Federal Year End/ AD-419 Reporting**
The annual USDA/NIFA financial reporting training (AD-419) will be announced soon with an anticipated training date in early December.
- b. **New Federal Year Tips**
Please review your federal accounts to ensure all personnel charging your USDA/NIFA Federal Capacity Grants have CDEM entries out to 9/30/26 for monthly employees and 9/19/26 for biweekly employees. Reach out to your analyst if you have any questions. Please remember, the *25 funds are closed and no changes for effort or expenses should be posted to the *25 funds since FY25 federal fiscal year is closed.
- c. **Endowment Utilization and EGATS process** – As philanthropy and the Finance team meet with department to discuss gift management, you may have need to view the Endowment and Gift Tracking System,. Please fill in this form and send to the analyst email box to be submitted.
[EGATS Role Request Form Final Revised.pdf](#)

Additional Tip – If you have orders with **tariffs**, please reach out for guidance by contacting your analyst before completing a purchase.

4. Purchasing & Travel (Shelby)

- a. **Procard Monthly Spending Limit Report in Tableau**
Before submitting requests for limit increases or single purchases increases, you can access the Procard's conditions by accessing the report: _____



Insurance on Pro Cards: Travel insurance is never allowed on Pro cards except under certain international conditions. When in doubt, please reach out to your analyst with questions and/or refer to [cardholder-manual-2.pdf](#)

5. Sponsored Programs (Angela)

<https://cafebusinesscenter.mgcafe.uky.edu/content/grant-resources>

a. Grants and Effort for PIs and Required

Cost Share How to use your PADR -

[PADR at a Glance](#)

Managing Awards -<https://research.uky.edu/sponsored-project-services/stage-7>

b. Meals on Sponsored Projects – See page below

c. RFS email about Account Close Outs Emails

d. Check overrun accounts and grants from Oct tuition posts

The Graduate Research Assistant (GRA) Graduate School tuition and fee costs posted before the end of October 2025. Please check your over run accounts and your grants to ensure charges are posted correctly.

If any tuition and fee costs posted to your overrun accounts, please work with CGS to get a JV completed to move it to the appropriate grant is allowable. If it's not allowable to JV it to a cost center.

6. Other

a. Fast compliance completion reminder for end of the year

b. Introduction of New Departmental Staff Members

- i. Hannah Smith – Executive Assistant to the Dean
- ii. Scott Grimes – Administrative Services Cooperative Extension
- iii. Katie Allen – College Budget Analyst
- iv. Catherine Anderson – College Budget Analyst Principal

c. Reminder to add full name to zoom to get attendance

d. Relay meeting information to your departments

New Finance training meetings– In 2026, the Finance team will hold training meetings, [Money Matters](#), on months separate to the HR Huddle meetings. Look for the invite to join in person and online for additional support in financial operations, More information will be coming soon as we finalize the training schedule for 2026.

If any food/meals are being charged to a grant be sure that the following guidance is followed before posting it to the grant.

Meals on Sponsored Projects



Meals can be charged to a sponsored project, provided the sponsor does not explicitly prohibit such costs, if the following conditions are met:

1. The meeting includes a majority of outside/external participants, AND
2. The meal is served at a formal meeting being conducted in a business atmosphere where the provision of the meal serves to maintain the continuity of the meeting, AND
3. The activity at which the meal is being served is significant and integral to the goals of the project

Documentation that supports meals as an allowable charge in an audit must include:

- Meeting invitation that describes meeting purpose
- Meeting agenda
- Attendee roster
- Description of the activity associated with the meal in the proposal narrative and/or budget justification

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.

NIH Grants Policy Statement: Part III: Terms and Conditions for Specific Types of Grants, Grantees, and Activities - Allowability of Costs/Activities

When certain meals are an integral and necessary part of a conference (i.e., a working meal where business is transacted), grant funds may be used for such meals, as qualified under "Travel". Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance must take this into consideration.

GPS 9505 15. Consumer/Provider Board Participation: When not specifically authorized by program regulations, only the following costs are allowable with the prior approval of the PHS awarding office: a. Reasonable and actual out-of-pocket costs incurred solely as a result of attending a scheduled meeting, including transportation, meals, babysitting fees, and lost wages. b. The reasonable costs of necessary meals furnished by the grantees to consumer or provider board participants during scheduled board meetings only if not reimbursed to participants as per diem or otherwise.

NSF Grant Proposal Guide (GPG), Budget - Proposal Section, Meals and Coffee Breaks. No NSF funds may be spent on meals or coffee breaks for intramural meetings of an organization or any of its components, including, but not limited to, laboratories, departments, and centers.

USDA Terms and Conditions: 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. In contrast, it is NIFA policy that a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Please note this requires ADO approval prior to incurring such cost.



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Business Center HR Team
AGBusinessCenter@uky.edu

USERS GROUP – HR TOPICS



STAFF PERFORMANCE EVALUATIONS 2025

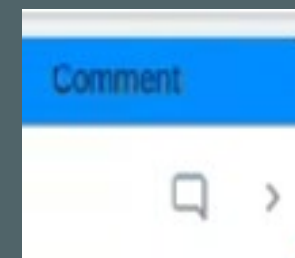


System Updates

- Circle Ratings are now Stars



- Adding Comments requires are an additional click.



2025 Performance Evaluation Resources

Tips

- The process begins with the employee self-evaluation launch on **December 1**.
- Log into [myUK](#) Employee Self Service to get started.
- If asked for a "**Company Code**", it is **UKY**
- We recommend using the **Chrome browser** for the best results

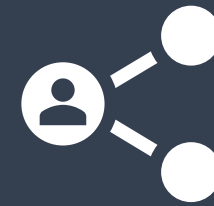
Resources

- Our **PE FAQs guide** can be found [at this link](#)
- View Quick Tip Videos, such as "How To Participate in Your Self Evaluation" in the **Quick Tips** section of our Training website [located here](#)
- General Resources for Employees are located [at this link](#)
- General Resources for Supervisors are located [at this link](#)



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Sharable Flyer!

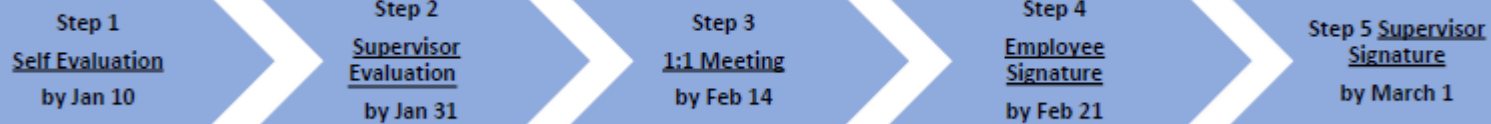


Visit our [Employee](#) or [Supervisor Resources](#) pages.

RECOMMENDED TIMELINE

- Self-Evaluations released **December 1**
- The PE deadline will be **March 6, 2026**

Example Timeline





Weekly status reports will be provided each week beginning in January.



Score reports will be provided to chairs/department heads in March.



Performance Improvement Plan information will be distributed to applicable supervisors in March.

Reports



PREPARATION



Update Position Descriptions

If any job duties changed this during the year, please work with your unit HR Admin to submit any updates by November 26.

Prepare Communication

Consider scheduling a staff meeting to discuss:

- Unit expectations and timeline
- Browser preferences: Chrome
- Company Code: **UKY**
- Share the Flyer
- You could even show the [Participating in Your Evaluation Video](#)

Pro Tips – Avoid requesting a supervisor update until after a PE is complete.
--If a supervisor is going to be separating, retiring, or going on extended leave, during this cycle, please plan accordingly.

HOLIDAY PLANNING SURVIVAL TOOLKIT



EMPLOYEE DISCOUNT PROGRAM





GIFT IDEAS – M-G CAFE STYLE!



Need time to shop,
bake, etc. –

TDL Well-Being
Days to the rescue!



Big Blue Family Care:
Providing occasional, and
part-time childcare needs





Holiday Self Care

**November 12
3:00-4:00**

(Online)

Register:

**[https://us06web.zoom.us/
webinar/register/WN_Uz
AqEaopTE-
ixmAsJSQyVQ#/registrati
on](https://us06web.zoom.us/webinar/register/WN_UzAqEaopTE-ixmAsJSQyVQ#/registration)**

A blurred background image showing a group of people in a training session. Several hands are raised in the air, some holding pens. A man in a white shirt is visible in the background, possibly a facilitator. The scene is brightly lit, likely from a large window.

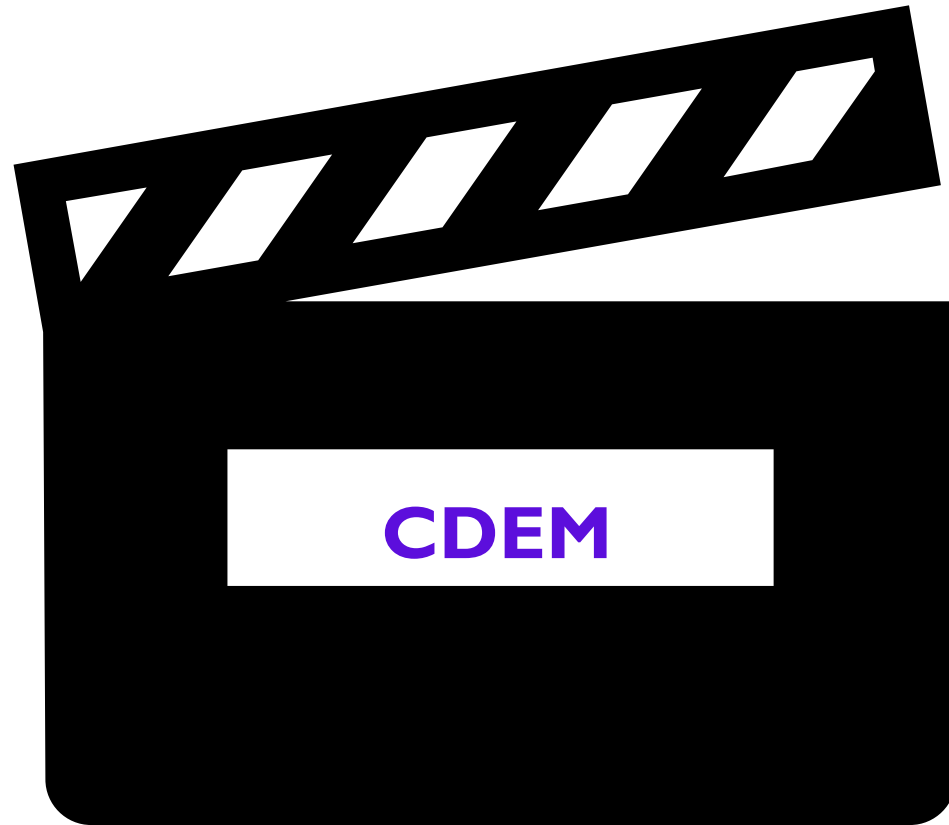
HR HUDDLE CERTIFICATION GROUP TRAINING SERIES



CONGRATS TO THE FOLLOWING WHO ATTENDED ALL 3 HR HUDDLES!



Katie Allen	Chris Howard
Cortney Berry	Katie McKinney
Kelley Beverly	Rhonda Owsley
Susan Conn	Faith Park
Karen Davidson	Whitney Rogers
Patsy Garrett	Samantha Shoulders
Casey Gibson	Aleah Shumate
Elizabeth Gordon	Anthony Smith
William Herschelman	Cindy Stidham
Emily Hill	Jessica Storey
Miranda Holm-Hudson	Ellen Weisenhorn
	Helen Williams



**NEW
RESOURCE!!**

NEXT UP.... SERVICE AWARDS



This year staff/faculty with a regular service date of **2020, 2015, 2010, 2005, 2000, 1995, 1990, 1985 and 1980** will be recognized for reaching a milestone during calendar year 2025.



Staff and Faculty will be able to select from several options from various vendors.



Order sheets are due by **November 26**.



Service award packets will be distributed in early spring and will include; Awards, certificates, and a recognition letter.

Please visit our [Awards & Recognition](#) page for additional information.



END OF CALENDAR YEAR REMINDERS

EARLIEST PAYROLL RETRO DATES

Bi-weekly: ERD will reset to **9/21/2025**
on **11/18/25**

Monthly: ERD will reset to **10/1/2025**
on **11/24/25 @Noon.**





If an employee's **mailing address** has changed, please ask them to update their address. **Sign up to get W2 via myUK



It is also a good time to verify that their **UK Alert** information is up to date as well as **beneficiary** settings



Depending on county of residence, some employees will have 2 W2 documents to print, while others will have 1.



The UK Benefits Office will be mailing the 1095 benefits forms to applicable employees.



Employees who have separated will no longer have access to myUK. A hard copy W2 will be mailed to the address listed in SAP. For separated employees, HR Administrators have access to enter address updates as needed.



Pro Tip: Former employees can access docs via-
<https://mydocs.uky.edu/>

W-2 REMINDERS



Remember to also check Emergency Contact information.

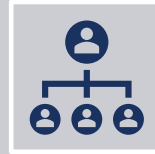
End of Calendar Year Payroll Coverage

BW PP 26 (11/30/25 – 12/13/25) – Normal Timeline

The payroll deadline will be on Monday, 12/15/25



BW PP 1 (12/14/25 – 12/27/25)



Time entry should be recorded by Wednesday 12/18/25 to allow supervisors ample time to approve before the holidays.



Plan to review Timesheet, Unapproved Leave, and Unapproved Time Reports on the morning of Friday, 12/19/25.



The payroll deadline will be 12/29/2025 (noon)



HOLIDAY SCHEDULE 2025–2026



Thanksgiving Holidays

- Thursday November 27, 2025 – Thanksgiving Day
- Friday, November 28, 2025 – Thanksgiving Day



Christmas Break

- Wednesday, December 24, 2025 – Special Holiday
- Thursday, December 25, 2025 – Christmas Day
- Friday, December 26, 2025 – Special Holiday
- Monday, December 29, 2025 – Special Holiday
- Tuesday, December 30, 2025 – Special Holiday
- Wednesday, December 31, 2025 – Special Holiday



New Year Celebration

- Thursday, January 1, 2026 – New Year's Day
- Friday, January 2, 2026 – Special Holiday



UKY Official Staff Holiday Schedule

DEMO TIME





QUESTIONS/
COMMENTS?