STUDENT AND ACADEMIC LIFE BUSINESS OFFICE

STANDARD OPERATING PROCEDURES MANUAL

2019-2020

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INTRODUCTION

The Student and Academic Life Business Office Standard Operating Procedures Manual has been developed for use in the units of Academic and Student Affairs. The manual includes contact information for Student and Academic Life Business Office (SALBO) staff, and it also provides information and descriptions of common business procedures. The purpose of the Standard Operating Procedures Manual is to identify standardized business practices toward achievement of improved business performance.

STUDENT AND ACADEMIC LIFE BUSINESS OFFICE SHARED EMAIL RESOURCE

- ❖ E-mail: SALBO@uky.edu via email message template using Subject:
  - ▪ Budget Request
  - ▪ Finance Request
  - ▪ Payroll Request

STUDENT AND ACADEMIC LIFE BUSINESS OFFICE TEAM

- ❖ Jamie Link, Finance Director
  Jamie.link@uky.edu; 859-218-5552; 107-B Miller Hall, 0035

- ❖ Gloria Robinson, Budget Analyst Lead
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- ❖ Susannah Aulds, Financial Specialist
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- ❖ Debbie Calvert, Financial Specialist
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- ❖ Marc Heft, Payroll Specialist
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- ❖ Teresa Pinkston, Payroll Specialist
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- ❖ Keri Puckett, Payroll Specialist
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BUDGET AND FINANCE KEY RESPONSIBILITES AND PROCESSING TIMELINES

Finance Director Responsibilities

1) Financial planning, forecasting, and budgeting; provide guidance regarding fiscal policies.
2) Advise in matters of financial impact and provide financial strategy.
3) Oversee budget development and hiring process; maintain financial records/spreadsheets and prepare all financial reports and future budgets. Utilize analytics to forecast financial needs and impact and project potential revenue generation programs.
4) Oversee year-end close-out and project fund balance; interact regularly with Assistant Provosts, Directors, and others to ensure planning and reporting needs are being met.
5) Provide leadership and strategy for finance and human resources in development, implementation, and dissemination of all information pertaining to policy, and business procedure changes.

Budget Analyst Lead Responsibilities

1) Budget planning and analysis.
2) Support Student and Academic Life units in annual operating budget and planning processes for new fiscal year budget preparation. **See Appendix B**.
3) Maintain position budgeting/funding and reporting hierarchies in the University's budget system.
4) Budget transfers and revisions, recurring and nonrecurring commitment funding.
5) Account creation/change forms, (i.e., Cost/Fund Center and Endowment Fund Creation Request Forms).
6) Review and approval of salary recommendations, staff re-evaluations, and staff position descriptions.
7) Review and 2nd Level approval of PRDs, SRMs, and TRIP documents, and review and approval of JVs, SAG forms, Security Access Key Requests, Procurement Card Transaction Edits, and Account/Ledger Monthly Reconciliations. Please Note: All SAG forms must come through SALBO for Budget Analyst Leave review and approval; forms will be copied for file reconciliation and forwarded to Office of Student Financial Aid and Scholarships. All Security Access Key Requests must be completed through the Paperless Online Key Request Process by logging into the form using your AD account credential. The form is then directed to the area approver; once approved the employee receives a notice when the key is ready to be picked up.
8) Process approval for Employee Training Plans toward performance of job responsibilities.
9) Termination of access to SAP/IRIS systems.
10) Revisions to SAL Standard Operations Procedures Manual.

Budget Analyst Lead Processing Timelines

1) Requesting unit completes Budget Analyst Lead Request Form and submits to SALBO@uky.edu. **See Appendix C**. Second level approval for PRDs, SRMs, TRIP electronically submitted by Financial Specialists are reviewed and approved by Budget Analyst Lead or Finance Director within 3 business days.
2) Recurring Budget Transfers and Budget Revisions are prepared and approved within 2 business days. The recurring budget for the unit/department is keyed during the fiscal year through January (budget transfer) and March (budget revision) of each fiscal year. Non-recurring budget transfers are processed throughout fiscal year.
3) Budget preparation normally begins in January/February of each fiscal year – unit/department Leads are sent a budget request form to complete for any known non-recurring or recurring new commitments for the following fiscal year. Budget Analyst Lead will review and confirm funding amount requests for submission to the Associate Provost and/or Provost Budget Office; units will be notified of approval status.
4) Conduct on-going detailed analysis of budgets for all SAL units. Manage financial forecasting, including compilation and analysis of monthly projections and variances. Budgets are monitored monthly and meet with unit leads quarterly regarding budgets.
5) Key Requests should be sent electronically by unit/department on an as needed basis – upon review, approvals are processed within two business days.
6) Training Plans are created upon supervisor request.

Table 1: Business Analyst Lead Processing Timelines

Procedure	Processing Time	Notes
PRD, SRM, TRIP	3 business days	Document Approvals
Budget Transfers (BT) and Budget Revisions (BR)	2 business days	Recurring budgets are formulated during the fiscal year which typically ends in January for budget transfers and March for budget revisions. Non-recurring budget transfers are processed throughout fiscal year.
Training plans	2 business days	Created upon request from employee's supervisor
Key requests	2 business days	Requests should be submitted electronically, as needed.

Financial Specialists Responsibilities

1) Processing of all financial **Purchasing** transactions including procurement of goods via Supplier Relationship Management (SRM), Amazon Orders, and Procurement Card transaction edits.
2) Processing of all financial **Payment** transactions via Payment Request Document (PRD), Student Payment Voucher (SPV), Agency Disbursement Request (DR), Travel Voucher Reimbursements (TRIP), Journal Vouchers (JV), and Scholarship and Grant Authorization (SAG) forms.
3) Check/Cash Transmittals *will be processed by units and a copy sent to SAL Business Office for archival*. **See Appendix I for Cash/Check Handling and PCI-DSS Processes**.
4) Maintain all Student Awards on unit SAL Business Office website, https://www.uky.edu/sal/salbo. Units complete the Student Awards Request Form from the Student Awards Template link, https://www.uky.edu/advisors/administrative, and submit student awards request from through SALBO@uky.edu. Student Awards Request will be reviewed for approval and posted on the Student Awards Spreadsheet. Note: Awards will not be paid until approved.
5) Account/Ledger Monthly Reconciliations.

Financial Specialists Processing Timelines

1) Requesting unit completes Purchasing or Payment Request form and submits to SALBO@uky.edu. **See Appendix C**.
2) Financial Specialist adds request to workflow upon receipt from requesting unit. Financial Specialist coordinates specific details of request with unit personnel.
3) Financial Specialist will complete request within 3 business days and forwards payment documents to Budget Analyst Lead for review and signature approval.
4) Document status is reviewed on a weekly basis.

Financial Specialists Responsible Assigned Units

1) Student and Academic Life, Academic Affairs (Kirsten Turner) – 8Z400 – Amy Quire
2) Dean of Students (Nick Kehrwald) – 8Z440 (DOS), 8Z441 (Greek Life), 8Z442 (Student Conduct), 8Z443 (SOA), 8Z444 (Community of Concern) – Amy Quire
3) Dean of Students (Nick Kehrwald) – 8Z443 (Student Organizations & Activities) – Debbie Calvert
4) Academic Enrichment (Katherine McCormick) – 8Z410 (Academic Enrichment), 8Z411 (Chellgren Center), 8Z412 (Gaines Center), 8Z413 (Service Learning), 8Z414 (UK101), 8Z415 (Leadership Education), 8Z416 (Transformative Learning) – Amy Quire

5) Student and Academic Support (Adrienne McMahan) – 8Z420 (Student and Academic Support), 8Z421 (Career and Academic Support), 8Z422 (Student Transitions and Family Programs), 8Z424 (Veterans Resource Center) – Amy Quire
6) Health and Wellness (Drew Smith) - 8Z430 (Health and Wellness), 8Z431 (Campus Recreation), 8Z432 (Counseling Center), 8Z433 (Disability Resource Center), 8Z434 (VIP Center), 8Z435 (Financial Wellness – Debbie Calvert
7) Health and Wellness (Drew Smith) – 8Z436 (Bias Incidence – BISS) – Debbie Calvert
8) Academic Affairs (Kirsten Turner) – 89500 (Academic Affairs), 89502 (Decision Support & Assessment), 89503 (Institutional Research & Data Science) – Amy Quire

NOTE: Susannah Aulds – Level 1 Approval for all SAL and Academic Affairs Units PRDs, SRMs, and TRIP processes.

Debbie Calvert and Amy Quire – SAL and Academic Affairs Units processors for PRDs, SRMs, TRIP, JVs, and Scholarship and Grant Authorization (SAG) forms.

STUDENT AND ACADEMIC LIFE BUSINESS OFFICE STANDARD OPERATING PROCEDURES

PURCHASING

1) **SRM Shopping Cart**
   All purchases must comply with the University of Kentucky Business Procedures Manual. B-3-3-5. Please refer to Purchasing/AP Quick Reference Guide for additional information.

   For all purchases, please use the following procedures:

   a) Complete the SAL Finance Specialist Request Form **(see Appendix C)** and submit to SAL Business Office via email to SALBO@uky.edu. Use subject title "Finance Request" for approval prior to each purchase. Doing so will ensure all purchases are in compliance with business procedures and requisite funding is available.
      a. The Director, Unit Lead, and/or supervisor, must sign on the approval line of the SAL Finance Specialist Form Request.
      b. If known, please include an estimated cost of purchase and the cost center to be charged.
      c. The SAL Finance Request *__must__* include a statement detailing the business purpose and/or benefit to the unit. ***Your expense request will be returned if this information is not included***. The business purpose should be clear and specific, so that a 3rd party can understand it. For example, "purchase of shirts" is not a sufficient business purpose, whereas explaining how the purchase will benefit the project, program, or explaining how the product(s) will benefit and be used within the unit/department would be a more sufficient explanation.
   b) Please allow 3 business days for SAL Business Office processing.
   c) Upon receipt of purchased items, requesting unit must submit the following to the SAL Business Office:
      a. Signed and dated packing list(s). If a packing list is unavailable, please notify SAL Business Office via email (i.e., SALBO@uky.edu) that requested items have been received. Be sure to include the purchase order number.
      b. All invoices/receipts must be submitted to the SAL Business Office to ensure proper payment processing.
   d) New contracted promotional item vendors have been added to vendor database and are listed below:
      a. UK-1837-18A   Advertising Specialties
      b. UK-1837-18B   Team One
      c. UK-1837-18C   Ad-Venture Promotions
      d. UK-1837-18D   Marketing Tools
      e. UK-1837-18E   BWM Global
      f. UK-1837-18F   Promotional Products Plus (P3)
      g. UK-1837-18G   Progressive Marketing
      h. UK-1837-18H   The Branding Society

i.   UK-1837-18I   Golden Star Promotions
j.   UK-1837-18J   Standard Buying Services (SBS)
k. UK-1837-18K   4Imprint
l.   UK-1837-18L   Voluforms
m. UK-1837-18M   Promoversity
n. UK-1837-18N   Albreco, Proforma Albrecht & Co.
o. UK-1837-18O   Underground Printing
p. UK-1837-18P   APS Communications

2) Procurement Card

Student and Academic Life Business Office Financial Specialists receives Procard requests submitted by each cardholder including, but not limited to, editing, posting, and reconciliation of procurement purchases.

The SAL Business Office will ensure compliance with the following University business procedures requirements: BPM B-3 (how to procure supplies, equipment, services), BPM B-3-2-1 (procurement authorization and limits), and BPM E-7-16 (procurement card policy).

Procards are available for use to regular faculty and staff employees only. Those employees who are eligible to have a Procard in their own name are the only employees allowed to use someone else's Procard. Eligibility for having a Procard is restricted to regular employees only (stated in the Procardholder manual that is signed by each cardholder, BPM policy E-7-16 section II). Students, Temporary (STEPS) employees, and Volunteers will not be issued a Procard nor will they have any authority to purchase on behalf of the University. Cardholders are personally accountable for use of the Procard while in their possession. Personal charges are strictly prohibited.

For further questions, see the **Purchasing/AP Quick Reference Guide.**

For all purchases processed by Procard, please use the following procedures:

1. A finance request form with supervisor pre-approval signature must be completed for each Procard purchase. All request forms must be submitted to the SAL Business Office for use of the Procard prior to purchase.
2. Please submit forms to SALBO@uky.edu.
3. Your unit Procard will be available for checkout during operating business hours by your appointed unit administrative staff, or alternate checkout times may be arranged by your unit administrative staff. SAL Business Office must have a pre-approval form for all Procard purchases.
4. Procard information issued will be logged including person submitting the request, requested purchase information and date/time Procard is due back to your unit

administrative staff. All documentation and Procard must be returned within next business day of purchase. Procards issued for travel purchases must comply with the travel regulations and limitations established BPM E-5-1.

5. The request form must include the following:
    a. The director or department head must sign on the approval line.
    b. The expense request must include the vendor, source of funding to be charged and the estimated cost.
    c. The expense request must include a statement detailing the business purpose and/or benefit to the department. **Your expense request will be returned if this information is not included.**

6. All Amazon requests will be ordered through SAL Business Office. Final receipts/invoices are required. Acceptable receipts/invoices must have the following information at the top: "Final Details for Order #XXXXXXXXXXXXX". Any receipts/invoices that state "Estimated…" or "Arriving on…" will not be accepted. Please submit a finance request with purchase details of the items requested.

7. All Aramark invoices must indicate that the balance due is $0.00. An itemized final invoice is required; and copies of credit card transactions will not be acceptable.

8. All charges must be made in one payment, payments may not be split if over the single transaction limit. Please contact the SAL Business Office if a charge exceeds the daily limit.

9. Office supplies and promotional items are to be purchased through the SRM punch-out, not via Procard. This includes some cleaning supplies, kitchen utensils, plates, etc.

10. Please submit all original receipts and supporting documentation to the business office along with the finance request form including pre-approval signature. **All backup documentation must be maintained in SALBO who will review, post, and verify payments through unit's monthly reconciliation and review of financial transactions.**

11. ****Vendors should not charge sales tax.** The cardholder is responsible for contacting the vendor and having the sales tax removed in a timely manner.**

12. Anything that can be purchased through Office Depot must be purchased through Office Depot. If an item is not available, SALBO will reach out to the appropriate individuals to receive permission to purchase items outside of the contract.

13. When purchasing goods/services related to recruitment, i.e., flights, hotel rooms, meals, the RE# is required. If the RE# is unknown, please contact SALBO Payroll Specialists.

14. **Required documentation for each posted charge**

☐Vendor Name

☐Transaction Date

☐Clear, specific Business Purpose/Explanation for each purchase* (see note below)

☐Detailed listing of what was purchased, including item description, quantity, and unit price

☐Original itemized sales receipt for each purchase (showing total dollar amount of purchase)

☐Credit card receipt and itemized receipt for food purchases

☐Alcohol purchases on a Discretionary Account and charged to GL 540356

☐Final itemized folio receipt for hotel charges showing a zero balance and payment method

☐Ground Transportation—specific start and end location and business purpose for the ride

For charges associated with meeting (s) and events

☐Agenda for meetings
☐Attendees (first and last name) and specific attendee affiliations whether UK (e.g., role & department) or non-UK for all meetings, meals, events, etc.
☐Announcements for events if available (web announcement, flyer, email, etc.)

<mark>**Note:** This document is to be used as a guideline and organizing tool and should be used in conjunction and compliance with all University of Kentucky policies, procedures, and regulations. Policy questions should be directed to Student and Academic Business Office (SALBO).</mark>

*The business purpose should be clear and specific, so that a 3rd party can understand it. For example, "working lunch" is not a sufficient business purpose, whereas "working lunch to discuss specific XYZ topic" would be a more sufficient explanation. "College Business Meeting" is not sufficient; "College Business Meeting to discuss specific XYZ topic; agenda attached" would be a better explanation (along with agenda attached). "Taxi Ride at meeting" is not sufficient; "Taxi from airport to conference hotel while in X for Y meeting" would be more sufficient.

11. The SAL Business Office will audit each unit's procedures for Procard handling and usage and may have authorization to revoke charging privileges if proper procurement procedures are not followed.
12. Per University policy, **ALL direct reports of the Provost**, who use a UK Procard, should be sending their Procard edit documents along with backup documentation to Anna Chalfant in the Provost Office.

13. **DO NOT WRITE DOWN PROCARD NUMBERS ON PAPER, TAKE PICTURES OF PROCARDS ON CELLPHONES, ETC. FOR USE WHEN A PHYSICAL PROCARD IS UNAVAILABLE.**

PROCUREMENT CARD PROCESS

   a) All Procurement Card Applications should be sent to the SAL Business Office shared email, SALBO@uky.edu, attention Gloria Robinson for review and processing approvals.
   b) SAL Business Office emails reminders to cardholders and the cardholder supervisor the second and final week of each month and includes request for **original** receipts and/or missing receipts and all subsequent documentation.
   c) Receipts and documentation are reviewed according to Procard Checklist and Procards are edited by the end of each transaction cycle. **See Appendix H**.

a. SAL Business Office Financial Specialists compile posted transactions by Procard number.
   i. Financial Specialist communicates with Procard holder regarding specific details, if necessary.
   ii. Financial Specialists review and sign Procard Posted Documents Sheet(s).
   iii. Completed Procard packet is signed by cardholder and cardholder supervisor.
b. Signed Posted Document Sheet(s) are given to Budget Analyst Lead for final SAL Business Office review and signature.

PAYMENTS/REIMBURSEMENTS

1) PRD
   a) Use Purchase Request Documents (PRDs) for purchases not authorized on Procurement Cards, referenced under Business Procedures B-3-2-2 http://www.uky.edu/Purchasing/docs/prditems.pdf.
   b) For all food orders:
      a. Once vendor is determined, please obtain a quote and verify that the vendor will accept a PRD from UK. For all on-campus events, you must choose from a UK approved caterer: See (https://www.uky.edu/Purchasing/docs/catererslist.pdf).
      b. Complete the SAL Business Office Financial Specialist Request form and submit to SALBO@uky.edu preferably no later than 7 business days prior to your meeting/event.
      c. Once your Finance Specialist Request form has been approved, you will receive your PRD from SAL Business Office Financial Specialist via email. Please print these documents and present to the vendor at the time of pick-up/delivery/dine-in.
      d. All original receipts must be returned to SAL Business Office promptly to finalize payment to vendor; receipt must reflect tax exemption. Expenses associated with meetings, meals, and events, please include clear and specific business purpose, agenda, any announcements, flyers, emails, etc., and attendees, whether non-UK or UK affiliated (role and department).
      e. Please note: any purchase referenced under the Discretionary Expenses in Business Procedures Manual, E-7-10, http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-10.pdf regardless of funding type, must be paid using a PRD, Enhancement Procurement Card, a Student Payment Procurement Card, or an Open Procurement Card.

2) Student Request for Funding

Students may request funding to cover conference costs. Please submit one event request form that includes one description for each event for which you are requesting funds to the Associate Provost for Student and Academic Life**; See Appendix E**. Describe the funding request in detail, and include specific description of the items you request funding for and who will participate in the event (i.e., students, general public, etc.). Include mission, purpose of event, and how it benefits student(s).

3) Funding Commitment Request

Units may request funding to cover payroll/benefits and other operating costs, **See Appendix F.** Please complete request form providing all information required from the requesting section of the form and obtain supervisor, unit lead signatures, and submit to the Student and Academic Life Business Office, salbo@uky.edu. All funding requests will be reviewed by the Associate Provost and Business Office for review and returned to units with status of request.

4) Three Percent Assessment Fee

A three percent fee will be applied to some purchases beginning July 1, 2019. The fee will be assessed to the entire university, including Healthcare. Some examples of purchases included in the fee assessment are as follows:

    a. Furniture <$2,000 and Computer <$1,000
    b. Furniture, fixtures & office equipment under $5,000
    c. Audio and Visual Supplies
    d. Computers, tech, & minor equipment under $5,000
    e. Maintenance and repair of building, equipment and vehicles
    f. Building supplies
    g. Office supplies

Purchases NOT INCLUDED in the fee assessment are: 1) Purchases on grants/capital project accounts (All WBS Elements) such as Capital Projects/Renovations/Plant Funds (series 410, 420, and 430); Sponsored Projects (e.g., series 304,320, 321, etc.), and Agriculture Federal Funds (series 235XXXXXXX); 2) Capital equipment purchases against any funding source (i.e., GL series 55XXXX); and 3) Any inventory purchases (e.g., Stores, Hospital inventory, CNS inventory).

A full list of purchasing categories are listed in **Appendix G** for your reference.

5) **TRIP Travel Request**
   a) TRIP travel expenses are reimbursed through TRIP Travel Expense Report. Please note the current reimbursement rate for a privately own vehicle is 58 cents per mile as of January 1, 2019. (Business Procedures Manual E-5-1, section V./3./b.)
   b) The SAL Business Office Financial Specialists will serve as the Proxy for all TRIP documents.
   c) Once travel information is received by SAL Business Office Financial Specialist, information will be keyed into TRIP within 3 business days upon receiving all travel receipts. Once information has been entered in TRIP, the approval process will start with the traveler/employee. The employee will review and approve travel, and the document will route to the employee's supervisor. Once approved by the supervisor the document will then route to the SAL Business Office and will be forwarded to Accounts Payable. The traveler will receive an email notification when the check request is submitted to their bank. A direct deposit should be received within 3-5 business days. The deposit will be applied to the same account as the traveler's payroll. Please notify the SAL Business Office Financial Specialist if reimbursement funds are not received.
   d) All TRIP backup documentation will be filed in SAL Business Office for reconciliation and file.

6) **Surplus**
   University Surplus Operations has moved to a new address at Vaughan Warehouse and Office, 1247 Versailles Road, Lexington, KY 40508. There is no charge for checkout and transfer of Surplus Property, however, departments/units will incur charges if PPD Trucking services are requested for delivery. Checkout days and times for University departments/unit staff and faculty are Tuesday, Wednesday, and Thursday from 8:00 am to 11:30 am and 12:30 pm to 4:00 pm. The warehouse is closed on public auction days. Surplus forms are located at http://www.uky.edu/Purchasing/surplushome.htm, and should be submitted to SALBO for reconciliation purposes and file.

PAYROLL KEY RESPONSIBILITIES AND PROCESSING TIMELINES

Payroll Specialists Responsibilities

1) Payroll Management for all payroll actions for staff and students. This includes, but is not limited to, providing direction, guidance, and problem resolution relating to positions and payroll issues, providing advice and leadership on appropriate payment types. Serve as liaison with unit leads to ensure payroll payment requests are processed in a timely manner. Also serve as central point of contact to Compensation and Employment offices (UK Human Resources) and Payroll Services (UFS) for resolution of employment, compensation, and payroll issues.

2) Employment on-boarding and off-boarding for all staff and students. Initiate pre-employment national background checks for new hires, and process IES actions for re-evaluations, new and revised position descriptions.

   a. Units should notify Payroll Specialist of any employee (staff or student) leaving their current position so that assignment can be ended or separated.

   b. Employment Personnel Action – Once position funding has been confirmed by SAL Business Office budget lead for position hire or re-classification, Payroll Specialist will initiate IES hiring processing for posting or reclassification action. Units should provide information such as recommended start dates and proposed annual salary or pay rates.

   c. Onboarding – Payroll Specialists complete Pre-employment screening (if required); IES processing; provide instruction on I-9 completion. Tax and Direct Deposit forms are available electronically online via myUK.

   d. Payroll Action – Key employee position assignment in SAP and process PAR and submit with required documents to Compensation for approval.

   e. Petty Cash – Only Payroll Specialists can create PRD petty cash requests. Units will email the appropriate Payroll Specialist requesting petty cash for employee missed pay amounting to 50% or more of the employee's pay. Student request for Petty Cash must be submitted and approved by employee's supervisor prior to sending to SALBO for processing. There may be exceptions for extreme hardship, however, documentation of hardship needs to be provided (bill statement, etc.) Please include an explanation stating why a petty cash payment is needed, the pay period, and the number of hours to be paid. Petty cash request is forwarded from the Payroll Specialist to the Budget Analyst Lead for review and approval. Upon final receipt of approval from Payroll Services, the Payroll Specialist will process the PRD document for the net amount for the petty cash.

   f. New Employee Orientation – Assist with providing new employee instructions for Link Blue activation and parking. Please note: University New Employee Orientation is now an online program utilizing video modules and other resources pertaining to benefits, safety, University policies and regulations, and an overview of UK campus. New regular staff employees with a full-time equivalent (FTE) of 0.5 or greater will need to complete the online University New Employee Orientation program within

myUK Learning within 30 calendar days of their first date of employment. Supervisors are responsible for making sure employees completes New Employee Orientation.

g. GSAS – Payroll specialists must be notified of all Graduate Assistants (GAs/TAs/RAs) for a unit. The payroll specialists will complete GSAS forms to ensure tuition payment and enter the payroll action for the stipend.

h. Overloads – Payroll specialists will complete overloads for work performed in SAL by existing UK Employees when the FTE will exceed 100%. Units must inform SALBO of this work in advance, and the form must be completed with all approval signatures BEFORE any work may be performed. For a non-exempt staff employee, overtime pay is earned for hours worked in excess of 40 in the regular work week and compensated at a wage rate of one and one-half times the hourly wage rate. All over-time hours must be pre-approved via memo or email by supervisor. Employees can be disciplined for working overtime if it has not been pre-approved.

Payroll Specialists Processing Timelines

1) IES staff, student, or temporary (STEPS) hire processing
   a. Payroll Specialists will work with units to complete request templates and submit requests to HR, STEPS and Federal Work Study Offices (FWS). The Payroll Specialists should be the first point of contact in all hiring, position changes, position updates, and payroll processes. Payroll Specialist checks position, whether existing or new, and consults with SAL Business Office Budget Lead for available funding and posting position approvals. Payroll Specialist works with units to finalize approved IES actions to be forwarded to Compensation for final approvals and then to Employment for position posting. Once position posting closes, Employment will contact Payroll Specialist to notify that the position has closed and the applicants are released for review.
   b. Unit reviews/interviews candidates and contacts Payroll Specialist with name of recommended applicant for position.
   c. Payroll Specialist initiates Hiring Proposal in IES, completes Experience & Education Calculator, completes recommended salary for Salary Recommendation Form, including any comparators, with approval signatures, and obtain any required letters from unit for promotion, demotion, hiring above midpoint, etc. (requires Provost approval). Promotional increases greater than 20 percent or exceeding the midpoint of the salary range will require approval of Human Resources, the Provost or appropriate Executive Vice President. A written justification memo should be sent to SALBO to attach with Salary Recommendation form.
   d. Employment reviews Hiring Proposal in IES for approval and sends notice to Payroll Specialist that an official offer can be made to candidate. If candidate accepts offer, Payroll Specialist initiates PES (Pre-Employment Screening). Hiring is contingent on PES; I-9 can be signed after the PES is initiated. **If candidate counters offer, steps**

above are repeated. If candidate declines, unit will determine another qualified candidate for the position. If there are no other qualifying candidates, Payroll Specialist will notify Employment of failed search, and unit will determine whether or not to repost position.

    e. Once PES is complete, Payroll Specialist will confirm start date with unit.

    f. Hiring department provides names of other interviewed applicants and "not hired" reasons, and Payroll Specialist will enter "not hired" dispositions for all applicants to close the posting.

2) SAP staff, student, or temporary payroll processing
    a. New employee brings I-9 to Payroll Specialist (start date should not precede date on I-9 form). Payroll Specialist keys employee payroll information into SAP, and ZPAR will include RE hire number, if applicable.
    b. Link blue account is created the day after the employee assignment is keyed into SAP, and Payroll Specialist will notify employee of their account. Employee will verify completion of account setup and will send e-mail address to Payroll Specialist to be added to applicable listserv.
    c. Payroll Specialist sends e-mail to Employee (copy supervisor) with information regarding time entry, pay, direct deposit, etc.
    d. Payroll Specialist will inquire of any training plans required for new employee and will submit Training Plan Request to Budget Lead Analyst for processing.
    e. Payroll Specialist will complete applicant dispositions in IES once unit provides information on turndown reasons for applicants interviewed/not interviewed. Applicant/Candidate information should be retained for 3 years.

3) SAL Business Office Payroll Specialist will process Payroll actions in SAP within 3 business days of receipt of all required information.

4) SAL Business Office Payroll Specialists will run Payroll Distribution Reports monthly to submit to the Financial Specialists. Financial Specialists will use this information to generate Status of Funds reports for the units.

5) SAL Business Office Payroll Specialists will monitor time entry reports and remuneration statements on a monthly and biweekly basis for all Student and Academic Life employees to assure that employees receive accurate pay.

Payroll Specialists Responsible Assigned Units

1) Student and Academic Life, Academic Affairs, BISS (Kirsten Turner) – Marc Heft
2) Dean of Students, Student Organizations and Activities, Fraternity and Sorority Life, Community of Concern, Student Conduct (Nick Kehrwald), Residence Life (regular employees only) – Keri Puckett

3) Academic Enrichment, Chellgren Center, Gaines Center, Transformative Learning (Katherine McCormick) – Marc Heft
4) Student and Academic Support, Career and Academic Support, Student Transitions and Family Programs (Adrienne McMahan) – Marc Heft
5) Health and Wellness, Campus Recreation and Wellness, Counseling Center, VIP Center, Financial Wellness (Drew Smith) – Teresa Pinkston

Relocation Expenses for Newly Hired or Transferred Faculty and Staff

The Business Procedures Manual policy for relocation expenses has been updated which has eliminated the exclusion for qualified moving expense reimbursements and will only provide for payment of a cash allowance through payroll processing, and subject to tax withholdings. BPM Reference, http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-8.pdf.

Employee Exit Checklist

SAL Business Office Payroll Specialists will provide employee(s) separating from the University of Kentucky an Employee Exit Checklist to assist employees in the exit process. Employees leaving the University have an obligation to return all University property, i.e., computer/laptop, keys, ID badges, etc., issued to them and to settle all outstanding accounts. Employee Exit Checklist should be completed by employee and unit supervisor. **See Appendix K**.

Family Medical Leave

Campus (non-UK HealthCare) employees should submit the FMLA form to the Campus FMLA Administrator, Phillip Neeley-Morrison at phillip.neeley@uky.edu or fax to 859-257-1679. Referenced under HR Policy 88.0, http://www.uky.edu/hr/forms/request-for-family-and-medical-leave and http://www.uky.edu/hr/employee-relations/family-medical-leave. Employees and Supervisors should notify their Payroll Specialist of any anticipated timing and duration of FML absence. Staff employees may submit FML leave requests for absences by choosing the appropriate leave type. However, FML leave entries should only be keyed after FML leave forms have been submitted and approved by FML Administrator.

1) Family Medical Leave – Continuous – Employee using FML for a continuous period of time, up to the federal maximum allowed (12 weeks in a 12-month period).
2) Family Medical Leave – Intermittent – Employee using FML sporadically over a period of up to six months (for example, three hours every Wednesday for physical therapy). Those on this type of leave must re-certify every six months.
3) Family Medical Leave – Exhaustion – Employee who has used their 12 weeks of FML leave time and may have not returned to work or has returned to work but has no additional FML time available.

Reduced Seasonal Hours

Eligible Regular, Full-Time Employees, if approved by their supervisor and department, may request to participate in the Reduced Seasonal Hours program by using the online FlexWork Request Form found at: https://www.uky.edu/hr/work-life/forms/flexwork-request-form. Information on the program can be found on the Office of Work-Life's website: https://www.uky.edu/hr/work-life/workplace-flexibility/reduced-seasonal-hours. Supervisors must forward the approvals of these requests to their appropriate Payroll Specialist to enter changes to FTE or base pay as needed.

APPENDIX A - Organizational Chart

Jamie Link
Finance Director

Gloria Robinson
Budget Analyst
Lead

Susannah Aulds	Debbie Calvert	Amy Quire	Marc Heft	Teresa Pinkston	Keri Puckett
Financial Specialist	Financial Specialist	Financial Specialist	Payroll Specialist	Payroll Specialist	Payroll Specialist
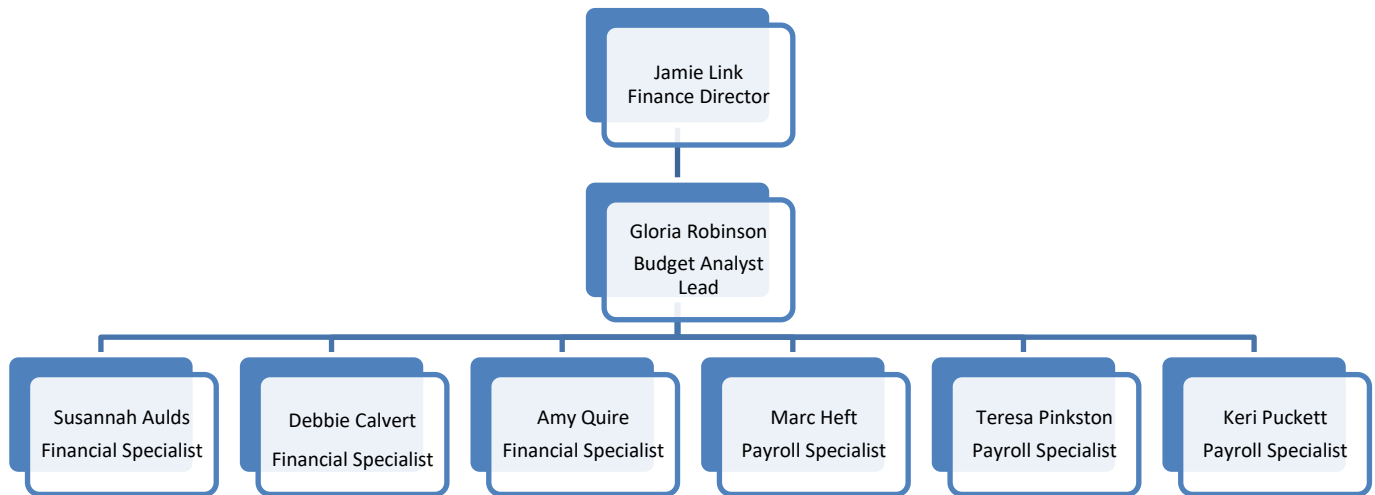
APPENDIX B – University Budget Calendar

University Budget Calendar

Timeframe	Activities
	Major Steps in the University Budget Cycle
July 1	University fiscal year begins
July – January	- Units execute current year budget in accordance with spending plans - Monitor and verify accuracy of salary data
Late January	- Deadline for Recurring Budget Transfers - Current year salary freeze
Early February	PBO begins distribution of budget formulation materials
Mid to late February	- Input of non-personnel budgets - Salary base development
Early March	Units submit Program, Course, & Administrative Fees
Mid to late March	Units submit: - Budget Request Templates for review - General Fund income explanations - Operating Budget Book Narratives - Professional/Graduate enrollment projections AEBC analyzes projected fund balances
Early May	- Salary proposal process ends - Board of Trustees approves Tuition and Mandatory Fees - Current and proposed year salary freeze Units submit: - Salary justifications - Program Impact Statements All budgets must be entered and balanced
Late-June	Operating budget presented to Board of Trustees for review
June 30	University fiscal year ends

APPENDIX C - Request Forms

Student and Academic Life - Budget Analyst Lead Request

Please attach any documents required for processing.
(Budget Transfers/Revisions; Cost/Fund Center Creation/Change; Key Requests; Staff Training Plans)

Department: _____

Name: _____

Email: _____ Phone Number: _____

Request Description:

Business Purpose for Requested Purchase:

I have received permission from the Unit Lead/Supervisor of
the department to make this request (please initial): _____

Student and Academic Life - Finance Specialist Request

Please attach any documents required for processing.
Cost center and type of request (JV/Office Supplies/PRD/Procard/PO) are not required.

Department: _____

Name: _____

Email: _____   Phone Number: _____

Cost Center: _____   Type of Request: _____

Purchase Request Description:

```
[                                                                    ]
```

Business Purpose for Requested Purchase:

```
[                                                                    ]
```

I have received permission from the Unit Lead/Supervisor of
the department to request this purchase (please initial): _____

Student and Academic Life - Payroll Specialist Request

Please attach any documents required for processing.
All original documentation must be sent to the Student and Academic Life Business Office (SALBO).

Department: _____

Name: _____
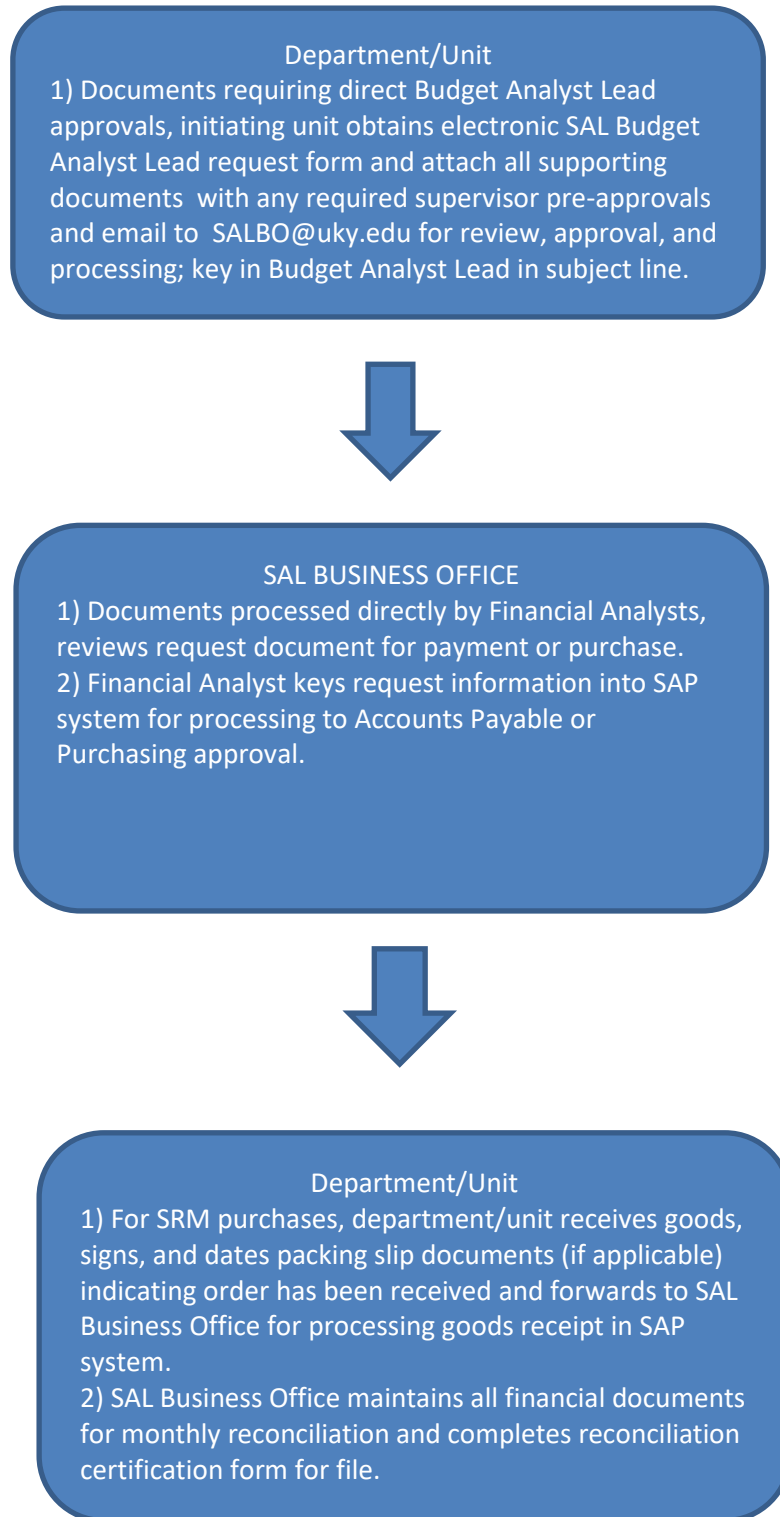
Email: _____ Phone Number: _____

Request Description:
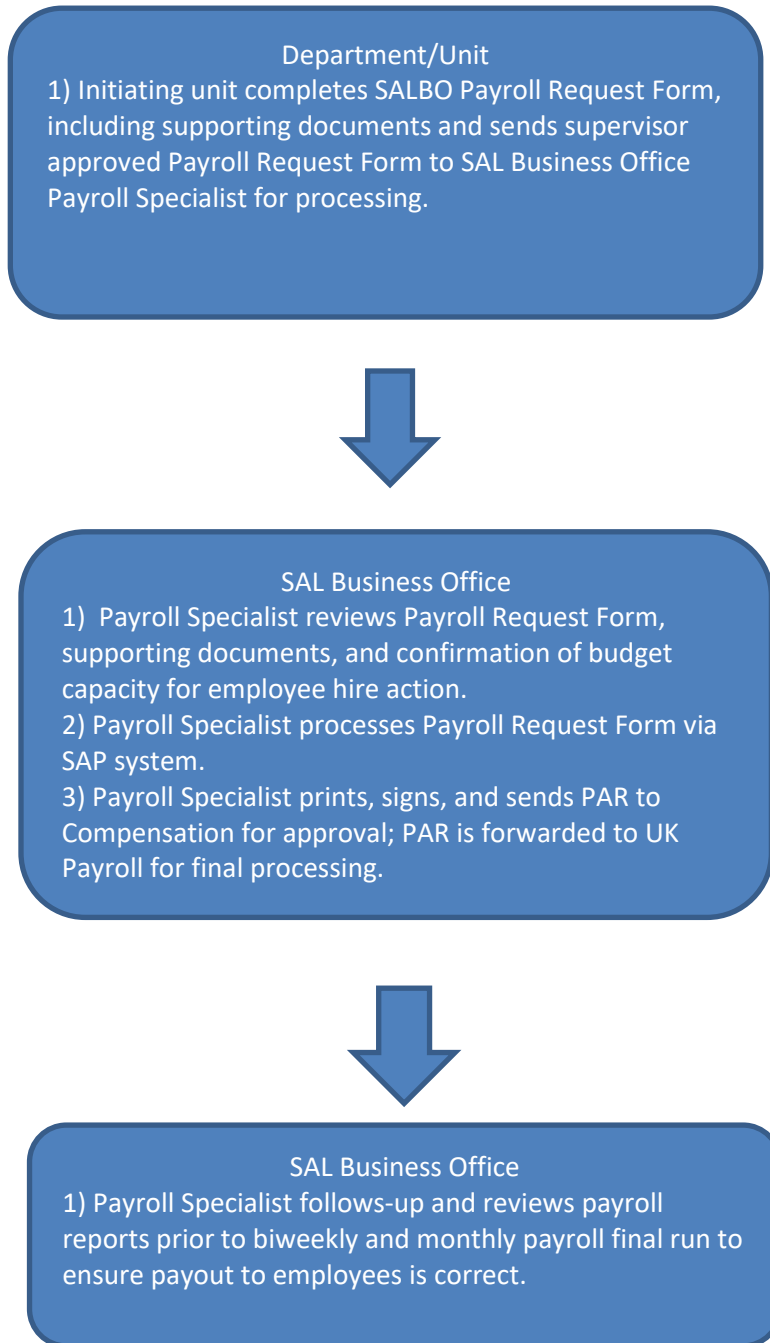
Business Purpose for Request:

I have received permission from the Unit Lead/Supervisor of
the department to make Payroll request (please initial): _____

APPENDIX D - Document Process Flowcharts

SAL BUSINESS OFFICE FINANCIAL PROCESS FLOWCHART

Department/Unit
1) Documents requiring direct Budget Analyst Lead approvals, initiating unit obtains electronic SAL Budget Analyst Lead request form and attach all supporting documents with any required supervisor pre-approvals and email to SALBO@uky.edu for review, approval, and processing; key in Budget Analyst Lead in subject line.

SAL BUSINESS OFFICE
1) Documents processed directly by Financial Analysts, reviews request document for payment or purchase.
2) Financial Analyst keys request information into SAP system for processing to Accounts Payable or Purchasing approval.

Department/Unit
1) For SRM purchases, department/unit receives goods, signs, and dates packing slip documents (if applicable) indicating order has been received and forwards to SAL Business Office for processing goods receipt in SAP system.
2) SAL Business Office maintains all financial documents for monthly reconciliation and completes reconciliation certification form for file.

SAL BUSINESS OFFICE PAYROLL PROCESS FLOWCHART

Department/Unit
1) Initiating unit completes SALBO Payroll Request Form, including supporting documents and sends supervisor approved Payroll Request Form to SAL Business Office Payroll Specialist for processing.

SAL Business Office
1) Payroll Specialist reviews Payroll Request Form, supporting documents, and confirmation of budget capacity for employee hire action.
2) Payroll Specialist processes Payroll Request Form via SAP system.
3) Payroll Specialist prints, signs, and sends PAR to Compensation for approval; PAR is forwarded to UK Payroll for final processing.

SAL Business Office
1) Payroll Specialist follows-up and reviews payroll reports prior to biweekly and monthly payroll final run to ensure payout to employees is correct.

APPENDIX E - Student Request for Funding

Student Request for Funding

Student and Academic Life

Student Full Name:		**Student ID:**
Mailing Address:		
City:		**State:**
College Attending: *(Example: College of Education)*		**Year:** *(Example: Sophomore)*
Amount Requested:		**Semester:** *(Example: Fall 2019)*
Other Sources of Funding:		

Purpose of Requested Funds:
(Please state the purpose of the requested funds, as well as how the purpose pertains to your education here at the University of Kentucky)

(Please attach any additional documents if necessary)

Attachments: ___ Yes / No *(circle one)*

I understand that I may not receive the full amount of the requested funds from Student and Academic Life. I further understand that if funds are awarded, I may not receive additional funds from Student and Academic Life throughout the rest of my tenure at the University of Kentucky.

_____   _____
Student   Date

_____   _____
Associate Provost   Date

_____   _____
Finance Director   Date

* Student and Academic Life Business Office Use Only *

Cost Center:	_____	**Amount:**	_____
Document Type:	_____	**Doc Number:**	_____
Attachments:	_____		
Date Posted:	_____	**Initials:**	_____

APPENDIX F - Funding Commitment Request

Student & Academic Life Business Office
Funding Commitment Request
Fiscal Year 2019 - 2020

Date of Request : _____

REQUESTING DEPARTMENT	FUNDING DEPARTMENT
Unit/Department Name	Unit/Department Name :
Requester Name:	Reviewer Name:
Amount Requested : $	Amount Provided : $
Crediting Cost Center :	Debiting Cost Center :
Date Transfer Needed:	Date Transfer Provided:
School Term: Fall Semester [ ] Spring Semester [ ] Academic Year [ ]	Funded By : Fall Semester [ ] Spring Semester [ ] Academic Year [ ]
(If applicable) Position #	Funding : Non-Recurring [ ] Recurring [ ]
Effective Date(s):	Funding Source:
Detailed Business Purpose for Request :	Notes Regarding Funding :

APPROVING SIGNATURES	
Supervisor:	Supervisor:
Unit/Department Lead :	Unit/Department Lead :

BUSINESS OFFICE USE ONLY	
Budget Analyst Lead :	Approved : Yes [ ] No [ ]
Finance Director :	Document Number :
Business Office Notes: *(include explanation if funding request is not approved)*	Document Amount :
	Posting Date :
	Back-up Attachments : [ ]
	Initials of Document Creato

APPENDIX G - Expense Codes (G/L'S) 3% Fee On Purchase

G/L Account	GL Description
540300	Furniture < $2000 and Computer <$1000
540357	Furniture, fixtures & office equipment under $5,000
535200	Computer - Maintenance Contract
535206	Administrative Data Processing Supplies
535208	Maintenance & Repair of Data Processing Equipment
540308	Audio and Visual Supplies
540358	Computers, tech, & minor equipment under $5,000
530110	Analysis and Laboratory Services
530111	Analysis and Laboratory Services-Variable
533032	Service Contract - Scientific Equipment
533044	Maintenance and Repair of Scientific Equipment
534040	Rental of Gas Cylinders
540027	Quality Control Laboratory Supplies
540311	Chemicals and Laboratory Supplies
540324	Gases
540328	Laboratory Animals
540338	Radioisotopes
540343	Lab Animal Supplies
533021	Maintenance and Repair of Building - Recurring
533022	Maintenance and Repair of Building - Nonrecurring
533023	Maintenance and Repair of Building - Painting
533025	Maintenance and Repair of Building - Carpet
533026	Maintenance and Repair of Ag Housing Properties
533030	Maintenance and Repair of Equipment
533043	Maintenance and Repair of Vehicles
533046	Non-file Material for PM Work Order
533060	Other Repairs and Maintenance
540310	Building Supplies
540313	Clothing and Uniform Purchases
540319	Electrical Supplies
540320	Electronic Supplies
540321	Engineering Supplies
540326	Industrial and Print Shop Supplies
540327	Janitorial Supplies
540331	Materials Handling Supplies
540336	Plumbing and Heating Supplies
540339	Refrigeration and Air Conditioning Supplies
540346	Fire Safety Supplies
540349	All Other Materials and Supplies
540350	Key Shop Lock & Parts
540361	Non-Capital Building Purchases/Construction
533010	Custodial Services
533011	Elevator Services
533024	Exterminating Services
533031	Service Contracts - Equipment
533040	Maintenance and Repair of Grounds
533041	Maintenance and Repair of Office Equipment
533042	Service Contract- Office Equipment
533045	Garbage Disposal External
533047	Non-file Service for PM Work Order
540306	Art Supplies
540312	Classroom and Teaching Supplies
540334	Office Supplies
540341	Training Supplies

APPENDIX H - Procard Edit Checklist

Checklist for Procard Edits submitted to Student and Academic Life Business Office

(attach form to the top of submitted reports)

☐The printed report is **POSTED** transactions only (do not send a Parked report) (multiple transactions per page is fine)

☐The report is signed and dated by the individual(s) who edited and posted the transactions.

☐Receipts are attached in the same order as the corresponding charges are listed on the transaction report.

Required documentation for each posted charge

☐Vendor Name
☐Transaction Date
☐Clear, specific Business Purpose/Explanation for each purchase* (see note below)
☐Detailed listing of what was purchased, including item description, quantity, and unit price
☐Itemized sales receipt for each purchase (showing total dollar amount of purchase)
☐Credit card receipt and itemized receipt for food purchases
☐Alcohol purchases on a Discretionary Account and charged to GL 540356
☐Final itemized folio receipt for hotel charges showing a zero balance and payment method
☐Taxi rides—specific start and end location and business purpose for the ride

For Charges associated with Meeting (s) and Events
☐Agenda for meetings
☐Attendees (first and last name) and specific attendee affiliations whether UK (e.g, role & department) or non-UK for all meetings, meals, events, etc.
☐Announcements for events if available (web announcement, flyer, email, etc.)

Note: This document is to be used as a guideline and organizing tool and should be used in conjunction and compliance with all University of Kentucky policies, procedures, and regulations. Policy questions should be directed to the appropriate UK office.

*The business purpose should be clear and specific, so that a 3rd party can understand it. For example, "working lunch" is not a sufficient business purpose, whereas "working lunch to discuss specific XYZ topic" would be a more sufficient explanation. "College Business Meeting" is not sufficient; "College Business Meeting to discuss specific XYZ topic; agenda attached" would be a better explanation (along with agenda attached). "Taxi Ride at meeting" is not sufficient; "Taxi from airport to conference hotel while in X for Y meeting" would be more sufficient.

APPENDIX I - Cash Handling and PCI-DSS Operations

Student and Academic Life adheres to the UK Business Procedures on Cash Handling and PCI-DSS processes, which are found in E-2-1 of the BPM (http://www.uky.edu/EVPFA/Controller/files/BPM/E-2-1.pdf). All staff handling cash are expected to understand these policies and stay current on changes and revisions. Staff are expected to attend the "UK Cash Handling Operations" class upon hire/transfer into Student and Academic Life, and periodically as a refresher course. Cash handling refers to all cash, coins, Automated Clearing House (ACH), wire transfers and checks received. In addition, staff are expected to read and understand the UK Ethical Principles and Code of Conduct, (http://www.uky.edu/Legal/ethicscode.htm).

Cash Acceptance Policy:

- Always provide customer with a receipt from a pre-numbered book containing:
    1. Date of payment
    2. Amount of payment
    3. Form of payment
    4. Account payment applied to
    5. Printed name of employee receiving funds
- If a check or money order is received, immediately stamp the back of the check/money order with the departmental deposit information.

Deposit Policy:

- Cash and checks must be stored in safe located if they will not be deposited the same day.
- Deposit according to the following policies:
    1. Daily, if cash receipts accumulate to $500, although more than one deposit is not required, plus
    2. Each time during the week deposits accumulate to $500 if receipts are <$500 per day, plus
    3. On the last working day of the week if cash is on hand, plus
    4. By 11 a.m. (Treasury Services) on the last working day of the month if cash is on hand
- Deposits will be hand delivered to Treasury Services

Safe Procedures:

All safes will be locked at all times. The doors of room where safe is located will be locked at all times when room is vacant. The safe can be opened by using a combination and/or lock and key.

For internal controls, only one person will possess the combination or keys to the safe, and may not be located in the room with the safe. The person occupying the room with the safe must monitor all access to the safe. Therefore, 2 people must be present to access the safe. A safe log is to be used each time the safe is opened and closed with both employees signing it.

The safe log, cash/check transmittals and cost center ledgers will be reconciled each month.

Safeguarding Procedures:

The Student and Academic Life Business Office will ensure there is a separation of duties between: accounting (receipts), depositing, reconciling, safeguarding and monitoring.

- Determine employee(s) who will open the safe and verify the funds deposited during the work week
- Determine employee(s) who will receive and open mail, endorsing any checks enclosed
- Determine employee(s) who will take payments, endorse checks and provide receipts to payments received in person
- Determine employee(s) who will prepare the deposit and transmittal
- Determine two employees who will sign and verify the transmittal
- Determine the employee who will record the deposit into the appropriate back-up file
- Determine the employee(s) who will deliver the deposit and transmittal to the appropriate office (Treasury Services or the Office of Development); return the stamped copy
- Determine the employee who will maintain files for the stamped deposit transmittals with appropriate back-up. All Units will provide the Student and Academic Life Business Office a copy of Cash/Check Transmittal Forms and all required back-up documentation for file
- The SAL Business Office Financial Specialists will verify the deposit through SAP
- The SAL Business Office Financial Specialists will reconcile the monthly ledger

Monitoring and Oversight Procedures:

SAL Business Office will ensure that proper oversight and monitoring of cash handling will occur by adhering to the following:

- The SAL Unit Director and SAL Business Office Financial Specialists will verify the monthly cost ledger
- The SAL Units will monitor/test receipts: receipts in order; voids accounted for
- The SAL Business Office Budget Analyst Lead will ensure that all employees are certified and re-certified
- The SAL Units will make certain that the opening of mail transpires in an open area
- The SAL Units will review and approve overages and shortages
- The SAL Units will review anticipated cash receipts (budget to actual)
- The SAL Business Office Financial Specialists will review back-up files
- The SAL Business Office Budget Analyst Lead will periodically test the cash handling process to ensure effectiveness, efficiency, and business continuity
- The SAL Units and SAL Business Office will listen to and solicit feedback

- The SAL Units will monitor outstanding balances
- The SAL Unit Director will conduct employee monitoring: background check; training; behavior
    - Paying attention to the work environment and employee as well as staying involved
- The SAL Unit Director and SAL Business Office Budget Analyst Lead will review and update written procedures regularly

University of Kentucky
Cash Handling Quick Reference Guide &
Cash Handling Form

All cash handling processes must be in accordance with [Business Procedure E-2-1 Treasury Operations Manual](#) and every employee who handles cash must read the business procedure in its entirety and sign this form. For quick reference, some basic guidelines are listed below.

DO:
1. Endorse checks immediately with unit name and mark for "Deposit Only".
2. Remember that cash includes not only U.S. coins and currency but also cash equivalents such as checks, money orders, travelers' checks, credit card receipts, ACH and wire electronic transactions, foreign funds, and stamps.
3. Allow only authorized employees, Campus Police and the University-approved armored car service to deliver cash.
4. Obtain security guards at times when handling extra large sums of cash (e.g. registration payments, book sales, and other payments).
5. Provide adequate security (such as security guards, armored carriers, or two or more employees) when transferring cash to other departments or banks.
6. Close vault and safe doors when unattended.

DON'T:
1. Permit unauthorized persons in areas where cash is handled.
2. Leave cash drawers and cash registers containing cash, unattended.
3. Leave cash unattended on desk tops or counters.
4. Send cash through Campus mail or U.S. mail.
5. Count cash in view of the public.

DEPOSITS

DO:
1. Deposit cash daily when receipt totals exceed $500.00. More than one deposit per day is not required.
2. Deposit all cash on the last day of the week regardless of the amount.
3. Deposit all cash on the last day of the month regardless of the amount.

DON'T:
1. Permit cash to be left in a department overnight, weekend, or month-end without being secured.
2. Send checks, cash or coin in the Campus mail or U.S. mail.

CASH HANDLING FORM

All cash handling processes must be in accordance with Business Procedure E-2-1 Treasury Operations Manual. Non-compliance with these guidelines by an employee may result in corrective action be taken in accordance with Human Resources Policy & Procedures (HRP&P) #62:0 Corrective Action and/or HRP&P #12:0 Separation from Employment.

_____

Employee Name _____
(please print)

Employee ID#_____

Department_____

I have read and understand the above and Business Procedure E-2-1 Treasury Operations Manual.

_____   _____
                  Employee Signature   Date

Place original in the departmental personnel file and give copy to employee.

PCI-DSS Credit Card Operations

1) SAL Units will adhere to policies and procedures regarding accepting credit card payments, BPM E-2-1, Section VIII, https://www.uky.edu/ufs/merchant-card-services-pci-dss, which includes addressing the security of any credit card data handled and an incident response plan to be followed in the event of a suspected breach of that data.

2) SAL Units will obtain and maintain documentation of PCI DSS compliance status of any third-party service providers directly or indirectly involved in the processing of credit card transactions (e.g. website hosting services, internet payment gateways, shopping cart providers, etc.)

3) SAL staff will attend annual training session provided by the MCS staff of Treasury Services.

4) SAL Units will maintain PCI DSS compliance and complete a Self-Assessment Questionnaire (SAQ) validating compliance on an annual basis and submit to MCS of Treasury Services.

5) SAL Units will notify MCS of any change in credit card processing methods

6) **Under no circumstance shall credit card information be obtained or transmitted via email**. Credit card transactions shall not be processed or data stored on individual PCs or servers that have not been deemed PCI compliant by MCS of Treasury Services. All hard-copy credit card information must be stored in a manner that would protect the individual cardholder information from misuse, or properly destroyed if no longer needed. Remember, **IF YOU DON'T NEED IT, DON'T KEEP IT**.

APPENDIX J - Motor Vehicle Record Release and Information Form

Motor Vehicle Record (MVR) Release and Information Form

Please provide all requested information and return form to UK Risk Management

UK Risk Management
306 Peterson Service Building
Lexington, KY 40506-0005
Phone: (859) 257-3708   Fax: (859) 257-1050

Services provided by:
Sonic e-Learning Inc.
Phone: (877) 867-6642   Fax: (866) 462-6316

Please attach copy of Drivers' License here.

Department Information:

UK Department: _____   Department Number: _____

Supervisor/Contact: _____   Supv/Contact Phone: _____

Driver Information:

Name: _____   Work Phone: _____
Exactly as it appears on Drivers' license

Address: _____ City: _____ ST: _____ Zip: _____

Sex: _____   Date of Birth: _____

Drivers License Number: _____   State: _____

Years Driving Experience Yrs: _____ Mos: _____   Date of Hire: _____

In connection with any application made by me, I understand that investigative background inquiries may be made on me concerning matters of motor vehicle information. I understand that you may be requesting information from various Federal, State, and other agencies which maintain records concerning past activities relating to my driving records.

I authorize, without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and/or responsibility for doing so. I hereby consent to the University of Kentucky to obtain such information from Sonic e-Learning Inc. and/or any of their agents. This authorization and consent shall be valid in an original, fax or copy form. I recognize that these inquiries may be made randomly in the future and no further authorization is required by me.

Failure to provide all information requested may result in a delay of UK driving privileges.

Driver's Signature: X _____   Date: _____

| Risk Management Department Use only. | | | | | Supv ☐ | HR ☐ |
| MVR Req ☐ | Rec'd ☐ | Filed ☐ | Referred | | ARB ☐ | _____ |

APPENDIX K - Employee Exit Checklist

UK UNIVERSITY OF KENTUCKY

Employee Exit Checklist

Employee Name: _____ ID #: _____ Department: _____

Supervisor: _____ Reason for Leaving: _____

Purpose: The following checklist is provided to assist employees in the exit process. Employees leaving the University should be aware of their rights and benefits including COBRA. In addition, departing employees have an obligation to return all University property issued to them and to settle all outstanding accounts.

☑ = Task Completed

Section I: Employee Responsibilities

☐ Submit written notice of termination to department, including update of new address for W-2 purposes.
  ☐ *Not applicable (NA)*

☐ Delete employee-specific telephone voice mail (message) before last day of work.
  ☐ *Not applicable (NA)*

☐ Pay outstanding debts to appropriate University units including tuition expenses, health center fees, parking tickets, etc.
  ☐ *Not applicable (NA)*

☐ Return all University equipment and supplies to your department representative or other appropriate representative.
  ☐ *Not applicable (NA)*

☐ Contact Employee Benefits (257-9519) or visit the HR website at www.uky.edu/HR for insurance termination date, retirement information, etc.
  ☐ *Not applicable (NA)*

☐ Remove all personal items from office and any other work space in a timely manner.
  ☐ *Not applicable (NA)*

☐ Return parking tag.
  ☐ *Not applicable (NA)*

Employee Comments:

_____   _____
Employee Signature   Date:

Section II: Department Responsibilities

☐ Cancel/revoke any signature authority the employee may have had.
  ☐ *Not applicable (NA)*

☐ Ensure forwarding address is correct for payroll (Tax forms, W2s)
  ☐ *Not applicable (NA)*

☐ Collect any procurement card(s) in the name of the employee and request cancellation of the cards.
  ☐ *Not applicable (NA)*

☐ Verify vacation and sick leave balances (if appropriate).
  ☐ *Not applicable (NA)*

☐ Department phone list and website, email distribution lists (remove listing).
  ☐ *Not applicable (NA)*

☐ Prepare and submit Employee Separation Sheet (www.uky.edu "Forms" page), indicating employee's forwarding address for W-2 purposes.
  ☐ *Not applicable (NA)*

☐ Submit final timesheet.
  ☐ *Not applicable (NA)*

☐ Parking Permit returned.
  ☐ *Not applicable (NA)*

☐ Verify return of all University equipment and supplies for terminating employee (cell phone, laptop, keys to office, etc.).
  ☐ *Not applicable (NA)*

☐ Ensure termination of employee's access to computer systems, including specific departmental systems, email accounts, accounting, budget, and payroll/personnel systems, etc.
  ☐ *Not applicable (NA)*

☐ Verify all the employee's personal items have been removed from the office and any other work space.
  ☐ *Not applicable (NA)*

Department Representative Comments:

_____   _____
Supervisor Signature   Date:

APPENDIX L - Official Staff Holiday Schedule

UK Holiday Schedule for the 2019-20 Fiscal Year (July 1, 2019 - June 30, 2020)

The University of Kentucky observes the following holidays, except where continuous service is essential, in accordance with UK Human Resources Policies and Procedures #83.0 – Holiday Leave. Please refer to policy #83.0 for detailed information regarding holiday leave.

Holiday	Date observed	Day observed
Independence Day	July 4, 2019	Thursday
Labor Day	September 2, 2019	Monday
Thanksgiving Day	November 28, 2019	Thursday
Day after Thanksgiving*	November 29, 2019	Friday
Christmas Day	December 25, 2019	Wednesday
	December 23, 2019	Monday
Special Holidays/Bonus Days ** To receive the Special Holidays, you must be employed in a regular position on or before October 27, 2019.	December 24, 2019	Tuesday
	December 26, 2019	Thursday
In order to continue to care for patients, UK HealthCare will remain open and not receive the additional bonus days on December 23 and 24. View an email from Dr. Mark Newman here.	December 27, 2019	Friday
	December 30, 2019	Monday
	December 31, 2019	Tuesday
New Year's Day	January 1, 2020	Wednesday
Martin Luther King Jr. Day	January 20, 2020	Monday
Memorial Day	May 25, 2020	Monday
Independence Day***	July 3, 2020	Friday

* Employees of UK HealthCare who do not normally receive the Friday after Thanksgiving as a holiday are provided a "floating" holiday in place of this calendar day.

** Staff must be employed in a regular position on or before October 27, 2019 to receive these days. Regular employees with an FTE of 0.5 or greater shall be granted (6) Special Holidays (Bonus Days) off with pay on a prorata basis. Employees who leave employment at UK prior to January 1, 2020 are not eligible for Special Holidays.

*** Independence Day falls on a Saturday; therefore, the holiday is observed on a Friday.

APPENDIX M - Payroll Additional Resources

Time Entry and Approval upon Units request – if at any time a unit or employee needs assistance, they should contact their SAL Business Office Payroll Specialist.

Record Working Time – Hourly workers should enter all working time.

> Instructions: http://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/record-working-time-online

Submit Leave Requests Online - Full time employees (hourly and monthly) should enter holidays, vacation, TDL, and other leave.

> Instructions: http://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/submit-leave-requests-online

Approve working time and leave requests (supervisors):

> Instructions: https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-mss-guide/approve-working-time-leave-requests

Changes to Bank Information / Direct Deposit:

> Instructions: http://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/update-your-info-bank-information

> Note: Students should also change their deposit information in their Student Services tab: http://www.uky.edu/studentaccount/refund.htm

Changes to tax withholdings:

> Instructions: http://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/update-your-info-tax-witholding-w4-k4

Changes to home address:

> Instructions: http://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/update-your-info-addresses

> Note: Students should also change their address in the myUK, Student Services, my Info tab.

Changes to name:

> The official name in the UK system must match the employee's social security card. In order to change the name, the employee should bring their new social security card to their Payroll Specialist and complete the Name Change Form. Students must also contact the Registrar

Office in order to change their name: https://www.uky.edu/registrar/registrar-student-account

APPENDIX N - Glossary of Acronyms

BR – Budget Revision

BT – Budget Transfer

DR – Agency Disbursement Request

ESS – Employee Self Service

FML – Family Medical Leave

IRIS – Integrated Resource Information Systems – Student Lifecycle Management (SLCM); Financials (FI); Grants Management (GM); Human Resources (HR); Materials Management (MM); Plant Maintenance (PM)

JV – Journal Voucher

PCI-DSS - Payment Card Industry Data Security Standards - are data and record storage, transmission and system testing requirements designed to help ensure the safe handling of credit card information

PRD – Purchase Request Document

SAG – Scholarship and Grant Authorization

SALBO – Student and Academic Life Business Office

SAP – Systems, Applications, and Products – software used to manage business and service processes of University of Kentucky

SPV – Student Payment Voucher

TRIP – Travel Document Solution