

District Staff Notes

November 2018



Extension administration is working to improve our communication. These notes are a part of that effort. These notes are not meant to be a substitute for District Staff, but used as a supplement. Use them to fill in your calendar with deadlines or to discuss at your office staff meetings.

Action needed

- Support Staff PEs go live on December 1.
- Mark all receipts "Paid by County" or "Paid by Employee"
- Send an updated list of district board members to Jeff Young
- Send new State Extension Council delegates to Dian Stapleton
- Submit quarterly success stories

Important dates

- November 16 – 20: NEP notifies supervising agents of PE approval
- November 21 – December 14: NEP supervising agents and assistants review, sign and mail PEs to NEP office
- November 26: County Program Review Orientation
- December 1: Report to the People due to PSD
- December 1: Support Staff PEs go live
- December 7 – 8: Jr. MANRRS Leadership Institute
- December 14: Focus group and key informant interview notes due
- December 18: Equine Summit East in Mercer County
- December 19: Equine Summit West in Daviess County
- January 11: Diversity Awards Application due

- January 11: Client Protection Risk Management Webinar
- February 6 – 8: [National Land Grant Diversity Conference](#)
- March 29: Client Protection Risk Management Webinars

Notes

- Extension Director Search
 - National search has begun with a goal to name a new director by spring 2019
 - Barry Barnett will chair the search committee
 - Committee members include: Greg Comer, KACAA; Judi O'Bryan, KAFCS; Mike Meyer, KAE4-HA; Heather Norman-Burgdolf, Dept. of Dietetics & Human Nutrition; Kenny Burdine, Dept. of Ag Economics; Marisa Aull, NEP; & Ken Jones, PSD
 - For a complete list, see the November College Monthly
- Extension Financial Operations (EFO Updates)
 - All county employees are now using TRIP
 - *Reminder: the travel document should be printed and provided to the fiscal contact in order to record the expenses in the county's financial records*
 - New monthly in-service trainings for new staff, or as a refresher for existing staff, are in development
 - Resources for TRIP: <http://cafebusinesscenter.ca.uky.edu/content/trip-travel-reimbursements>
 - Process: TRIP reports are first routed to the traveler's direct supervisor as recorded in SAP-HR for approval, then TRIP reports are routed to the appropriate budget officer for review and approval
 - Lisa Bowen is reviewing last names A-L
 - Kim King is reviewing last names M-Z
 - If issues are found, they will revise in TRIP and send an email to the traveler with a copy to their district support staff
 - Policy & Procedure reminders have been, and will continue to be, sent from EFO to keep staff informed of all travel related policies
 - Airfare cost comparisons from Concur prior to travel are required when:
 - Purchasing an airline ticket through an alternate vendor and using personal funds
 - Combining business with personal travel and using personal funds
 - Driving over 400 miles one-way to destination and using personal funds
 - If there are questions, call district support staff or EFO
 - Effective December 1, 2018 (for November travel), all travel receipts must have a notation designating how the expense was paid
 - "Paid by County/3rd Party", employee initials and date
 - "Paid by Employee", employee initials and date

- Counties may order stamps if necessary to make the same notation
 - *If any receipt is missing this notation, the TRIP report will be returned to the traveler*
- All meals outside per diem will require a memo from the District Director which will document the employee's required attendance and a brief business purpose for the event/meal.
 - This will only be applicable to special business related events held at association conferences (e.g. State's Night Out) – all other meals outside of per diem are prohibited.
 - For any other special meal situation, see your District Director for guidance.
- From E-5-1, insurance on domestic rental vehicles is provided by the University's Actual Cash Value Comprehensive and Collision coverage plan. Collision deductible waiver (CDW) or any other additional insurance is **not** a reimbursable domestic travel expense.
- KERS update – work is being done to create a new county vehicle mileage log similar to those required for personal vehicles. More info to come on when these will be implemented and how they will be processed for review.
- Fiscal Coordinator/Facilitators will continue to review travel documents after they have been submitted to the supervisor for approval.
- QuickBooks Online (QBO)
 - 5 pilot counties are currently using QBO successfully (Bell, Breathitt, Christian, Scott and Todd)
 - Modifications to the chart of accounts have been made as a result of pilot county feedback
 - Standardized reports have been modified as a result of pilot county feedback
 - EFO is in the process of developing training materials, QBO website resources, video tutorials, and training programs for QBO
 - Implementation of QBO is slated to start in January with the first district going live Feb 1
 - We will roll-out across the state district by district with the last two going live July 1
 - EFO will email counties to collect general county info to establish the accounts in QBO
 - Communication to come from EFO regarding the implementation
- Compliance
 - EFO is in the process of updating and/or adding policies & procedures for financial related processed
 - Cash Handling is the first one to have been completely drafted and is currently under review
 - EFO is working to develop training materials and a training program to train all county staff on policies and procedures

- KACo Regional Conferences
 - Thanks to everyone who presented!
 - 86 local officials attended, representing 56 counties
 - 99% of participants “strong agree” or “agreed” that the conferences were useful, effective and met their needs
- Currently there are 13 County Managers and 31 County Facilitators
- 2-Factor Authentication
 - It helps to protect your account by requiring a code in addition to your password when you log into MyUK
 - Is currently optional, but will be mandatory in summer 2019
 - You can turn it on via the UK Account manager <https://ukam.uky.edu>
 - Requires a phone with texting or a smartphone with the free Duo app
 - Once enabled, you only have to change your password once a year instead of every 90 days!
 - It cannot be disabled once activated
 - Setup instructions and FAQ can be found at <https://www.uky.edu/its/ittakes2>
- Phishing and Impersonation
 - Quite a few new phishing and impersonation attempts have been seen recently
 - Be especially careful of what links you click on and what attachments you open
 - Always check the email address and not just the name! Just because the name is someone you know, doesn’t mean it is that person
 - Be very suspicious of anything asking for passwords or money
 - UK will NEVER ask you for your password via email
 - Send spam emails to isthisemailsafe@uky.edu
- Outlook on Mobile
 - In the near future, UK will make email programs require modern authentication and some mail apps do not support this
 - We recommend using Outlook to connect to your email instead of the built in mail app
 - Outlook will make it look more similar to what you are using in the Office
 - Outlook also seems to be better about opening shared calendars
 - You can download it for free from the Apple app store or the Google Play store
 - Make sure you are logging in with your linkblue username@uky.edu and not your firstname.lastname@uky.edu address (e.g. rahaye0@uky.edu)
 - If you have questions or have trouble setting it up, contact your DEITC
- Florida Hurricane Response
 - Hurricane Michael was the strongest storm to hit Florida’s panhandle in over 100 years
 - While all UF/IFAS Extension faculty and staff emerged safe and sound, many suffered damage to their homes and some UF/IFAS facilities suffered

damage, including the North Florida Research and Education Center in Marianna

- To learn more about what you can do to help, visit www.ifashhurricanerelief.com
- Support Staff PEs
 - All support staff PEs will be completed through Success Factors
 - Self-evaluation is the first step
 - PEs go live on December 1
 - Link to the resources page for employee PE: <http://www.uky.edu/pe/university>
 - Video overview that employees can watch: <http://www.uky.edu/pe/how-participate-your-university-self-evaluation>
 - Completing the PE as a Manager: <https://www.youtube.com/watch?v=NotLNly33g>
 - Self-Evaluations are due no later than January 14
 - All face-to-face meetings with supervisors and staff are due no later than February 11
 - All PEs must be completed by February 18
- Receiving legal documents
 - Agents or other county staff are NOT authorized “Agent of service” and should not receive legal documents
 - You can refuse to sign for or receive legal documents and explain that you are not authorized to sign for or receive those papers
 - If opened or received by accident send to DD, Stacy Miller and/or Tim West immediately
- A quarterly newsletter will be sent to all District Board members
- New State Extension Council Delegates will get an email from Dian Stapleton to complete online vendor application in order to get reimbursed for travel expenses
- Report to the People
 - Due to PSD by December 1
 - District Director needs to approve report prior to submission to PSD
 - Program indicators: <https://kers.ca.uky.edu/CES/rpt/CESreports.aspx>
 - Can also be found in Quick Links here: <https://psd.ca.uky.edu>
 - Be sure to use this year’s templates : <https://psd.ca.uky.edu/reportstothepeople>
 - Upload RTP to: https://uky.az1.qualtrics.com/jfe/form/SV_cHAAIzOezv0Ex7
 - Contact Pam Holbrook: pamela.holbrook@uky.edu or 859-25707193
- Club / Unit Non-Discrimination Forms
 - Club/Group Affirmative Action form: <http://psd.ca.uky.edu/aaterms#additional>
 - On the internal site, listed as: Non-Discriminatory Forms for Extension Groups
- Association Membership Dues

- Only those membership dues for professional associations that are included in a meeting registration should be submitted as a travel expense in TRIP. All other membership dues for professional associations will be paid for in the county as they were in the past.
- Remember, all professional association memberships must be approved in advance by your County Manager or District Director. If you have any questions, please contact your respective district support staff and/or fiscal compliance officer.
- Examples:
 - State Association meeting registration includes annual State/National association membership dues – submit as a registration receipt in TRIP
 - State and/or National Association membership dues via a separate invoice (i.e. \$100 Annual membership dues) – submit to the county as an expense (direct paid by county or reimbursed to employee) and record in the appropriate professional improvement account.
- US Census
 - Contact: Michelle L. Elison, Kentucky Partnership Specialist Philadelphia Regional Census Center
 - Wants Extension to be involved in promoting to all residents to complete the Census
 - More information will be available soon
- County Program Reviews
 - Orientation – November 26, 1:00 p.m.
 - If you are interested in serving on a team contact your DD.
- Online M.S. Program – coming soon!
 - Master of Science in Science Translation and Outreach (STO) in the College of Agriculture, Food and Environment
 - Classes should be available beginning in fall 2019
 - Application process through the UK Graduate School
- Registration for the 15th annual National Land Grand Diversity Conference is now open.
- Applications are now being accepted for Diversity Awards.
- Extension Philanthropy: If you are interested in piloting a locally-driven college scholarship program contact [David Kessler](#).
- Community Needs Assessment
 - 17,489 electronic surveys and 5000+ paper surveys are being processed
- Family Medical Leave
 - FML Website: <http://www.uky.edu/hr/employee-relations/family-medical-leave>
 - "Little Cats" Brochure for employees welcoming babies: <http://www.uky.edu/hr/resources-for-parents/for-new-parents>
 - FML Form: <http://www.uky.edu/hr/forms/request-for-family-and-medical-leave>

- Submit forms to Phillip Neeley by email: phillip.neeley@uky.edu or faxing to 859-257-2010
- Mental Health First Aid
 - FCS and 4-H have Specialists certified to teach
 - Working on late spring in-service training
 - Dr. Deborah Reed and Daniel Wilson are also working on this topic and will schedule Question-Persuade-Refer (QPR) training in 2019
- *If you have questions about policies or procedures: contact your manager, DD, or district support staff. From there, Jeff Young, Chris Shotwell or Stacy Miller are also available to help.*
- Charlene Jacob's son has received a lung transplant. To help with medical expenses: <https://www.gofundme.com/johnnie-jacobs-medicalfamily-fund>