



College of Agriculture, Food and Environment

AGENDA

CAFE Staff Council Meeting

February 14, 2017

11:00-Noon

249 Barnhart Building

Presiding: Karin Pekarchik, Chair

Attendance: Amanda Hickman (guest), Tiffany Cochran, Jackie Allen (via Skype), Eileen Kopp (via Skype), Marilyn Hooks (via Skype), Sarah Caton, Jenny Evans, Rhesa King, Helen Williams, Lisa Collins (ex officio), Karin Pekarchik, Christine Tarne, Andrea Higdon (guest), Debbie Gutierrez, Cindy Stidham, Jozsef Stork, Megan Lucy (ex officio)

Amanda Hickman, UK energy consultant with Cenergistic – In July, 2016, UK entered a contractual relationship with energy efficiency consulting firm Cenergistic. Amanda Hickman, an alumna of the Department of Biosystems and Agricultural Engineering is Cenergistic’s representative for the CAFE buildings on campus. She is tasked with identifying problem spots in the CAFE buildings that lead to energy inefficiency and uncomfortable climates, and working with the building operators to remedy these problems. Often times a comfort problem (too hot, too cold) indicates that something is wrong with the building’s HVAC system. There is a large list of mechanical issues with our older buildings that we are working on addressing. Of note is that lab areas are supposed to stay a constant temperature between 68 and 72, but there are lots of faulty thermostats and controls in the HVAC system that affect things well beyond their immediate area. Office spaces may be cooler on the weekends and evenings, but lab spaces should stay constant. On a broader scale, Cenergistic is working with UK to reduce energy consumption across campus, and save money. Between July and January, they were able to reduce energy costs by 1.6 million. The expectation is that there will be energy savings of around \$10 million per year. There should be a campus wide announcement coming soon, but final guidelines are still in development.

Andrea Higdon, Campus Safety- Andrea Higdon is the Emergency Management Systems Director for CAFE, and as such she coordinates campus safety response issues for CAFE. Andrea handed out packets which included a safety whistle, Andrea’s contact information, emergency contact cards for Extension, larger Emergency contact cards for campus, instructions for updating campus directory information (which ensures you are on the building safety email addresses), a handout on Facility Alerts from

Physical Plant Division, a handout on UKAlert for the research farms, information on the LiveSafe, and emergency procedures for classrooms. All of these handouts are attached to the end of these minutes.

There is an Active Shooter presentation on February 15 at 1:00PM, and there is also an online version which those unable to attend on Wednesday may participate in. CPR and First Aid courses are also available twice a month and Andrea can help coordinate these for on campus as well as the farms.

More information about Emergency Preparedness in CAFE is available on the CAFE website:

<https://administration.ca.uky.edu/emergency>

Committee Business

1. Vote on Stafflinks name change- Karin Pekarchik moved to change the name of StaffLINKS to CAFE Staff Council, and the motion was unanimously approved.

2. Introduction of Incoming Chair Christine Tarne (effective next meeting)- Christine is an Administrative Services Assistant in Plant Sciences. She will be taking over as chair of Staff Council beginning with the next meeting. Christine and Karin met to discuss transition and plans for next year, including continuation of food drives and Circle of Love. Karin was presented with a plaque thanking her for her service.

3. Request for topics for the next meeting – No topics were proposed, but ideas may be emailed to Christine Tarne at Christine.Tarne@uky.edu

Adjournment

Following the academic calendar, StaffLINKS will hold quarterly meetings on the second Tuesday of the months August, November, February, and May.

Upcoming 2017-2018 meetings:

- May 9, 2017
- August 8, 2017
- November 14, 2017
- February 13, 2018



Emergency Contact Information

For office, lab, classroom, research farm, county Extension office, or other College of Agriculture, Food and Environment facilities.

In the event of an emergency (explosion, fire, tornado, criminal act, or any situation causing harm, injury or severe property damage):

All employees:

1. Take necessary personal safety precautions.
2. Call 911
3. Provide comfort, but do not move injured.
4. Notify a supervisor when safe to do so.

After-hours phone numbers:

Supervisors should notify:

1. College Emergency Management
System director 859-257-7868
2. College administration (such as chair or dean)
and additional staff, as needed.
3. UK Police 859-257-8573
4. UK Public Relations
24 hour on-call line 859-230-9086
Ag Communications 859-323-4761

Additional contact numbers:

To report maintenance emergencies (such as burst water lines) call the Physical Plant.....859-257-3844

Other numbers:

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Other numbers:

University of Kentucky

Campus Emergency Action Guide

Dial 911

Or

Dial #UKPD (#8573) from a cell phone



FIRE – EVACUATE IMMEDIATELY- using posted evacuation routes

- **DO NOT** use elevators,
- Follow **RACE** instructions:
 - R**—Rescue (if possible without endangering self) those in immediate danger. NEVER enter an unknown/unfamiliar area
 - A**—Activate the fire alarm system
 - C**—Confine the fire by closing doors as you leave the building
 - E**—Evacuate the building & report the situation to emergency personnel.
- Assist physically impaired persons to nearest exit stairwell, advise emergency personnel of their location
- Feel the door: a 'too hot to touch door' means the fire is outside the door and you should NOT open it.
- Crawl, should you get caught in smoke; go to a window & signal for help if necessary
- Keep all students & staff together
- Once outside, move away from exits/entrances



TORNADO/SEVERE WEATHER –

- Evacuate to designated Severe Weather Shelter locations - look for green signs
- Assist physically impaired persons to shelter areas
- Follow instructions as delivered
- Stay in shelter areas until advised otherwise



MEDICAL EMERGENCY—

- Provide following information to 911 operator:
 - * name
 - * location
 - * description of medical emergency
 - * number of people injured
 - * stay on phone
- **DO NOT** move injured person
- Render first aid **ONLY** if trained



ACTIVE SHOOTER –

Secure immediate area:

- Lock and/or barricade doors, if possible
- Keep room normal: lights on, leave on; lights off, leave off
- Close blinds, block windows
- Turn off radios and silence cell phones
- Keep occupants calm, quiet, & out of sight
- Keep yourself out of sight & take adequate cover/protection i.e. concrete walls, desks, filing cabinets, etc.

Un-Securing an area:

- Consider risks before un-securing rooms
- Remember, the shooter will not stop until they are engaged by an outside force
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area.
- Consider the safety of masses vs. the safety of a few
- If doubt exists for the safety of individuals in a room when trying to evacuate, the occupants should remain in the secure room

Contact Emergency Personnel:

- Dial 911 or #UKPD (#8573) from a cell phone

What to Report:

- Your specific location – building name and office/room number
- Number of people at your specific location
- Injuries– number of injured, types of injuries
- Assailant(s)-
 - * location,
 - * number of suspects
 - * race/gender, physical features
 - * clothing description, backpack
 - * types of weapons (if known)
 - * identity of the shooter

Instruction on how to join a Separate Campus Group (UK- Student/Employee)

As a UK Student or Employee, you are automatically enrolled in the Main Campus notifications via your UK Email Address. If you work or attend classes at one of the separate campuses, we recommend joining the respective group. By joining a separate campus group you will be notified for emergencies that occur in those areas that don't affect Main Campus in addition to all Main Campus Alerts.

Instruction on how to join the a Separate Campus Group (UK- Student/Employee)

1. Login to MyUK
2. Select UK Accounts and Services

The screenshot displays the myUK portal interface. At the top, the 'myUK' logo and 'UNIVERSITY OF KENTUCKY' are visible. Below the logo, there is a navigation bar with tabs for 'Employee Self Service', 'Manager Self-Service', 'Student Services', 'Student Administration', and 'Enterprise Services'. The 'Employee Self Service' tab is selected, and an 'Overview' link is present. The main content area is titled 'Employee Services' and contains several service categories: 'Employee Search', 'Benefits and Payment', 'Training', and 'UK Accounts and Services'. A red arrow points from a box labeled 'Step 2' to the 'UK Accounts and Services' link.

myUK UNIVERSITY OF KENTUCKY

Employee Self Service | Manager Self-Service | Student Services | Student Administration | Enterprise Services

Overview

Employee Services

Map | Directory | Index

Employee Search
Search for University colleagues and find basic information about their positions. Once you have searched using the employee name, you may click on the presented last name to see more detail (such as the Organizational Unit and Supervisor of the employee).
Quick Links
Who's Who

Benefits and Payment
Display the plans in which you are currently enrolled, enroll in new benefit plans and download an enrollment form.
Display your salary statement.

Training
Search for UK offered courses, register for courses, review your training history.

UK Accounts and Services
Access to accounts and services offered by the University of Kentucky.

Step 2

3. Select UK Alert

The screenshot shows the myUK University of Kentucky portal. At the top, there is a navigation bar with the myUK logo and the University of Kentucky name. Below this is a menu with options: Employee Self Service, Manager Self-Service, Student Services, Student Administration, Enterprise Services, myReports, Faculty Services, and my UK. The 'Employee Self Service' option is selected, and an 'Overview' link is visible below it.

The main content area is titled 'Employee Services Area' and includes a 'Back' link. A 'Service Map' section is expanded, showing three categories:

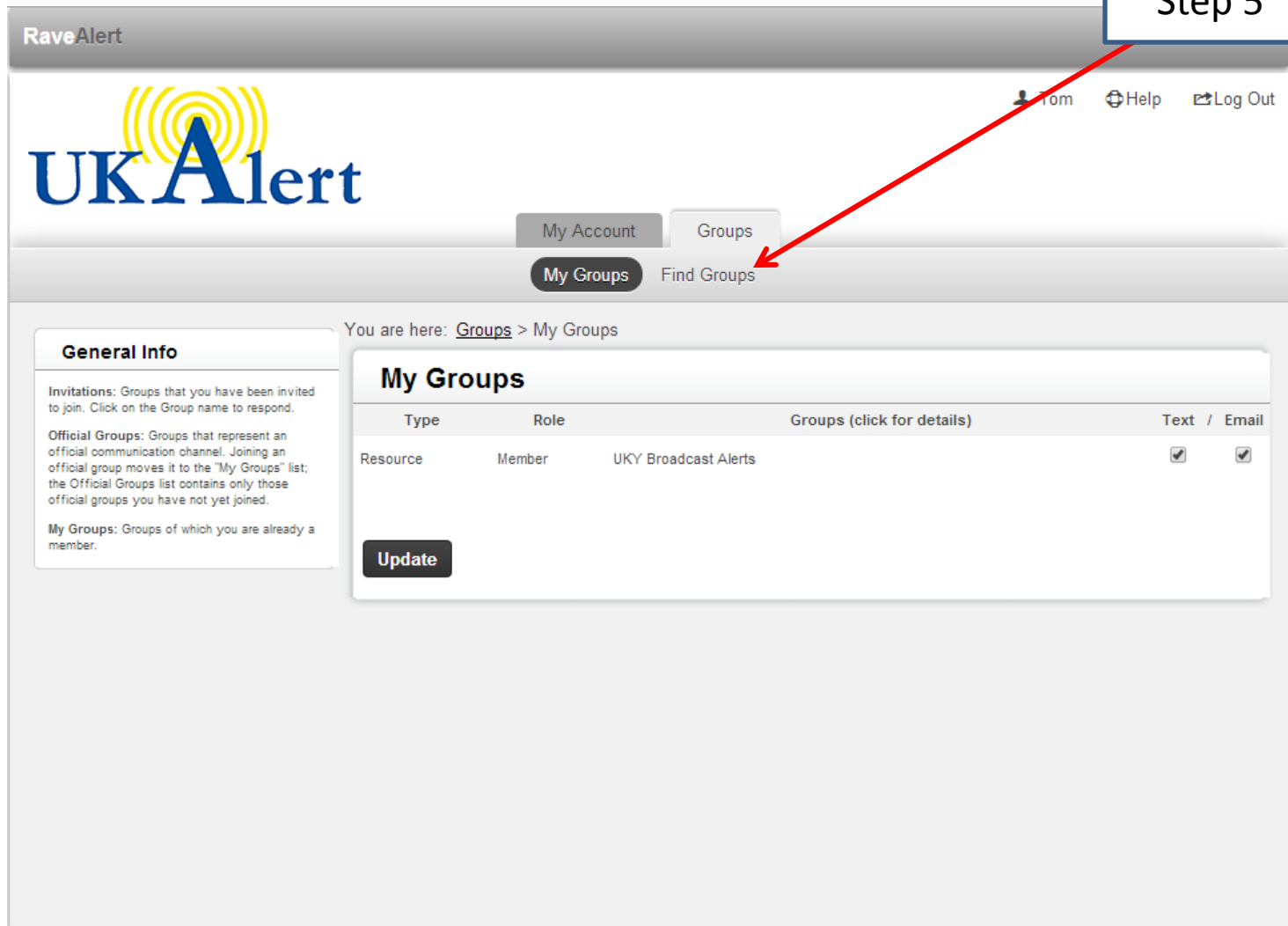
- UK Accounts**: Plus, Meals, and Flex Account. Maintain your Plus, Meals, and Flex Accounts.
- UK Services**: UK Alert (highlighted with a red arrow and a 'Step 3' callout box). Emergency notification system to communicate official information during an emergency or crisis situation.
- UK Information**: Annual Safety & Security and Fire Reports. View the Annual Campus Safety and Security Report. Daily Crime log. View the daily log of all UKPD's activities. myUK Health Service. Allows employees to receive secure messages from the care providers and receive updates on TB and vaccine compliance.

4. Select the Group Tab

The screenshot displays the UKAlert user interface. At the top, there is a navigation bar with 'RaveAlert' on the left, 'User' and 'Admin' tabs in the center, and 'Contact' and 'Admin Documentation' on the right. Below this is the UKAlert logo and a user profile section showing 'Thomas', 'Help', and 'Log Out' options. A secondary navigation bar contains 'My Account' and 'Groups' tabs, with a red arrow pointing to the 'Groups' tab. The main content area is divided into several sections: a blue input field with an 'Edit' button; a 'Password' section with a lock icon and a 'Change' button; a 'Mobile Phones' section with a '+ Add' button and a list item showing a blue input field, 'Confirmed' status, a 'Test' button, and edit/delete icons; a 'Voice Only Line Contacts' section with a '+ Add' button; and an 'Email' section with a '+ Add' button and a 'Registration email:' field with a 'Test' button.

Step 4

5. Select the “Find Groups” tab.



The screenshot shows the RaveAlert website interface. At the top left is the 'RaveAlert' logo. Below it is the 'UKAlert' logo with a yellow signal icon. In the top right corner, there are links for 'Tom', 'Help', and 'Log Out'. A navigation bar contains 'My Account', 'Groups', 'My Groups', and 'Find Groups'. A red arrow points from a box labeled 'Step 5' to the 'Find Groups' tab. Below the navigation bar, the breadcrumb trail reads 'You are here: [Groups](#) > My Groups'. On the left, there is a 'General Info' section with text about 'Invitations', 'Official Groups', and 'My Groups'. The main content area is titled 'My Groups' and contains a table with one row of data. Below the table is an 'Update' button.

Type	Role	Groups (click for details)	Text	Email
Resource	Member	UKY Broadcast Alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Privacy Policy](#) [Terms of Use](#)

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6. The different groups will be listed.

7. Select the desired campus group.



Step 7

Step 6

Find Groups

To search for groups, enter search terms and press "Search" or "Show All"

Use wildcard characters (*) to widen your search. Ex.: *smith* could return "Joe Smith" and "Smithsonian"

Type	Posts	Official	Keyword	Group (click for details)
Group	0		Coldstream	Coldstream Information
Group	0		UKlittle	Little Research Campus
Group	0		MainCampus	Main Campus - Group
Group	1		UKnorthcampus	North Campus
Group	0		UKprinceton	Princeton Campus
Group	0		UKrobinson	Robinson Forest Campus
Group	0		UKsouthcampus	South Campus

8. Select "Join"

The screenshot displays the RaveAlert website interface. At the top left, the text "RaveAlert" is visible. In the top right corner, there are user navigation links: "Tom", "Help", and "Log Out". The main header features the "UKAlert" logo, which includes a yellow signal icon above the text. Below the logo, there are navigation tabs: "My Account", "Groups", "My Groups", and "Find Groups". The "My Groups" tab is currently selected. The main content area is titled "Group Details - North Campus". Under this title, the text "Group status: [Join](#)" is displayed. A red arrow points from a box labeled "Step 8" to the "Join" link. Below the group status, there are sections for "Recent Messages" and "Recent Polls".

RaveAlert

Step 8

Tom Help Log Out

UKAlert

My Account Groups

My Groups Find Groups

Group Details - North Campus

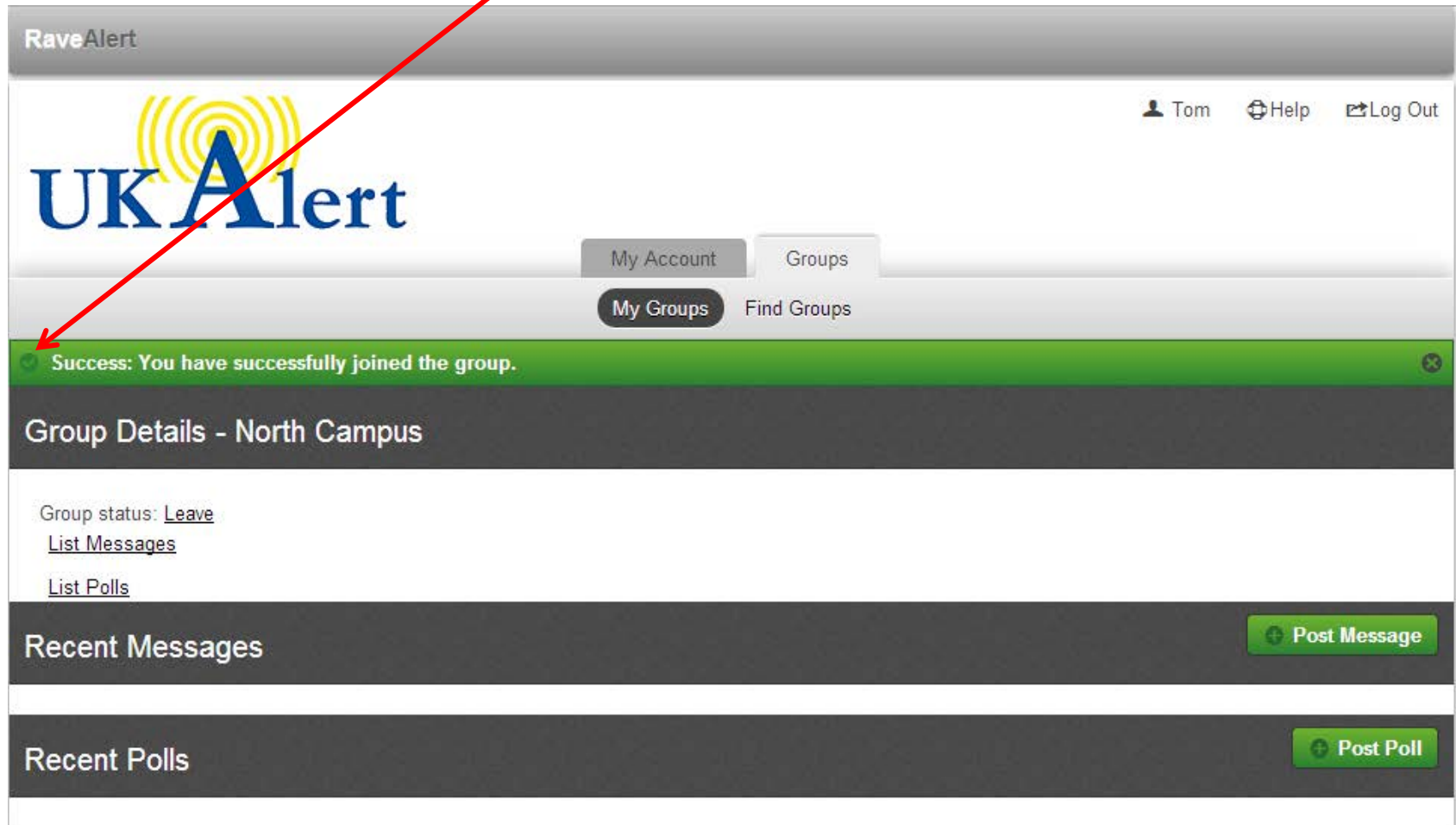
Group status: [Join](#)

Recent Messages

Recent Polls

9. If you have successfully joined the group, the green bar will appear and let you know you are now in the group.

Step 9



The screenshot displays the UKAlert website interface. At the top left, the 'RaveAlert' logo is visible. The main header features the 'UKAlert' logo with a yellow signal icon. In the top right corner, there are user navigation links: 'Tom', 'Help', and 'Log Out'. Below the header, there are navigation tabs for 'My Account', 'Groups', and 'My Groups' (which is highlighted). A 'Find Groups' button is also present. A prominent green success message bar at the top of the main content area reads: 'Success: You have successfully joined the group.' Below this, the page title is 'Group Details - North Campus'. The content area includes links for 'Group status: Leave', 'List Messages', and 'List Polls'. At the bottom, there are sections for 'Recent Messages' and 'Recent Polls', each with a corresponding '+ Post Message' and '+ Post Poll' button.

University of Kentucky LiveSafe Mobile Safety App

LiveSafe allows students, faculty, staff & visitors to:

Share Information

App users can submit tips for suspicious activity, harassment, or even a malfunctioning traffic signal, all with two-way text communications with the police. You can even submit pictures or videos with your tip, straight from your mobile phone. Tips can be submitted anonymously if you choose.

Have your friend's back with SafeWalk

Participate in a virtual escort and monitor your friend's location in real-time on a map. Users can chat with one another or call 911, if needed, from within the app.

Navigate Campus

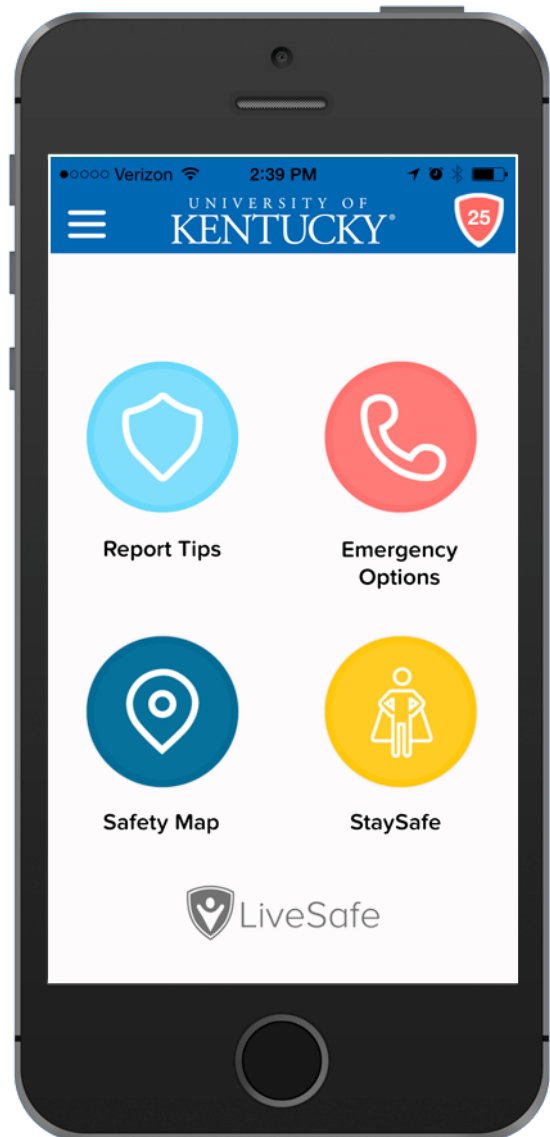
Access a building list and receive turn-by-turn walking or driving directions to any building on the Lexington campus.

Summon Emergency Help

Call 911, call -859-257-UKPD or message campus police in an emergency from within the app. Safety officials can leverage location-data in an emergency, allowing faster response times!

Access Emergency Information and Resources

Fast access to campus emergency procedures as well as on and off campus resources right in the app.



Download LiveSafe Today! It's as easy as:

1. Download "LiveSafe" from Google Play or the App Store.
2. Select "U. of Kentucky" as your school.
3. Sign up with your name & info.



University of Kentucky LiveSafe Mobile Safety App

FREQUENTLY ASKED QUESTIONS:

What is LiveSafe?

LiveSafe is a free mobile app made available by the University of Kentucky Student Government Association and the University Police Department. Designed to prevent crime and enable better incident response, the LiveSafe technology includes an app for smartphone users that is connected to a cloud-based dashboard. This dashboard is monitored by PD officials within the UKPD dispatch center.

What are the main features of LiveSafe?

The core features include quick tip submittal via text with picture and video attachments (including the option to stay anonymous), live chat with safety officials, fast access to emergency phone numbers that initiate location tracking when called, a comprehensive safety map that pinpoints incidents on or near campus, a peer-to-peer tool called SafeWalk that allows friends to watch out for each other through location monitoring and group chat, and a quick-access feature to request a safe ride. Additionally, app users can receive important broadcast notifications specific to their campus.

Why would someone use this app in an emergency?

So long as users have the capacity to make voice calls, we encourage anyone in an emergency to always call 9-1-1. If, however, a user is unable to make a direct call due to situational or technical issues, or if they must be discrete, then LiveSafe reporting becomes advantageous. Additionally, when the Emergency button is used to dial 9-1-1, dial campus police, or message campus police, location services are enabled to help emergency personnel find your location.

If I download LiveSafe, can law enforcement see my location whenever they want?

No. Your location is only sent to the University of Kentucky Police Department when you submit a tip (anonymous or not) or use one of the features within the Emergency button (Call 911, Call Campus Police, or Message Campus Police). When you submit a tip, your current location is only submitted once and is attached to that tip – tracking is not enabled. However, when you use the Emergency Options button, your location is tracked until you stop location tracking within the Emergency button screen.

What happens when I click “Call 911” from the Emergency button?

When you click on the “Call 911” button from the Emergency screen, a confirmation bubble will appear with “call” or “cancel” options. This will help ensure that users do not accidentally call 911 if it is not an emergency.

What if a tip I submit to the UKPD turns out to be a mistake?

Users will not be penalized for making claims that turn out to be untrue. So long as reports aren't purposefully and falsely claimed, people are encouraged to share information.

Facilities Alerts

www.getrave.com/login/ukyii

New Users need to register an account. They will create a username and password in that process. @uky.edu email MUST be used to register an account.

UK
UNIVERSITY OF
KENTUCKY

Change Site

Username Password Log in Register

Forgot your username? Forgot your password?

Register for approved UK Facilities Alerts emergency communications and other important information via text message and email.

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787

After logging in, the next steps are to join groups. 1. Click Group Tab > Find Groups. 2. Use the search box to find what you are looking for. 3. Click on the Group name to go into the group screen.

My Account Groups

My Groups Find Groups

Find Groups

To search for groups, enter search terms and press "Search" or "Show All"

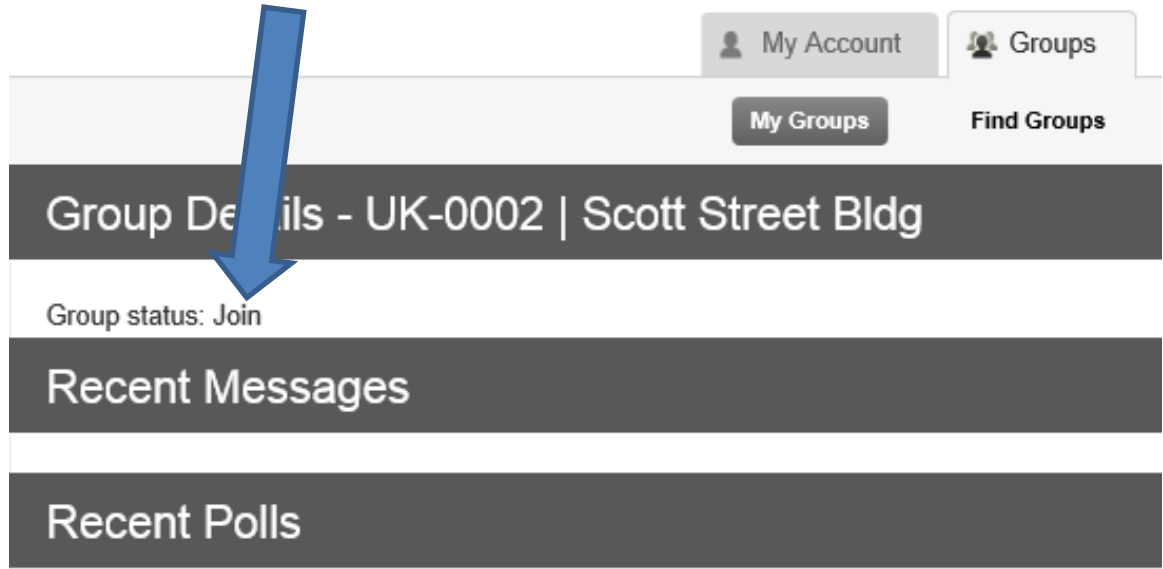
p Search Show All

Use wildcard characters (*) to widen your search. Ex.: *smith* could return "Joe Smith" and "Smithsonian"

Type	Posts	Official	Keyword	Group (click for details)
Group	0		UK0002	UK-0002 Scott Street Bldg
Group	0		UK0004	UK-0004 Central Heating Plant #2
Group	0		UK0012	UK-0012 Blazer Hall
Group	0		UK0020	UK-0020 Engineering Transportation Research Garage
Group	0		UK0021	UK-0021 Old Engineers Residence
Group	0		UK0022	UK-0022 Fine Arts Guignol Bldg
Group	0		UK0023	UK-0023 Safety & Security
Group	0		UK0024	UK-0024 Lafferty Hall
Group	0		UK0025	UK-0025 White Hall Classroom Bldg
Group	0		UK0026	UK-0026 Student Center Addition

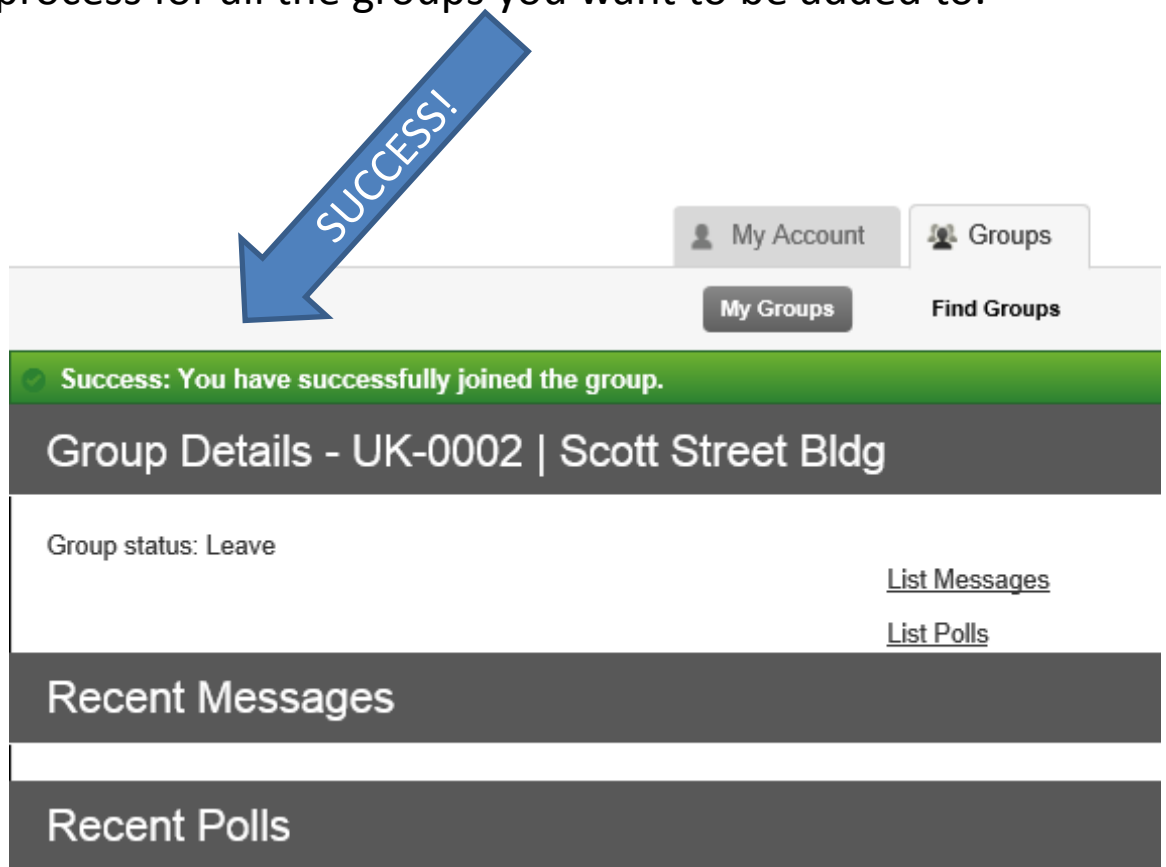
Facilities Alerts

Next click on Join to add your account to the group.



A screenshot of a web interface showing group details. At the top right, there are tabs for 'My Account' and 'Groups', and buttons for 'My Groups' and 'Find Groups'. The main header reads 'Group Details - UK-0002 | Scott Street Bldg'. Below this, the text 'Group status: Join' is displayed. Underneath are sections for 'Recent Messages' and 'Recent Polls'. A large blue arrow points from the 'Join' text down towards the 'Join' button.

You should get a Success message like this. Repeat this process for all the groups you want to be added to.



A screenshot of the same web interface after a successful join. A green success message banner at the top reads 'Success: You have successfully joined the group.' Below this, the group details header remains 'Group Details - UK-0002 | Scott Street Bldg', but the status is now 'Group status: Leave'. There are links for 'List Messages' and 'List Polls' on the right side. The 'Recent Messages' and 'Recent Polls' sections are still present. A large blue arrow with the word 'SUCCESS!' written on it points from the success message down towards the 'Join' button area.

UK PD Active Shooter Online Training Instructions

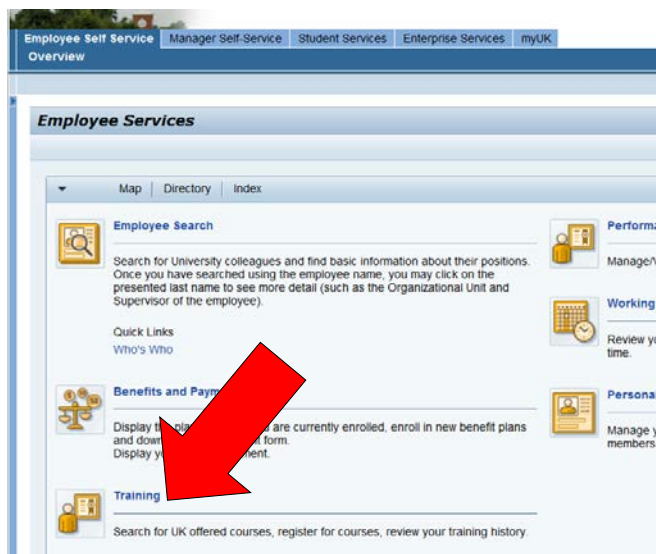
Step 1:

Go to MyUK: <https://myuk.uky.edu/irj/portal>. Enter your User ID and Password.

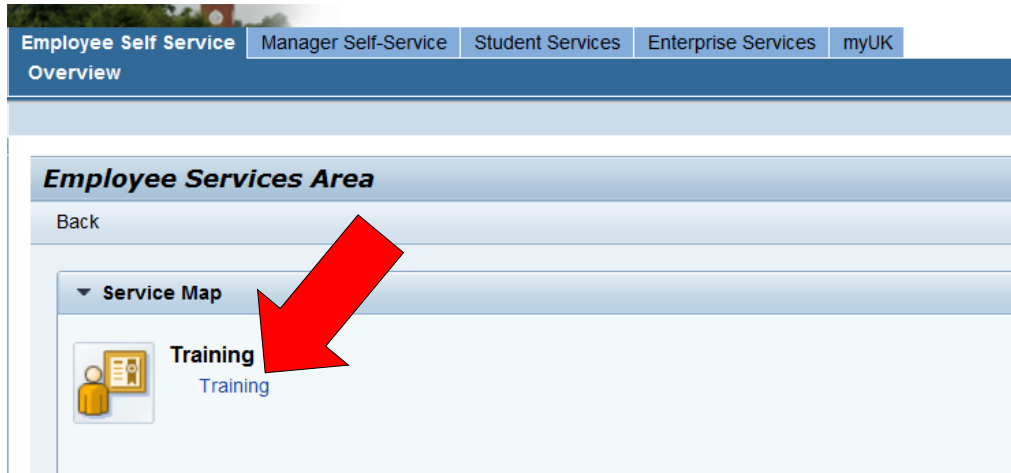


Step 2:

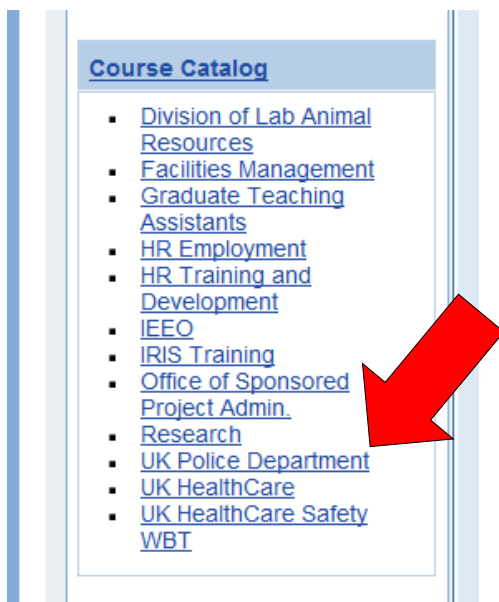
Under the Employee Self Service tab, click on "Training".



Step 3:
Click on “Training”.



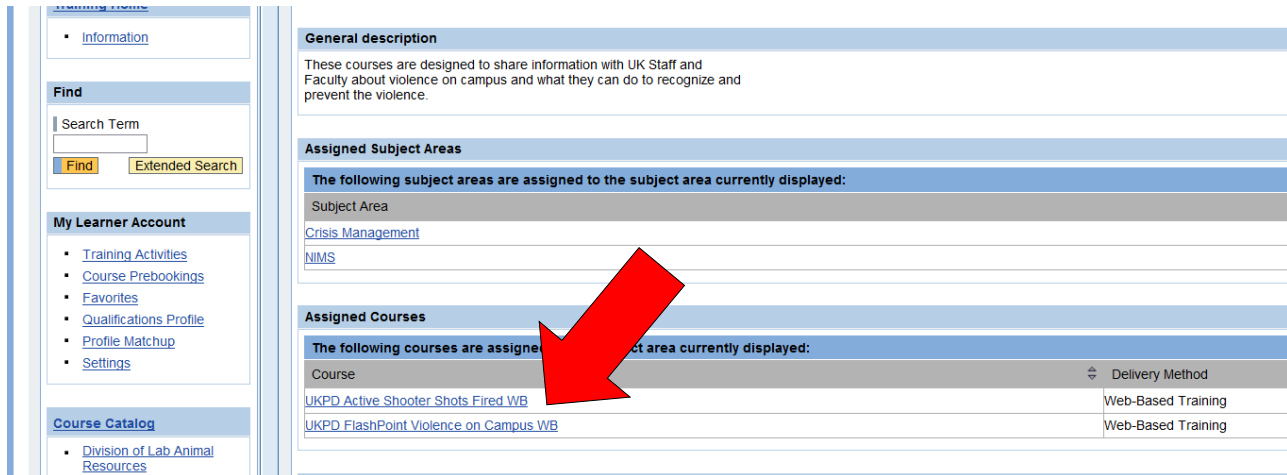
Step 4:
Click on “UK Police Department” under Course Catalog on the left-hand side near the bottom of the screen.



Step 5:

Under Assigned Courses, click on the course you wish to take:

“UKPD Active Shooter Shots Fired WB” or “UKPD FlashPoint Violence on Campus WB”



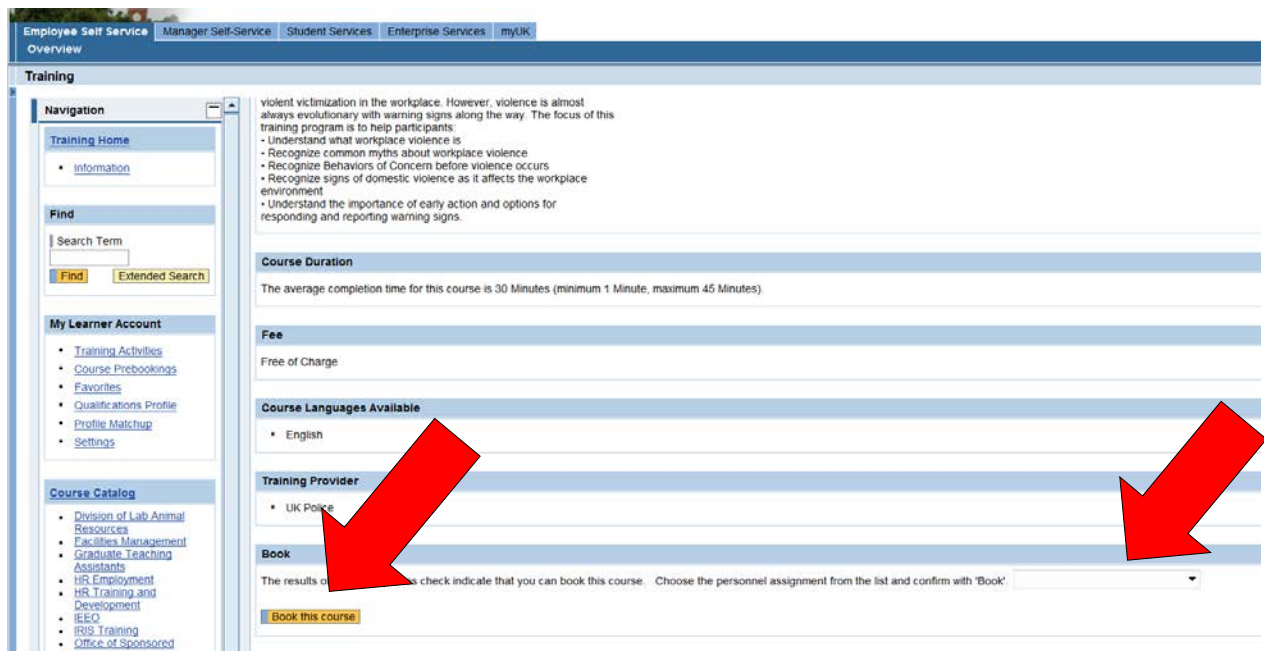
The screenshot shows a web interface for course selection. On the left is a navigation menu with sections: Information, Find (with a search box and 'Find'/'Extended Search' buttons), My Learner Account (with links for Training Activities, Course Prebookings, Favorites, Qualifications Profile, Profile Matchup, and Settings), and Course Catalog (with links for Division of Lab Animal Resources, Facilities Management, Graduate Teaching Assistants, HR Employment, HR Training and Development, IEO, IRIS Training, and Office of Sponsored Programs). The main content area has several sections: 'General description' (text about violence on campus), 'Assigned Subject Areas' (listing Crisis Management and NIMS), and 'Assigned Courses'. The 'Assigned Courses' section contains a table with the following data:

The following courses are assigned to the subject area currently displayed:	
Course	Delivery Method
UKPD Active Shooter Shots Fired WB	Web-Based Training
UKPD FlashPoint Violence on Campus WB	Web-Based Training

A large red arrow points to the 'UKPD Active Shooter Shots Fired WB' course link in the table.

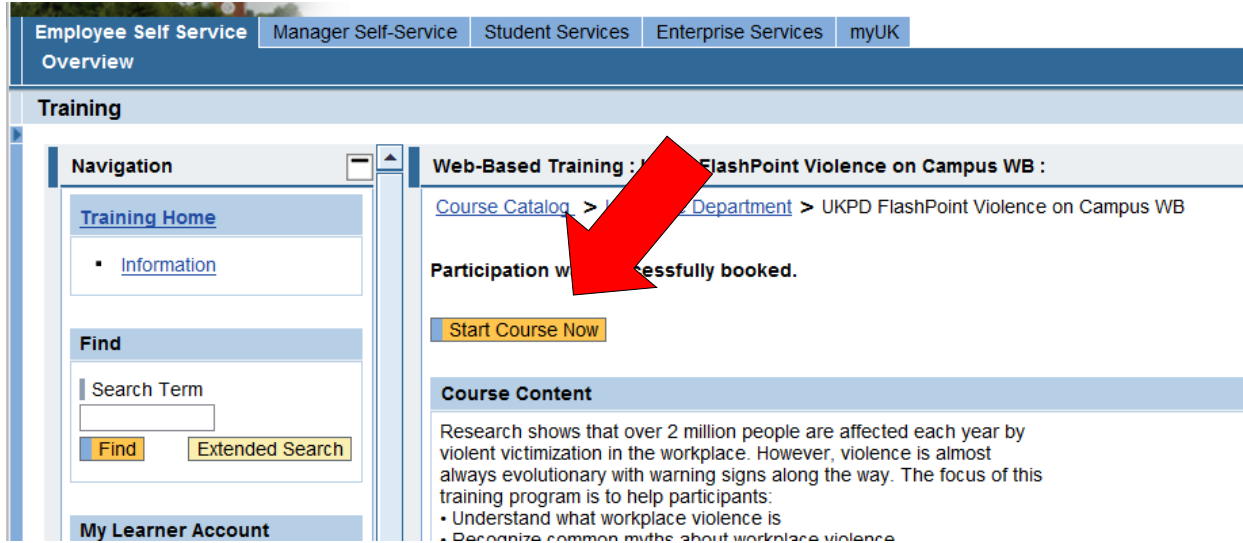
Step 6:

Under Book, choose the appropriate personnel assignment from the list and then click “Book this Course”.



The screenshot shows the 'Book this course' interface. At the top, there are navigation tabs: Employee Self-Service, Manager Self-Service, Student Services, Enterprise Services, and myUK. Below is an 'Overview' section for 'Training'. The left navigation menu is similar to the previous screenshot. The main content area includes: 'Navigation' (Training Home, Information), 'Find' (search box), 'My Learner Account' (links), 'Course Catalog' (links), and course details: 'violet victimization in the workplace. However, violence is almost always evolutionary with warning signs along the way. The focus of this training program is to help participants' (bullet points), 'Course Duration' (30 Minutes), 'Fee' (Free of Charge), 'Course Languages Available' (English), and 'Training Provider' (UK Police). At the bottom, there is a 'Book' section with the text: 'The results of your check indicate that you can book this course. Choose the personnel assignment from the list and confirm with 'Book''. Below this text is a dropdown menu and a 'Book this course' button. A red arrow points to the 'Book this course' button, and another red arrow points to the dropdown menu.

Step 7:
Click "Start Course Now".



The screenshot shows the University of Kentucky training portal. At the top, there are navigation tabs: "Employee Self Service", "Manager Self-Service", "Student Services", "Enterprise Services", and "myUK". Below these is a "Training" section. On the left, there is a "Navigation" sidebar with links for "Training Home" and "Information". Below that is a "Find" section with a search box and "Find" and "Extended Search" buttons. At the bottom of the sidebar is "My Learner Account". The main content area is titled "Web-Based Training : UKPD FlashPoint Violence on Campus WB :". It shows a breadcrumb trail: "Course Catalog > Department > UKPD FlashPoint Violence on Campus WB". Below this, it states "Participation was successfully booked." and features a yellow "Start Course Now" button. A large red arrow points to this button. Below the button is a "Course Content" section with introductory text and a bulleted list of learning objectives.

Directory Information for On-Campus Employees: How to Ensure Your Information is Correct

What

UK maintains two directories:

- Outlook
- UK [Campus People Directory](#)

Why

Having correct information in the two directories is important because:

- in support of the college's land-grant mission constituents, including colleagues, students, citizen stakeholders, alumni, and others to be able to easily find CAFE personnel email addresses and phone numbers
- CAFE maintains individual on-campus building listservs and an "all" on-campus listserv used to send announcements to employees

In order for an individual to automatically be added to their appropriate building listserv, it is important that the zip plus building speed sort be entered. The full zip is the ultimate, sure way that personnel are placed on the appropriate building listserv.

Further, the building listservs feed the CAFE on-campus listserv. The CAFE on-campus listserv is a composite of all the building listservs. If someone isn't on the appropriate building listserv, they won't be on the on-campus listserv, either.

The on-campus listserv zip codes and speed sorts are:

40506-0050	Erikson Hall	40546-0092	Seed House
40506-0054	Funkhouser Building	40546-0097	E. S. Good Barn
40506-0302	Dorotha Smith Oatts Visitor Center	40546-0099	Gluck Equine Research Building
40506-0312	Plant Sciences	40546-0184	Agricultural Machine Research Lab
40546-0064	Scovell Hall	40546-0215	W. P. Garrigus Building
40546-0073	Thomas Poe Cooper Building	40546-0229	Agricultural Distribution Center
40546-0076	Dimock Animal Pathology	40546-0236	Kentucky Tobacco Res & Devel Ctr
40546-0088	Agriculture Motor Pool	40546-0275	Bruce Poundstone Reg Servs Bldg
40546-0091	Agriculture Science Center North	40546-0276	Charles E. Barnhart Building

Room numbers, phone numbers, and correct email addresses are also important.

How

Employee directory information is entered by departmental payroll staff during the hiring process. However, sometimes at the time of hiring some details regarding office phone numbers, email addresses, etc. might not have been finalized.

To be certain your directory information is correct:

Conduct a self check in Outlook by:

- click on "new email"
- click on the "to" button
- search by last name, first name
- right click on the blue line where your name appears
- click on "properties"
- review your directory information

Conduct a self check in the -UK [Campus People Directory](#)

- click on the drop-down box and choose "name"
- enter Last Name, First Name

To correct your directory information in MyUK, see [Update Your Info: Addresses](#).

In about three days, following these instructions should update your information in both the Campus People Directory and the Outlook directory. Remember to enter the full zip plus speed sort, office phone number, and room number. Another way to get directory information corrected is to work with departmental payroll staff who can enter corrections on SAP payroll screen PA30.

Questions: If you have questions, please get in touch with your departmental payroll staff member.

Desk/draft/directory info 11032014

Keeping Personal Information Up-to-Date

Andrea Higdon
Emergency Management System Director
University of Kentucky College of
Agriculture, Food and Environment

Keeping Personal Info Up-to-Date Is Critical:

1. Find personnel in directory
2. Receive important messages

How Can It Be Updated?

Login to myUK

UNIVERSITY OF KENTUCKY[®] see blue.

Welcome to myUK

Use your [link blue](#) ID to Sign On to this portal.

User * ahusb2

Passw ord * ●●●●●●●●●●

Log On

[Can't access your Account?](#)

William T Young Library

Click on “Personal Information”



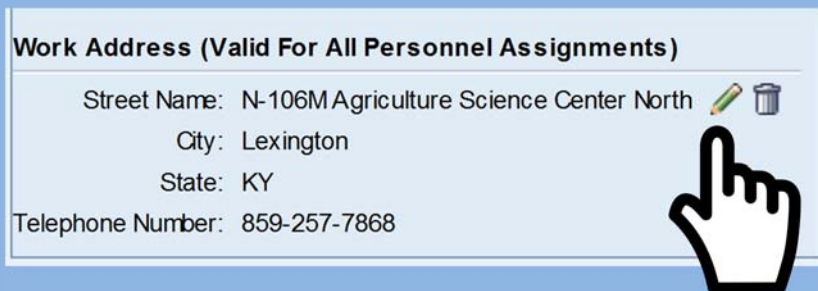
Click on “Personal Profile”



Look at “Work Address”



Click on “Edit”



Look at “Address” and “Communications”

Edit Work Address, Valid For All Personnel Assignments

Save and Back Save Cancel

* Country: United States

Address

House Number And Street: N-106M Agriculture Science Center North

Second Address Line:

* City: Lexington

County:

* State: Kentucky

* ZIP Code: 40546-0091

Telephone: 859 | 257-7868

Communications

Type: Telefax	859	323-1991	Ext:
Type: Telephone	859	257-7868	Ext:
Type:			Ext:
Type:			Ext:

Is ALL Relevant Info There?

- Complete office address
 - Building name
 - Full zip code WITH speed sort
- Phone number

Personal Profile | History | Back Forward

Edit Work Address, Valid For All Personnel Assignments

Save and Back Save Cancel

Address

* House Number And Street: N-106M Agriculture Science Center North

Second Address Line:

* City: Lexington

County:

* State: Kentucky

* ZIP Code: 40546-0091

Telephone: 859 257-7868

Communications

Type: Telefax 859 323-1991 Ext:

Type: Telephone 859 257-7868 Ext:

Type: Ext:

Which Address to Use?

Further, the building listservs feed the CAFE on-campus listserv. The CAFE on-campus listserv is a composite of all the building listservs. If someone isn't on the appropriate building listserv, they won't be on the on-campus listserv, either.

The on-campus listserv zip codes and speed sorts are:

40506-0050	Erikson Hall	40546-0092	Seed House
40506-0054	Funkhouser Building	40546-0097	E. S. Good Barn
40506-0302	Dorothea Smith Oatts Visitor Center	40546-0099	Gluck Equine Research Building
40506-0312	Plant Sciences	40546-0184	Agricultural Machine Research Lab
40546-0064	Scovell Hall	40546-0215	W. P. Garrigus Building
40546-0073	Thomas Poe Cooper Building	40546-0229	Agricultural Distribution Center
40546-0076	Dimock Animal Pathology	40546-0236	Kentucky Tobacco Res & Devel Ctr
40546-0088	Agriculture Motor Pool	40546-0275	Bruce Poundstone Reg Servs Bldg
40546-0091	Agriculture Science Center North	40546-0276	Charles E. Barnhart Building

Room numbers, phone numbers, and correct email addresses are also important.

PA30 Screen Should Also Be Updated

When Should PA30 Screen Be Updated?

- New Employee
- Existing Employee Payroll
Assignment Change
- Aware of Directory or Listserv
Issue

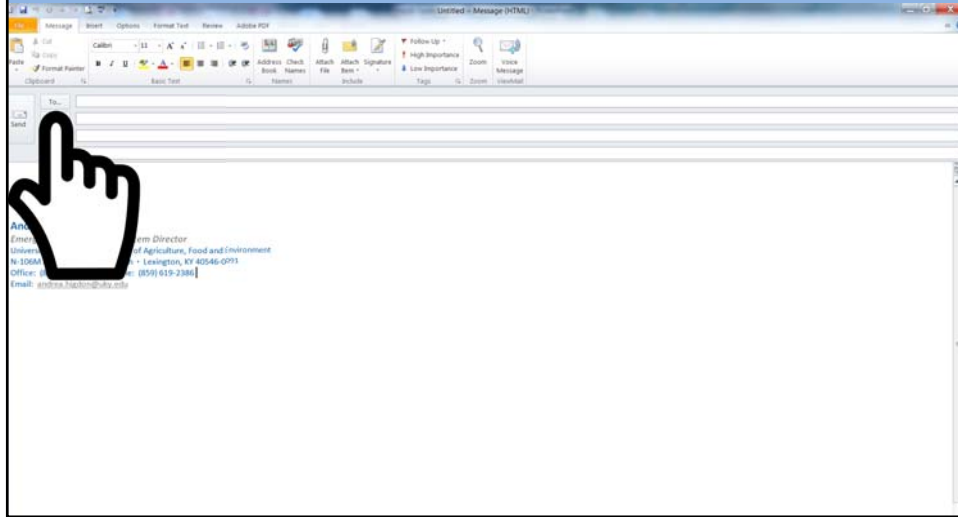
Update PA30 Screen

- Complete office address
 - Building name
 - Full zip code WITH speed sort
- Phone number

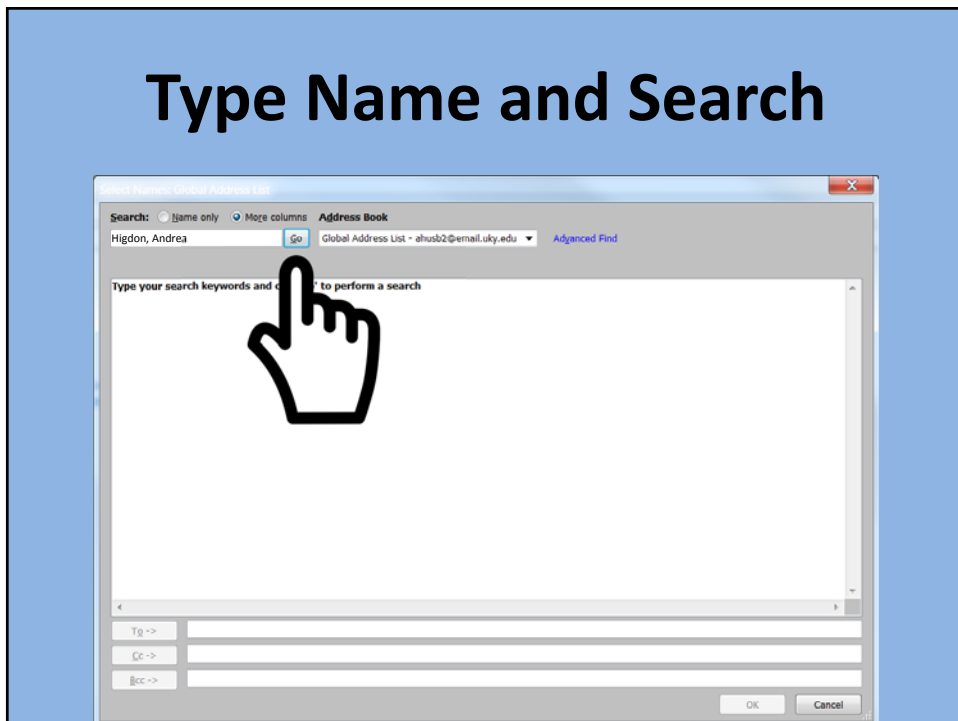
Did It Work?

- Wait a few days
- Do a self check
 - Look at UK Directory
 - Look in Outlook

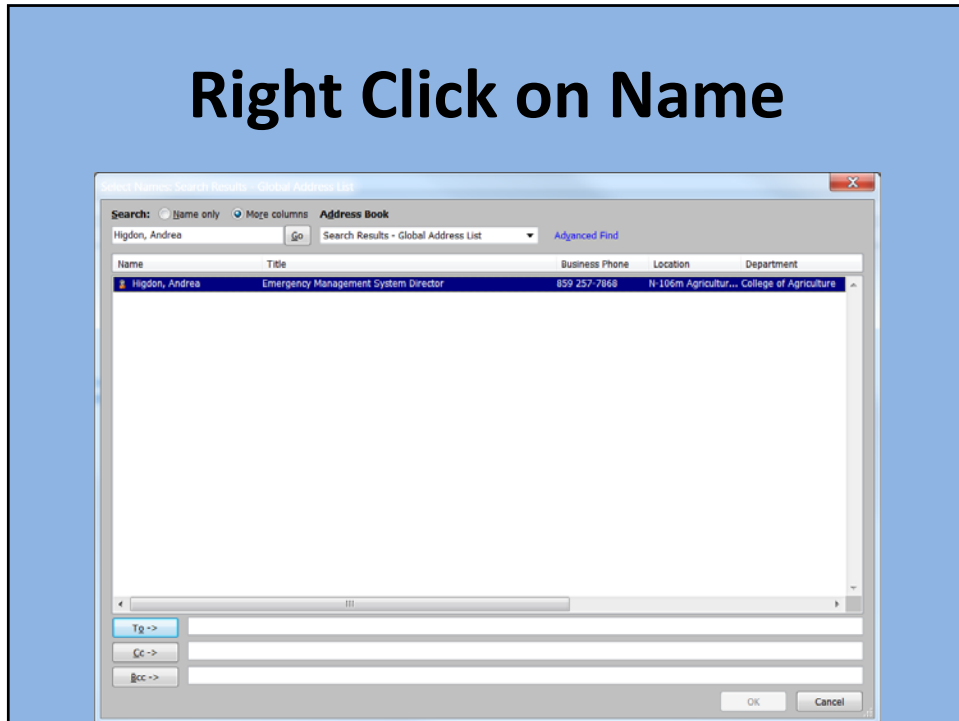
Click on "To..."



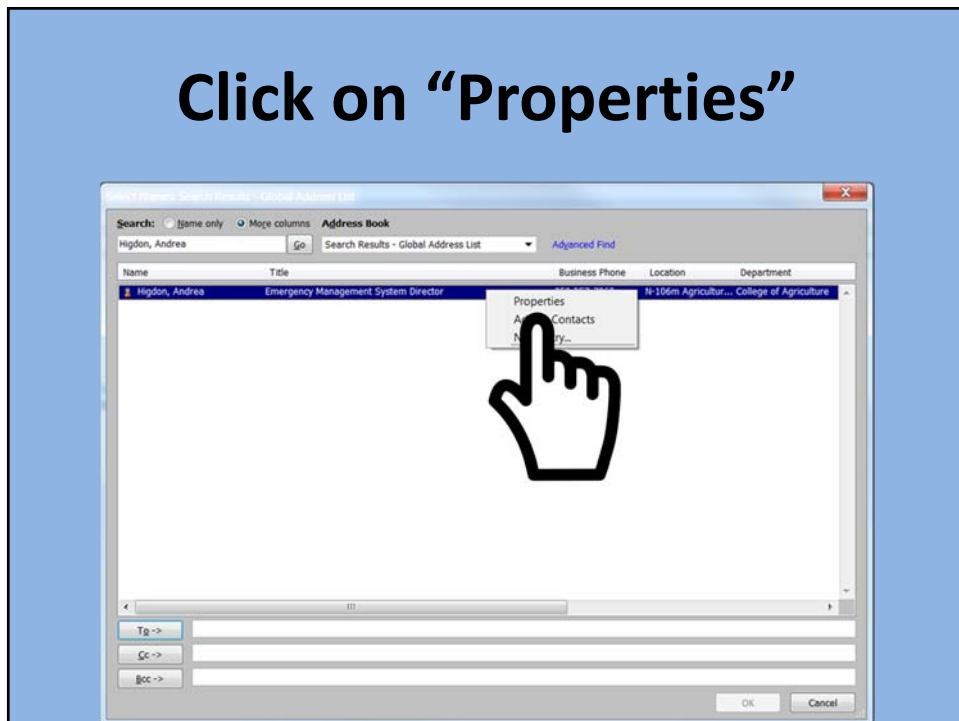
Type Name and Search



Right Click on Name



Click on "Properties"



Review Information

Higdon, Andrea

Emergency Management System Director

General Organization Phone/Notes Member Of E-mail Addresses

Name
First: Andrea Initials: L Last: Higdon
Display: Higdon, Andrea Alias: ahusb2

Address: Title: Emergency Management Sys
Company: UK-Lexington Campus
City: Department: College of Agriculture
State: Office: **N-106m Agriculture Science**
Zip code: Assistant:
Country/Region: Phone: 859 257-7868

Add to Contacts Actions

OK Cancel Apply

Scroll All the Way to the Right

Higdon, Andrea

Emergency Management System Director

General Organization Phone/Notes Member Of E-mail Addresses

Name
First: Andrea Initials: L Last: Higdon
Display: Higdon, Andrea Alias: ahusb2

Address: Title: Emergency Management Sys
Company: UK-Lexington Campus
City: Department: College of Agriculture
State: Office: **N-106m Agriculture Science**
Zip code: Assistant:
Country/Region: Phone: 859 257-7868

Add to Contacts Actions

OK Cancel Apply

Double Check Zip and Speed Sort

Higdon, Andrea

Emergency Management System Director

General Organization Phone/Notes Member Of E-mail Addresses

Name

First: Andrea Initials: L Last: Higdon

Display: Higdon, Andrea Alias: ahusb2

Address:

City:

State:

Zip code:

Country/Region:

Title: Emergency Management Sys

Company: UK-Lexington Campus

Department: College of Agriculture

Office: N-106m Agriculture Science Cen

Assistant:

Phone: 859 257-7868

Add to Contacts Actions

OK Cancel Apply

Keep Personal Info Up-to-Date

- Correct listing in directory
- Receive important messages

Questions?

Andrea Higdon

Emergency Management System Director

University of Kentucky College of
Agriculture, Food and Environment

(859) 257-7868

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