

The A&S Business Center (ASBC) provides support of all financial processes for the College of Arts & Sciences.

Our organizational structure includes a team focused on Budgeting, Planning, and Analysis which provides budget support for all cost centers, grant proposals, existing grant accounts, and service centers. This team will work to plan and forecast revenues and expenses to ensure effective use of the College's resources.

The Operations team processes all financial transactions including reimbursements, procurement, and payroll actions. This team ensures compliance when processing financial transactions to follow University, State and Federal policies and procedures.

The HR Manager provides support for all Human Resources activities for the College, including position management, hiring, compensation, corrective action, onboarding and offboarding, employee training plans, and work-life needs.

The majority of our staff are located in the Jacobs Science Building, Room 361, with a small number of staff located on the 2nd floor of Patterson Office Tower. Please see our staff directory for a full listing located here: <https://resources.as.uky.edu/business-center>. You may also use this link to access the Business Center Forms to start the process to purchase, travel, hire someone, or ask us a question. These forms start a Triage ticket, and you will receive an email letting you know the status of your request. If you prefer to send us an email, please use one of our shared resource emails listed below.

Financial Operations: asbc@uky.edu

Budgeting: asbudget@uky.edu

Grants: asgrants@uky.edu

Payroll: aspayroll@uky.edu

All departmental and faculty folders for financial reports and data can be found at the A&S Department & Program Documents Sharepoint site located here:

<http://academics.uky.edu/AS/deptdocs/SitePages/Home.aspx>.

For instructions on how to access Sharepoint or how to read the financial reports, please see our tutorials under "Frequently Asked Questions". There is also a tutorial here on how to manage your Triage settings.

If you have any questions or are not sure where to start please feel free to email me directly at jennifer.bradshaw@uky.edu.

Thank you for visiting!

Jennifer