

District 6 Staff Meeting via Zoom

1:00 p.m. --- April 28, 2020

Agenda

- **Budget Update**
- **IT Training – Chad Jennings**
 - Microsoft Teams Training for D6
- **Hiring**
- **Benefits Open Enrollment**
 - <https://www.uky.edu/hr/event/benefits-open-enrollment>
 - [watch an overview on Open Enrollment here](#)
- **Time Approval**
- **Operations Update**
 - **UFIR – Due May 1st**
 - Refer to the tool provided by Extension Business Operations in order to prepare the UFIR http://cafebussinesscenter.ca.uky.edu/files/2019_electronic_ufir_v2.xlsx
 - DLG reporting dashboard will be taken down effective **April 30th**.
 - **Budget Forms** -- Signed original forms are due to the District Office by **May 1st**.
 - **QuickBooks Online Reviews**
- **Remote Work Accountability**
- **Feedback Forms**
 - [Use this form to share a program or activity from the past week which was impactful and gave you a sense of accomplishment.](#)
- **County Fairs**
- **Webinar on Senate Bill 5**
- **Financial Report Forms (*Grants, Gifts and Contracts*)** -- must be emailed to David and Sandie by **May 1st**.