Q&A from FA Limited Operations Update Meeting – 3/27/20

How do I see an employee’s additional recorded hours?

- In order to see additional hours added, you should run a Payroll Information Extract (PIE) after payroll has run. Additional hours will not be visible in TEL or KRONOS. If an employee has additional hours added, their TEL will have a comment stating “Away with pay added for COVID-19 plan”. Additional hours will not appear in PIE until after payroll has run. Training on how to run PIE is available on the Financial Affairs’ website.

What will happen to items currently in the worklist?

- FA is working through the existing worklist. Anything that is currently there or that was submitted in the emergency workflow will remain.

What if someone has already added the hours in Kronos as away with pay?

- It is ok if someone has added hours to Kronos already as away with pay. Those hours will be taken into account during the Payroll process.

For the current payroll, the temporary employees (04s) and students (06s) will have to be recorded as away with pay in Kronos.

For Federal Work Studies (11s), time editors should record the In and out punches in KRONOS for any scheduled worked times that were not worked during this period with a Comment that these hours were not worked due to COVID-19.

Does Kronos require employee and/or supervisor approval?

- No.

Is mail being delivered?

- No. Mail delivery can be arranged by calling the post office. If you have questions, please contact murrays@uab.edu.

Can you expand on the deposit process regarding checks or other items?

- UPDATE: Please see www.uab.edu/financialaffairs/COVID-19 for more updates on deposits and check processing.

Can you confirm that all state guidelines for expense allowability remain the same under the state of emergency? For example, a faculty member asked to use a spending account for childcare.

- The state guidelines for expense allowability remain the same. We do have some capability to allow us to go outside a contracted vendor or bid with a signed document from the President. There is not an exception to allow for employee childcare costs.