FA Limited Business Operations – Update

3/18/20
Payroll

• Payrolls will be processed in accordance with the guidelines developed by HR

Exempt employees

All employees with a current monthly salary will be paid as usual. This includes any/all assignment categories with a monthly rate of pay:

□ 01-Full-time regular
□ 02-Full-time temporary
□ 03-Part-time regular
□ 04-Irregular
□ 06-Students (includes GRAs and GTAs)
□ 07-Residents
□ 20-Post-doc trainees
□ 21-Post-doc employees
□ 46-Trainees

• This includes any/all nonrecurring elements that are already in the system loaded in element entries

• Exceptions: The only exempt employees that will not be paid are employees with a 0.00 monthly rate of pay with no nonrecurring element.
Payroll - Continued

Non-exempt employees

Full Time Non Exempt employees will be paid the greater of actual hours worked or 80 hours for the 14- day period. If no time is entered in kronos as actual work, 80 hours will be automatically uploaded by Payroll. Applies to:

- 01-Full-time regular
- 02-Full-time temporary

Part Time Non-exempt employees will be paid the greater of actual hours worked or 40 hours for 14- day period. If no time is entered in kronos as actual work, 40 hours will be automatically uploaded by Payroll. Applies to:

- 03 – part-time regular

Other Categories: For the 14 days beginning 3/17 through 3/30, actual time worked for all 04, and 06 should be entered into Kronos as time worked.

Time editors should enter away with pay for any scheduled worked times that were not worked during this period. Applies to:

- 04-Irregular/temporary employees
- 06-Students

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 note that these hours were not worked due to COVID_19. Applies to:

- 11-Work study students
Payroll

• It is important for all employees to have direct deposit setup during this period
  • Directo cards will not be distributed as Financial Affairs Operations Center will be closed
  • Checks will be mailed immediately – **Wednesday 3/18/20**

• Monthly and the Extra Biweekly payroll will process as scheduled next week
Limited Business Operations – Shipping and Receiving

• Shipping and Receiving staff have continued to work
  • Package deliveries have continued with success – So far
    • Recent daily average – 283/day
    • Delivered 3/17/20 - **290**
  • Freight deliveries will not continue unless items are needed due to emergency
    • Contact Shipping and Receiving at [UPSTrack@uab.edu](mailto:UPSTrack@uab.edu)
• Shipping & Receiving will be contacting department contacts to attempt to arrange perishable deliveries – will begin 3/18/20
Limited Business Operations – Credit Card Deposits

DEPOSITS

- Financial Operations Center at AB160 will be closed.
- Departments, Schools, and Clinics should take every step to keep cash and checks in a secure location or lock box. Supporting documentation for your deposit should be retained with the deposits as well.
- Credit card activity should continue to be batched at the end of the day per standard procedure. In addition to batching and closing out the days transactions the department should retain the deposit slip, daily settlement report and supporting documents typically included with campus deposits.
- Once normal business operations resume, the department should deliver all cash/check deposits and any credit card documentation to the Financial Operations Center.

If you have any question, please contact the Financial Operations Center at FA-opscenter@uab.edu
Purchasing Cards

• Pcardservices@uab.edu will continue to be monitored throughout the limited business operations

• Requests for transactional and credit limit increases can be submitted via email by the Fiscal Officer

• Purchasing will be available to assist with larger $ item purchases by contacting purchasing@uab.edu
Limited Business Operations - Workflow

• Emergency Workflow
  • Goes in effect today (3/16/20)
  • This workflow is intended to be used for purchases for **critical operations**
  • Payment requests and PO requisitions go directly to a single Central review stop
  • Wire instructions are best
    • Information Needed for Wire
      • Vendor Name and Address
      • Bank Routing Number
      • Bank Account Number
  • Check printing will be minimal
    • Any call extension checks generated will be mailed immediately

• FN Document Entry Approval
  • Responsibility will remain
  • Menu Structure will be cleared
Limited Business Operations – Workflow (cont’d)

• UAB FN Spec Doc Entry/Approval
  • Added for all employees
  • Training available on Financial Affairs Covid-19 website (www.uab.edu/financialaffairs/covid-19)
    • Specific to this responsibility for those users processing documents that normally do not do so
  • Backup for submitted transactions for submitted requests to be emailed to FA-OptidocScan
    • Instructions will be emailed to Fiscal Officers
    • Hospital may access the FA-OptidocScan box by entering the full email address in the address line:
      • FA-OptiDocScan@mail.ad.uab.edu
    • Instructions will be available on Financial Affairs Covid-19 website (www.uab.edu/financialaffairs/covid-19)
Limited Business Operations – FA Contact Info

www.uab.edu/financialaffairs/covid-19