Supplemental HR FAQs for Modified Business Operations collected by
the School of Medicine Dean's Office
Updated: November 9th, 2020
(NOTE: FAQs are updated as needed)

1. **Should departments continue to submit title changes associated with the Clinical Trials Career Ladder?**

- Yes, departments should continue with respective title changes unless otherwise stated. If you have not been instructed by Compensation and/or the SOM Deans Office to submit a change that was previously approve, a Red Cap Assessment and CRF are required to facilitate the title change at this time.
- RedCap Assessments may be obtained by emailing the Clinical Trials Career Ladder Team (careerladder@uab.edu)

2. **What is the status of the implementation of the Clinical Trials Career Ladder?**

- Departments will be able to proceed with submitting ACT docs as planned beginning **Monday, March 23**, for employees that are moving to the Clinical Research Career Ladder. Please be advised: if any employees are not showing up correctly in Oracle, the spreadsheet included in the original email communication must be completed and returned to Daron Drew, copying Brenda Adams, so that we can review and get Budget to add/correct the employee's information, as needed. Please understand the March 23rd date does NOT include employees that have not received a Clinical Research Ladder letter or were a part of Phase VIII. Compensation will advise as soon as Phase VIII and any other additional employees have been reclassified in Oracle.

- HR Compensation has not yet begun the process of costing these positions. At this time, employees should be brought up to the minimum of their new job grade unless other arrangements have been made.

3. **Are the new Clinical Research Career Ladder titles available for use?**

Yes. New titles on the Clinical Research Career Ladder are available through the Red Cap process for refills and classify new. Please ensure to follow the Redcap process (as indicated in the process document previously distributed) prior to the submission of CRFs. An exception request must be approved after the Red Cap review and prior to submitting a CRF to create a new position. Reclassifications are currently on hold.

4. **How will non-exempt employees be paid effective May 10, 2020?**
   - Please see the *chart below provided by HR on Friday, May 8th, 2020* (**Note:** a link to full document is provided)

**Non-exempt employees**

| Assignment Category | Group 1 | Group 2 | Group 3 |
|---|---|---|---|
| **01** | Paid for actual time entered in Campus Kronos. [1] and [2] | Paid for actual time entered in Campus Kronos. | N/A |
| **02** | Paid for actual time entered in Campus Kronos. | Paid for actual time entered in Campus Kronos. | N/A |
| **03** | Paid for actual time entered in Campus Kronos. [1] and [2] | Paid for actual time entered in Campus Kronos. | N/A |
| **04** | Paid for actual time entered in Campus Kronos.[3] | Paid for actual time entered in Campus Kronos. | N/A |
| **06** | Paid for actual time entered in Campus Kronos. | Paid for actual time entered in Campus Kronos. | N/A |
| **11** | Paid for actual time entered in Campus Kronos. Time editors should record the In and Out punches in | Paid for actual time entered in Campus Kronos. Time editors should record the In and Out punches in | Paid for actual time entered in Campus Kronos. 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. | 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. | 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. |

[1] Supervisors with **Group 1** employees working rotating schedules **MUST** enter Away with Pay hours for the period(s) of time unworked. COVID-19 comment should be used.

[2] Supervisors should enter time in KRONOS to pay **Group 1** employees up to 80 hours for 01 Regular Full Time and 40 hours for 03 Part Time regular employees. Payroll will no longer be adding hours for employees. COVID-19 comment should be used.

[3] 04 Employees contracted via HR Temporary Services will be managed by Temporary Services

- **Please note** that superscripts 1 and 2 at the bottom of the table above are intended to reflect that these two points apply specifically to employees working rotating schedules for reasons related to Covid-19.

**5. Are Faculty I-9 appointments being conducted by HSF HR?**

Yes, please follow the standard process in PeopleAdmin. It is imperative that the faculty member is placed in the SOM I-9 workflow to schedule the visit PRIOR to their start date.

6. **How do international employees complete the I-9 process during modified business operations?**

   International employees can make appointments with Aston and Tracy here https://www.uab.edu/global/employees-scholars/international-faculty-staff/book-an-appointment for an I-9 meeting, and one of the ISSS staff can help on an as-needed basis (Tuesdays and Fridays are best/preferred).

7. **Does the electronic telecommute agreement follow the normal SOM Faculty Hiring Exception Form workflow?**

*Staff*

- No, the agreements do not follow the standard SOM Faculty Hiring Exception Form workflow, like financial documents. Once the document is signed by the employee, it routes automatically to employee's supervisor, then to Central HR. Please see workflow document attached.
- Departments are asked to keep a copy on file.

*Faculty*

- No, the agreements do not follow the standard SOM Faculty Hiring Exception Form workflow, like financial documents. Once the document is signed by the faculty member, it routes automatically to the Chair, then to Central HR. Please see workflow document attached.
- Departments are asked to keep a copy on file.

8. **Should faculty only sign the telecommuting agreement if they are teaching remotely full time (or as the majority of their job function)?**

   All faculty members (full-time, part-time, some of the time) working remotely during modified business operations should complete the temporary telecommuting agreement.

   Any faculty member who will continue to work remotely beyond August 24th must complete a new Temporary Telecommuting Agreement in SOM Faculty Hiring Exception Form:
   **click here for Faculty Agreement**. The new agreement will include an effective date not to exceed December 31, 2020.

**9. Will International Student and Scholar Services (ISSS) continue to process H-1B petitions (colloquially but erroneously called "visa" applications) during limited operations?**

• ISSS will continue to process H-1B petitions during limited operations and prioritizing those with unique circumstances. There are arrangements in place with Central HR and HSF to obtain signatures once per week. Financial Affairs will issue paper checks for the most urgent cases if needed.

• Please submit payment requests as critical/emergency payments to avoid delays in onboarding faculty. Please submit the entire application and any other documents with the back-up documentation so that all necessary information can be sent out with the check. Since UAB checks cannot be picked up during modified business operations, Financial Affairs is requesting departments to use Catherine Crowe's call extension (41252) as they will then be printed in a separate group and easier to find.

• ISSS receives UAB checks on Thursdays and can make ad hoc arrangements to get HSF checks from you when they are ready.

**10. Are departments permitted to submit salary reclasses and funding source changes during modified operations?**

- During modified business operations, salary reclasses are still possible. Be sure to notify those in the workflow to approve and the changes should upload nightly as usual.

- As for funding source changes, all containing all GL sources do not require approval by Central Administration. We perceive the only delay to be workflow approvals due to remote working. All containing GA sources do require approval by Central Administration. If there is GA Accounting staff approving items remotely, we perceive approvals may be slow or non-existent until normal operations resume.

**11. What should be done if an employee tests positive for coronavirus?**

- If an employee is working on campus and tests positive for COVID-19, supervisor should (1) contact your Executive Administrator, (2) instruct the employee to go/stay home, and (3) advise the employee to complete an Employee COVID exposure form. You do not need to try to determine who may have been exposed. There is a process in place to make appropriate assessments and notifications to those who may have been exposed to a confirmed case of COVID-19.

- The Executive Administrator should contact Earlisha Williams to develop a plan of communication for those impacted, when necessary.

**12. Can the department rescind a letter of intent (LOI) or offer (LOO) for a faculty recruit?**

If the letter was not designed to be an offer binding on UAB, but just an indication of a desire to keep talking, then it is a not a documented offer and therefore can be rescinded. A letter of intent should fall into this category. Legal suggests that if a department wants to go this route that the actual wording of the LOI will have to be reviewed. Also, if the LOI is drafted as an actual offer, the letter will be required for further review.

**13. Is the hiring suspension exception request form only required for full-time faculty and staff?**

Exemption requests are required for full-time (01), part-time (03), irregular (04), and temporary (02) faculty and staff positions. A SOM Faculty Hiring Exception Form should be submitted to request the exception for faculty (UAB, HSF and Dual) and newly appointed postdoctoral fellows. A CRF should be submitted to request an exception for staff.

**14. Are staff job reclassifications still permitted?**

Job reclassifications are strongly discouraged during modified business operations. However, the school will review all requests on a case-by-case basis. Department leadership must display a substantial business need during modified business operations.

**15. Is an exception request required to hire a Postdoctoral Employee (status 21) or Postdoctoral Trainee (Status 20)?**

- The Office of Postdoctoral Education is following HR's guidance as described in the link below.
  https://www.uab.edu/humanresources/home/temp-hiring-suspension

A new hire with an offer letter dated March 16th or later requires confirmation of funding and requires department and school-level approval. This applies to Postdoctoral Employee (status 21) or a Postdoctoral Trainee (status 20).

- Going forward (i.e. beyond the current hiring-freeze), the Postdoc Hire Approval Form will be used for all newly hired and reappointed postdocs. The new form requires documented confirmation of funding support for the new hire. This approval will then be uploaded to the Postdoc office as part of the LOO request.

- **While we are operating under modified business operations, the School of Medicine will continue to require a hiring exception for newly appointed postdocs.** Please see the process described below:

  **Step 1)** Department must complete a Postdoc Hire Approval Form and get appropriate department-level signatures.

  **Step 2)** Department completes and submits the SOM Faculty Hiring Exception Form, which routes a request for a hiring exception to the School of Medicine. The department requestor must attach the completed Postdoc Hire Approval Form to the SOM Faculty Hiring Exception Form.

  **Step 3)** Once the SOM Faculty Exception Form form is approved by the School of Medicine, the approved exception form will be returned to the department requestor.

  **Step 4)** The department requestor may proceed with following the OPE process outlined via this URL https://www.uab.edu/postdocs/appointmentprocess

  **Step 5)** In step #2 of the **OPE process** (see link directly above), the department requestor must upload both the confirmation of the hiring exception from the school and the Postdoc Hire Approval Form to OPE. At this point, the department requestor may wish to review additional information provided in the OPE Appointment Process.

  Note: Once the letter request is received by OPE, OPE will route the letters electronically for signature through SOM Faculty Exception Form. The requester will receive first to review the letters. Once approved, the letters will route to Dr. Schwiebert, then the mentor, and finally to the new postdoc for electronic signatures.

**16. Is an exception request required for a Postdoctoral re-appointment letter?**

No. A hiring exception is not required for Postdoctoral reappointments; however, OPE will require the new Postdoc Hire Approval From. The OPE process is outlined via this URL https://www.uab.edu/postdocs/appointmentprocess.

**17. Are new/rehires required to complete section 2 of the I-9 in process while under modified business operations?**

- Yes, UAB is still required to verify the employee's original documents in person in order to complete section 2 of the I-9 within 3 business days after the employee's first day.
- UAB does allow remote I-9 completion for section 2, however the employee would need to go to a UAB approved person and/or location such as a notary, law or attorney's office or university HR specialist in their respective location if they are unable to report to UAB premises.
- Please contact Emily Finlen (efinlen@uab.edu) with the HR I-9 team for additional guidance.

**18. Under limited operations if a department needs to change a current faculty member's tenure status is the process the same as under normal operations process?**

- Yes, the process is the same as listed under current polices on the Provost Office website.
- The Provost Office will accept an electronic signature from the Chair while the university is under modified business operations.
- After the Chair signs the letter, please route the signed letter via email to Carlon Harris (carh1203@uab.edu) and we will route the letter for additional review.

**19. Is an exception request required to hire a new 04 irregular staff position?**

Departments **do not** have to submit an exception request for **existing** 04 Irregular staff; however, departments **will need to submit a request for any new 04** Irregular staff that they wish to hire. The exception request is accomplished through the CRF. Guidance on 04 Faculty/Instructor positions should come from the Provost Office.

**20. Has SOM's prior review process for appointing 01 and 03 faculty changed?**

The prior review process is the same; however, documentation of an approved hiring exception should be submitted along with the prior review packet

**21. Are there changes in business operations of the Graduate Medical Education Office (GME) during the modified business operations period?**

GME is conducting "business as usual". Appointments and promotions in the GME are proceeding as usual.

**22. If we do not have an existing recruitment request in the People Admin system, will one exception request satisfy requirements for (1) recruiting for the position and (2) extending an offer to a candidate?**

Yes, one exception is required for recruitment and extending an offer.

**23. Can we still recruit for multiple positions within one People Admin recruitment requisition? Will one exception form suffice in this scenario?**

Yes, multiple positions can be recruited on one recruitment requisition. Details of multiple recruits should be outlined on the exception form.

**24. Per the announcement on Monday, April 6, 2020, faculty exceptions will be processed using the UAB People Admin requisitions process. Will a new exception request be required if one has already been submitted through the SOM Faculty Hiring Exception Form process?**

Submitting the SOM Faculty Hiring Exception Form Form will remain the first step in the new process for faculty hire exceptions. Once the form is signed / approved, departments will upload the signed/approved form in People Admin and follow the remaining steps.

**25. Can employees who contribute to a Dependent Flexible Spending Account modify contributions if their facilities are closed?**

- Yes, employees can modify their Dependent Care Flexible Spending Accounts by providing proof that the facility is closed. The change must be submit within 31 days of the documented closure.
- Changes should be submitted through UAB For Me Portal at www.uab.edu/hrintouch
- Please contact Aimee Miller (amiller1@uab.edu ) for additional questions and/or concerns.

**26. Is a business plan required for a staff position exception?**

A business plan is only required for faculty exception requests. It is fine to include a business plan for staff, but it is not required.

**27. What is the hiring exception process for a 07 Resident appointed in a departmental org (a 31-org range)?**

07 Residents appointed in a 31-org range require a hiring exception. Department must use the SOM Faculty Hiring Exception Form Hiring Exception form. The Dean's Office

must approve; however, these requests do not require approval from the Provost/President.

**28. What is the hiring exception process for Instructor/Fellows?**

- If appointed on the UAB-side in a Temporary Full-time (02) assignment category, newly appointed Instructor/Fellows require a faculty hiring exception. The the SOM Faculty Hiring Exception Form Form must be completed and approved. Please submit the SOM Faculty Hiring Exception Form approval in People Admin to obtain Provost and President approval.
- If extending/renewing a current Instructor/Fellow in a Temporary Full-time (02) assignment category, a hiring exception is now required. If an extension request was submitted and signed by the Dean and Provost before modified business operations, the hiring exception and subsequent PeopleAdmin requisition are not required. Please follow this process for submitting 02 faculty extensions for review and approval:
    - Step 1: Submit Faculty Hiring Exception to the School.
    - Step 2: Submit the signed hiring exception and typical extension request memo to the SOM HR team for review and approval.
    - Step 3: Submit PeopleAdmin requisition along with the extension request signed by the dean, the signed hiring exception and a copy of the letter to the faculty member. The department should also notate in the exception description box in PeopleAdmin that the requisition is serving as the request to extend the current appointment.

- If appointed only on the HSF-side, a faculty hiring exception is still required using the SOM Faculty Hiring Exception Form . However, these requests only require approval by the School-level Clinical Review Committee. Approval from the Provost and President are not required.

**29. Are departments permitted to proceed with equity reviews for employees in the Clinical Trial Ladder on June 1, 2020 as originally communicated?**

Departments are asked not to submit batch equity requests until additional guidance is provided by the School. Single equity requests, however, are permitted as needed. These requests will be reviewed on a case-by-case basis.

**30. Is an exception request required for faculty equity and retention request?**

- Yes, both faculty equity and retention request require an approved exception before being reviewed by the Provost. Please attach the letter to the SOM Faculty Hiring Exception Form . The letter should be signed by the Chair and have a signature line for both the Dean and the Provost. Please note that proposed increases of 15% or greater to the UAB salary require a TRS memo, which must be reviewed by Aimee Miller prior to being presented to faculty for signature. In these cases, Aimee Miller should review the proposed TRS memo and once approved the TRS memo should be included along with the exception request.
- Upon notification of approval, please route your equity or retention letter to the SOM Deans Office for signature and routing. Under modified business operations, letters may be routed electronically to Carlon Harris (carh1203@uab.edu).
- The SOM Dean's Office will route the signed equity or retention letter to the Provost Office for Provost and President approval.

**31. Is it permissible to suspend a "04" monthly employee salary in lieu of terminating the employee under modified business operation?**

- Yes, in the interim, departments may place the employee on "Leave without Pay" in Oracle. Please add the proposed expected date of return to the ACT document upon submission.
- Employees may return prior to the proposed expected date of return at the manager's discretion. An appeal form is not necessary to return the employee. However, an Oracle document is required to restore the employee from the leave status.
- Instructions for submitting ACT documents.

**32. Is an exception approval required to appoint a volunteer?**

- **Staff**
  - As of June 8th, 2020, the SOM will require approval to hire a staff volunteer. All staff volunteer requests should be carefully reviewed, approved and signed by an appropriate department-level approver. Once approved by the department, please email the SOM Staff Volunteer Staff Approval form to somhr@uab.edu. Staff volunteer requests must be approved by SOMHR prior to communicating the appointment to the volunteer and completing the ACT document.
- **Faculty**
  - Please refer to exceptions required for FACULTY appointments, some requiring a volunteer UAB appointment. No additional exceptions will be required.
- **Undergraduate Students**
  - UAB or non-UAB undergraduate students volunteering on campus and needing an Oracle (60) Volunteer appointment require a staff volunteer exception approval. Dr. Kent Keyser needs to be looped in to the conversation for undergraduate students proposed to volunteer/work on campus.

- **International Volunteers/Scholars**
  - There is a hold on new international volunteers/scholars until the end of the calendar year with the exception of visitors needed for exigent circumstances.
  - In the event an exigent circumstances exist, please email the SOM Staff Volunteer Staff Approval form to somhr@uab.edu prior to communicating the appointment and completing the ACT document.

**33. Is an exception request required for a staff probationary increase?**

- Yes, a Salary Consultation CRF is required for all probationary increases for staff, no matter the percentage.
- The rational in the CRF should clearly outline the immediate need for the salary increase during modified business operations.
- All hiring exception attachments are required for submission.

**34. Can departments modify an employee's workgroup assignment?**

- Departments may modify an employee's workgroup assignment by submitting a Reclassification CRF.
- The CRF must clearly outline the need for the workgroup change and the employee's duties must support either the academic or clinical mission depending on the desired workgroup selection.
- All hiring exception attachments are required for submission.

**35. Will salary increases be allowed for faculty being reviewed for promotion and/or award of tenure?**

Faculty currently being reviewed through the annual promotion and tenure process will be eligible for promotional increases. More detailed information will be provided in the coming days; however, the School expects the review process to be similar to last year.

**36. Are hiring exceptions still required under Modified Business Operations (color code yellow)?**

The current hiring exception processes will continue to be reviewed as is under Modified Business Operations.

**37. Is it permissible for an employee to request an accommodation related to COVID-19?**

Departments should proceed with the following approach:

- Has the employee's physician recommended that the employee be absent from work or take a leave of absence?
    i. If yes, the employee may request FMLA leave or EPSLA, if applicable.
    ii. If no, the employee may not be eligible for medical leave. If the employee is not eligible for medical leave, proceed to the next step.

Is there a work accommodation that allows the employee to continue working?

- Considerations for reasonable work accommodations include:
    i. Telework
    ii. Change in work hours
    iii. Staggered scheduling
    iv. Alternating shifts

    v. Change in the way job duties are performed

    *If leaders need additional guidance or help identifying appropriate accommodations contact the AWARE Program. The AWARE program at UAB provides disability-management services when an employee's job is affected by a physical, mental, or emotional impairment. In addition, the AWARE Program coordinates requests for reasonable accommodations.*

**38. Should the PPE form be completed at the department level rather than the division level?**

The form can be completed by all units inclusive of Divisions.

**39. If we complete at the department level for our divisions, can we indicate multiple account numbers on the PPE form, along with percentages to charge to each?**

Yes, there is a 'notes' section for additional information or even a "CALL ME FOR MORE INFORMATION" request

**40. Once the form is submitted, does it go to SOM for approval?**

No, the form is being routed directly to University Purchasing. University Purchasing is triaging the requests to ensure requested items are available when needed.

**41. Do you have an idea of how long approval takes**?

This will help with the "date needed by" field on the PPE form. Purchasing is shooting for no more than 24 hour turnaround time in responding to the requests.

**42. Once the form is approved, I'm assuming at that point, the requisition can be submitted with the approval included as supporting documentation.**

No, effective with the adjustment to the PPE Sourcing Process made on Friday, May 29, requisitions should not be submitted by anyone other than University Purchasing. University Purchasing is working with each individual requestor / request and upon confirmation of details (what type masks, what size and type of gloves, etc.), University Purchasing will place the order on behalf of the department.

**43. Are accurate funding sources required when processing a CRF/PAR form?**

- Yes, for an accurate review while under modified business operations the funding source(s) that supports the position should be listed in the CRF.
- GL accounts should not be used in lieu of grant accounts for CRFs.
- Accounts should be in "good" financial standing prior to being listed on the CRF.
- HSF transfer accounts may have a reasonable deficit associated with the CRF, but a rational is required to explain the deficit and outline the anticipated funding.

**44. For volunteer faculty appointments for physicians who do not come on campus but, have an affiliated appointment, is a comment required in the reentry dashboard?**

- If they are not coming to campus, no action is required.
- Departments are encouraged to mark their current status as "REMOTE" or "NOTWORKING" and leaving the phase blank.
- Compliance requirements are going to be driven by those who are flagged as currently ONSITE or included in the upcoming phases. The expectation is that for the duration of the year, units will continually update the current status and also indicate which phase they are scheduled to return (where applicable).

**45. How do we treat those employees who are working rotating schedules? Examples include:**

**a. EE works 2 days on-site and 3 days remotely**

**b. EE works 3 days on-site but cannot work remotely**

If the employee is coming on site for work on a regular schedule, they would need to be marked "onsite" and will be required to complete the UAB health check survey periodically.

**46. Will the reentry dashboard be updated to include departments HSF only faculty and staff?**

No, the dashboard is run off the oracle database system and does not include data on HSF staff.

**47. What if my graduate students and post-docs did not receive an email to complete their research training, are they required to take the training and how should they access the training?**

Yes, all GBS, MSTP, and MD-ARISE students and all postdocs are required to take the research training. The Covid re-entry training is now open and available to all employees, so all can access the training through the LMS portal.

**48. What is the process for undergraduate students working in research to return to work?**

- Undergraduate students who had been working in research before the limited business operations period began will be eligible to return to campus with appropriate permissions. These undergraduate students had already required training and were familiar and engaged with the research. "New" undergraduate students will not be permitted to begin working in research unless training can occur while properly social distancing.
- Undergraduate students involved in research before the limited business operations period (Code Orange) should be included in the PI's research resumption plan that is submitted to the chair of the department. This includes undergraduate students who were granted exceptions to continue working in labs during the Code Orange phase because of special expertise, the need for continuity of research, or to prevent massive data loss.
- Students who have not been in a lab or working with a mentor before Fall 2020 but still wish to begin research in Fall 2020 may apply for exemption.

  https://www.uab.edu/service-research/students-ur/covid19

- The PI/department should send Dr. Kent Keyser, Associate VP for Research the approved plan for re-entry and the approval form found at the link below:

https://www.uab.edu/research/home/process-to-request-exception-to-continue-on-campus-research

- Dr. Kent Keyser will contact the department when re-entry is approved and request for the department to send the following to Carol Griggs, Administrative Director Student Health Services, Division of Student Affairs cagriggs@uab.edu:
  - Student ID Number (Preferable: also known as B0#)
  - Student Name
  - School
  - Program (Major Code if accessible)
  - Lab (PI name)
- The undergraduate student will be given access to COVID 19 Safety and Awareness Course and will be required to enroll in the UAB Healthcheck. Both of these are required for re-entry.
- CAS undergraduate students may resume research if PIs in Schools other than CAS include the undergraduates in their research resumption plan which is approved by their Chairs and Deans even if these students are majors in CAS. However, CAS undergraduate students will not be approved to return to research in CAS labs. CAS students can only be approved for non-CAS labs.

**49. Do furloughed employees receive TRS service credit during their furlough period?**

No, TRS membership continues while on furlough but, no service credit is earned during the furlough period.

**50. Are meetings and/or gatherings of 10 people permitted?**

- President Watts has mandated that "Where possible, meetings and other communications should be held in whole or part using technology (telephone, Zoom, Google hangouts, Microsoft Teams, etc.). In-person meetings should be able to maintain the 6-feet social distancing guideline. Remove or rearrange the furniture to support social distancing."
- The SOM strongly encourages the use of electronic mediums for meetings for the safety of our staff.
- Please click here for additional resources regarding meeting requirements during Covid-19.

**51. Is the one-time exception for employees to keep and roll-over unused personal holidays applicable to UAB and HSF employees?**

Yes, UAB and HSF employees will be able to keep and roll over any unused personal holidays under a one-time exemption approved by UAB and UAB Medicine. With this temporary change in policy, no unused personal holidays will expire until June 30, 2021.

Additionally, employees who accrue personal holidays and exceed the maximum 88 hours/11 days as of June 30, 2020, due to the additional holidays awarded in 2019, will be able to roll over those excess days for continued use.

There is a system limitation that only allows up to 3 PH days to be used in one request. Therefore, if an employee wants to take more than 3 consecutive PH days, two eLAS requests should be submitted.

**52. What resources are available to assist employees financially during the Covid-19 pandemic?**

- The Benevolent Fund Employee Emergency Assistance Program is available to help UAB employees who are furloughed if they have financial need resulting medical bills and/or prescriptions that the employee cannot afford, fire, domestic violence, loss of income for someone else living in the home, etc.
- The Benevolent Fund is unable to assist furloughed employees with lost wages from UAB or a delay in receiving unemployment. If they have any questions, they should contact Tamela Hughes at (205)825-6282 or via email at Sag12885@uab.edu.

- Blazer Kitchen is open to all employees Wednesdays 12:00-6:00 to access food. For a minimum of the next 7 weeks, we will be offering 25 – 50 pounds of produce and 1 gallon of milk along with frozen meat and nonperishables.

- Employees may select to receive the food from all or some of the broad categories of food. Food is available via drive thru at UAB Medical Towers (1717 11th Ave S). New shoppers are encouraged to complete the online eligibility form and email it to blazerkitchen@uab.edu. For questions, please call (205) 834-2895 or email blazerkitchen@uab.edu.

**53. Should an employee submit a new telecommuting agreement if work location changes?**

If the department approves the temporary change of location, the employee does not need to submit a new telecommuting agreement. The department should make note of the amended approval and dates for the change of location. The department should contact UAB / HSF Human Resources if the change of location is permanent, as additional action will be required.

**54. May a department increase an irregular employees' salary without processing a CRF for an exception request?**

- No, a "Salary Consultation-Other" CRF is required to increase an irregular employee's salary under modified business operations.
- This includes both (04) irregular and (02) temporary full-time employees. It does not include (06) student employees.
- Please ensure adequate justification is included in the CRF to support the departmental rationale for the change and why it is merited during modified business operations.

**55. Is an exception request required to hire a student in a 06 category?**

No, the temporary hiring suspension applies to all faculty and staff, including temporary and part-time positions. Student-workers and work-study students are not subject to this action. Departments should include the student in the re-entry operational plan and update the re-entry dashboard appropriately. Please see question #48 for additional details about undergraduate students involved in research.

**56. Are departments permitted to place additional employees on furlough?**

At this time there is not a process to place additional employees on furlough. Please contact Tammy Collins in Employee Relations for additional conversation.

**57. What is the process for employees to access the Covid re-entry training?**

Covid re-entry training is now open to all faculty, staff, students and postdocs in the LMS. The department should be certain to move the individual to the appropriate phase in the dashboard when the individual is returning to campus.

**58. Is CRF Exception Form required for an Additional Assignment for an appointment outside of the staff member's primary org?**

Yes, a CRF Exception Form is required to appointment a staff member to an additional assignment outside of their org.

**59. Who serves as the point of contact (POC) for completion of I-9s?**

Process by Employee Group

| | Recruitment Process | Onboarding Process | | | Hire Actions |
|---|---|---|---|---|---|
| Employee Groups | Responsible Team/System | I-9 Section 1 | I-9 Section 2 | E-Verify | ACT Doc Submit |
| 01/03 Campus Staff | Taleo | Recruitment Services | Recruitment Services | HR Records Administration | Auto ACT Doc |
| 04-Staff hired thru Temp Services | Taleo | Temp Services | Temp Services | HR Records Administration | Temp Services |
| 07-GME Residents | GME Office | HR Records Admin | Hospital HR | Hospital HR | GME |
| 02/04 Campus Staff Hired thru departments | Taleo | Temp Services | Temp Services | HR Records Administration | Department |
| 21-Postdoc Employees | Department/Office of Postdoctoral Education | SOM Dean's Office (U.S. citizens) & ISSS (International) | SOM Dean's Office (U.S. citizens) & ISSS (International) | HR Records Administration | Department |
| *06 Students (undergraduates only) / 11-Federal Work Study students | Department | SOM Dean's Office (U.S. citizens) & ISSS (International) | SOM Dean's Office (U.S. citizens) & ISSS (International) | HR Records Administration | Department |
| 06-Graduate Students | Graduate School | Graduate School | Graduate School | HR Records Administration | Graduate School |
| 01/03-Faculty | Department | UA-HSF | UA-HSF | HR Records Administration | Department |
| 02/04-Faculty | Department | UA-HSF | UA-HSF | HR Records Administration | Department |
| All International Hires | Varies | Varies | ISSS | HR Records Administration | Varies |

**60. What is the process to rehire faculty retirees in a 04 (Irregular) position?**

- Step 1: Submit Faculty Hiring Exception to school for review and approval.
- Step 2: Submit Signed Faculty Hiring Exception and rehire faculty retiree memo to the SOM HR Team for review and Dean's signature.
- Step 3: The Dean's Office will route the rehire retiree memo to Faculty Affairs for review and approval.
- Step 4: Faculty Affairs will return the approved memo via email to the department.
- Step 5: The department must submit a PeopleAdmin requisition along with the signed hiring exception and signed memo to get approval by the Provost and President.

**61. How should departments categorize status 59 affiliate employees in the re-entry dashboard?**

Departments are advised not to change re-entry status until HSF provides additional details about the re-entry / training / health check requirements for HSF employees.

**62. When will departments resume responsibility for approving TEL documents?**

- Biweekly Employees and Payroll Processing - TEL documents were sent down workflow **Monday evening July 20, 2020** and due **Tuesday, July 21, 2020 at 5:00pm**.
- Administrators should ensure that approvers in the workflow are aware of the resumption of standard operations and to approve TEL documents in a timely manner to ensure payroll is processed.

**63. Are departments required to submit an exception request for administrative appointments?**

No, departments are not required to submit an exception request for standard administrative appointments.

**64. If we return a non-exempt employee from furlough but only have ~10hrs/wk work for them and no work from home options, will we pay them "away with pay" for the hours we have no work for them and tell them they cannot report to work?**

Refer to pay chart in FAQ #4. Employees will only be compensated for hours worked.

**65. In reference to #64. If not "away with pay", do we require a non-exempt employee to use benefit time in order to be whole?**

The employee may use benefit time to account for the remaining hours. However, they are not required to do so.

**66. Will the employee described in #64 and #65 qualify for unemployment as long as their weekly gross salary does not exceed their maximum calculated benefit?**

Employees qualify for unemployment when they are furloughed or, in certain instances, when they separate from the organization. The ALDOL notes employees may receive unemployment benefits if their hours are reduced but the ALDOL will make the final determination. From an institutional perspective, there is a lot to consider on this topic. Our hope is that the thoughtful responses from departments will help inform these considerations.

**67. Will UAB and HSF pay employees for sentinel testing during work hours?**

Yes, the UAB and HSF recommend compensating employees for the time they leave work to receive sentinel testing. However, all efforts should be made to minimize the disruption to office operations and, unless the sentinel testing communication states otherwise, the manager should provide clarity regarding where the employee is tested. For example, if I work downtown, I should be tested onsite rather than driving to the Hoover location for testing.

**68. What is the process for developing re-entry plans for administrative personnel?**

Departments should coordinate and manage re-entry plans for administrative personnel. Consistent with the research re-entry process, the SOM will not be involved in reviewing or endorsing those plans. It is the department's responsibility to ensure that personnel returning to campus are aware of and compliant with re-entry expectations.

https://www.uab.edu/coronavirus/reentry/expectations-guidelines

Additionally, it is important that returning personnel are familiar with the guidance for specific campus scenarios.

https://www.uab.edu/coronavirus/reentry/guidance-for-specific-campus-scenarios/

**69. Can the furlough period be extended beyond July 31, 2020 for an employee?**

While the furlough period cannot be extended, the option exists for an employee to be placed on personal leave. Contact SOM Dean's Office staff for additional guidance.

**70. Has the process changed for requesting a position through the funds flow process?**

The Funds Flow Committee is not actively meeting at this time. Departments should follow the exception process outlined below:

- Please complete request using the Cherwell application. https://uabmedhr.hs.uab.edu

- Please attached the enclosed form (standard FTE Request Form) to your Cherwell request.
- Please submit to Chris Meeks as the first / departmental approver- this will allow Chris to build the agenda for the Funds Flow FTE Committee.
- We will reconvene the Funds Flow FTE Committee to begin reviewing requests this month. Depending on the number of requests we will typically meet every two weeks.
- After the Funds Flow FTE Committee makes its decision regarding your request- Chris Meeks will notify you via email and approve/disapprove request in Cherwell

**71. The Lawson system does not calculate retroactive pay for regular pay. Are departments responsible for submitting supplemental payments for HSF faculty for the months of May and June?**

No, departments are not responsible for submitting supplemental payments for the months of May and June for regular faculty pay. Departments will receive spreadsheets from Jason Daniel / Stephanie McClinton for review and approval, and HSF will process the payments. If salary reductions were realized through incentive plans, etc., departments are responsible for processing payments. HSF will assist with processing supplemental payments for regular pay only.

**72. How do I access the re-entry dashboard?**

Employees listed in a supervisor's dashboard are based on Oracle data. Supervisors are unable to update the dashboard. See the supervisor dashboard link below:

https://acsapps.ad.uab.edu/EmpSurvey/Supervisor/ReturnSurvey

The dashboard is available for Org Admins to update. See the Org Admin link below:

https://acsapps.ad.uab.edu/EmpSurvey/OrgAdmin/ReturnSurvey

**73. What is this year's process for performance reviews for staff?**

In an effort to align and maintain consistency across workgroups, the School of Medicine will forgo staff annual performance reviews in 2020. We encourage department leaders to continue to provide feedback and guidance to those they lead even though documented performance evaluations will not be required.

**74. What is this year's process for performance reviews for faculty?**

Faculty will continue to use the same processes as last year. Leaders also have the option to upload performance review document forms, if not currently prepared to use the electronic forms within the online app: **Manager/Leader Performance Evaluation Form** and **Individual Contributor Performance Evaluation Form.** The deadline for faculty evaluations is November 30, 2020.

**75. Are departments required to submit faculty performance reviews to UAB Human Resources?**

Yes. Performance reviews for all UAB full-time (01) and UAB part-time (03) faculty should be uploaded to the Performance App. The deadline for faculty evaluations is November 30, 2020.

**76. Are resources available to managers to assist with performance review?**

The Performance Management webpage (**http://www.uab.edu/performancemgmt**) has numerous resources to support you during this process. This site provides:

- Learning and development resources – preparation for employees and managers, online learning resources, customized learning sessions, workshops, and the **Manager's Toolkit**
- Link to performance app: **https://acsapps.ad.uab.edu/PerformanceManagement/**

**77. How do I access the UAB HealthCheck site? How often are UAB employees required to submit health check information on this site?**

UAB Employees are required to submit daily health checks.

The UAB HealthCheck site can be found below:

https://www.uab.edu/coronavirus/reentry/healthcheck

**78. Do employees have to complete the HealthCheck requirement while on vacation?**

Yes. Due to the size of the organization, it is not feasible for the data feed to the HR Dashboard to register when employees are on vacation.

**79. Effective August 28th, what is the escalation process for non-compliance related to Healthcheck?**

Individuals who have not completed the UAB Healthcheck in 5 consecutive days will receive an escalation email from Human Resources. The employee, supervisor, organization administrator and identified department HR representative will receive a notification. If an employee remains non-compliant with the UAB Healthcheck requirement for 8 consecutive days, another escalation email will be sent from Human Resources. In addition to the contacts above, unit leaders will receive a notification.

Within the email notifications there will be information advising the employee that they are non-compliant with completing their UAB Healthcheck, as well as guidance on where to complete this COVID-19 assessment. For your convenience, please **click here** to review these sample notifications.

**80. Following notice of non-compliance with the UAB Healthcheck, what is the expectation of supervisors and Org admin?**

Outlined below are actions to take when you are notified that an employee is non-compliant with the daily UAB Healthcheck requirement for 5 and 8 consecutive days.

- **Supervisor expectations following notice of non-compliance with the UAB Healthcheck**
  - Contact the employee and remind them that they are non-compliant and the UAB Healthcheck must be completed immediately.
  - Document discussion to clarify current and ongoing expectations.
- **Org Admin expectations following notice of non-compliance with the UAB Healthcheck**
  - Follow up with the supervisor to confirm the employee has been verbally cautioned and told to complete the UAB Healthcheck immediately.
  - Continue to monitor the status of the UAB Healthcheck on the Entry Dashboard.
  - Document the communication/situation in the employee's department file.

**81. When will employees and faculty receive the email from BlazerID Central?**

BlazerID is auto-generated when ACT document completes or Pre-Hire OneCard is submitted for your new hire.

**82. Are employees with existing Blazer IDs affected?**

No.

**83. Is an electronic signature allowed on a Faculty LOO?**

The electronic signature process accepted by UAB Legal Counsel is SOM Faculty Hiring Exception Form. The institution will soon offer Town Halls and training on a new electronic signature process, AdobeSign. More information to come.

**84. Will the hiring freeze extend beyond September 2020?**

The hiring freeze will continue beyond September 2020 and will be reviewed quarterly.

**85. Is an exception request required for posting UAB Medicine clinical staff positions?**

Now that the organization has ramped up providing clinical services throughout UAB Medicine, we are making a change to the process for posting positions within clinical operations. **The campus hiring restrictions are still in place until further notice. Hiring restrictions are also still in place for physician hires.**

- **Vacant, budgeted UAB Medicine positions**
  - You may follow the normal process used prior to the hiring freeze and **WILL NOT** be required to submit the electronic exception request form.
  - As before, be judicious in requesting to fill vacancies by evaluating volumes and staffing in your areas.
  - Any vacant, budgeted positions that are pending in the online process may be filled – contact your recruiter.
- **Requests for new FTEs**
  - Continue to follow the online request process for new FTEs by visiting https://uabmedhr.hs.uab.edu and supplying the requested information. Be as detailed as possible with your request.
- **Requests for new Advanced Practice Providers**
  - Continue to work with Catherine Brown and provide a business plan for these requests.

**86. What specific information has the Provost Office requested to be included in the introductory paragraph, "description box" of the CRF?**

- Name of department
- Function of position in question
- Where applicable, faculty member to whom the individual reports or will report
- Exception category (clinical shortage, funded research, specialized research, online teaching, safety/compliance, or mission critical)

**87. What is the effective date of changes to Peopleadmin?**

- Departments will begin using the Adjunct/Temporary Module effective August 28, 2020. After logging into Peopleadmin, the module is easily accessible with one click. The hiring proposal, requisition and workflow are the same as the current Faculty Module.
- Peopleadmin system enhancements are effective August 28, 2020. System enhancements include identifying required fields, using more drop-down menus and help text.

**88. What is the process for new employee orientation while we are under modified business operations?**

UAB Organizational Learning and Development have moved the "Discover UAB" orientation from in person to online. They will continue with the current orientation schedule. All new hire information is needed the Wednesday prior to the scheduled session.

**89. If employees continue working remotely beyond the start of classes on August 24th, is a new Telecommuting Agreement required?**

Yes. Any faculty or staff member who will continue to work remotely beyond August 24th must complete a new Temporary Telecommuting Agreement in the SOM Faculty Hiring Exception Form:
**click here for Faculty Agreement** and **click here for Staff Agreement**. The new agreement will include an effective date not to exceed December 31, 2020.

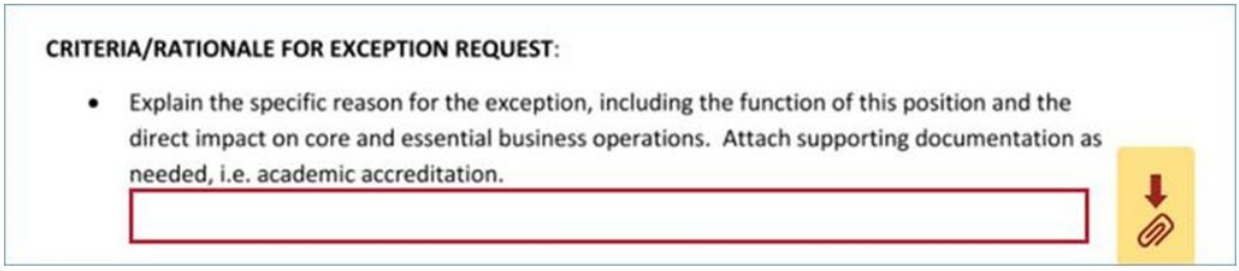
**90. Is an exception request approval required to hire an HSF temporary employee?**

Confirmed by Jeannie Singer and Eric Ezzell, an exception approval is not required to hire a new HSF temporary employee. UAB Temporary Services hires temporary staff for HSF. Departments can proceed with submitting the CRF and contacting UAB Temporary Services.

**91. What supplemental information is needed when submitting a Faculty Hiring Exception?**

- Effective September 1, 2020, all newly submitted Faculty Hiring Exceptions submitted via the SOM Faculty Hiring Exception Form should answer the following questions:
  - Is this a new faculty position or a replacement?
  - Has the department/division/center identified office space for the faculty recruit?
  - Will the faculty recruit need research space? If so, has the department/division/center identified research space for the faculty recruit?
  - Will the faculty recruit need procedure or OR space? If so, has the department/division/center confirmed procedure or OR space with the Senior Vice President for Ambulatory Services?

- This supplemental information may be uploaded to the SOM Faculty Hiring Exception Form by attaching to the section showed below.



**92. Are employees required to submit new paperwork to extend a current accommodation request for the Spring 2021 term?**

- In an effort to manage potential requests for Spring 2021 accommodations, AWARE is developing an expedited, electronic option for employees to indicate whether they have a need to extend the present work arrangement approved by their department. In the coming weeks, individuals whose disability or other high-risk factor would continue to qualify them for a reasonable accommodation due to risk of exposure to COVID-19 will be contacted directly no later than October 31, 2020. Subsequently, their supervisor will be notified to obtain necessary approval.
- New requests for accommodations will require submitting the Accommodations Request Form here in order to begin that process.
- **Please note** — Non-disability related reasonable accommodations such as childcare needs, general requests to work remotely or serving as a caregiver for someone with a disability or COVID high-risk factor should be submitted to the employee's supervisor as the AWARE program is not the appropriate source for these requests. Most questions your employees may have will be addressed by these FAQs. Please feel free to communicate this information to the faculty and staff in your area. We appreciate your cooperation during this process.

**93. What is the process for non-essential travel for students, faculty, and staff?**

- Unless modified by the Board of Trustees, campuses shall prohibit all university-related non essential travel for all students, faculty, and staff. The campuses shall implement or use existing waiver processes to grant limited exceptions. Regardless of the phase, all university related travel shall adhere to existing policy requiring notice or approval.
- Please visit the link below for additional guidance: https://uasystem.edu/comprehensive-health-and-safety-plan-october-2020

**94. What SOM finance forms are available in Adobe Sign?**

- Forms available in Adobe Sign:
  - SOM – >95% Sponsored Project Effort Activity table
  - SOM – Contract/Agreement Signature Routing Form
  - SOM – Sub-recipient for Awards and Contracts (Over 120 Days)
  - SOM – Essential Travel Request
  - SOM – Cost Transfer Form (120+)
  - SOM – Deficit Account Exception Form
  - SOM – Travel >60 Day Exception Request
  - SOM – Signature Authority Maintenance Form

- If you are accessing SOM Forms in Adobe Sign from the eSignature website, follow the directions below:

  1) From the e-Signature home page: https://www.uab.edu/it/home/tech-solutions/services/esignature, sign in to Adobe Sign using your BlazerID credentials
  2) From the Adobe Sign home page, click on the "Start from Library" tile. From the Account Workflows section, click on the workflow titled for the form being processed, and click on the blue "Start" button.
  3) Establish the routing order by inputting the email address for the intended recipients. Notice that some fields may appear "grey-ed out". These are fields that have been automatically populated and cannot be changed.
  4) Then, click the blue send icon at the bottom of the screen.
  5) The template of the designated form will appear to be edited and routed. Make sure to include any required documents, as most forms cannot be sent without all required fields being completed and all required documentation attached.
  6) Once all fields are entered and documentation attached, click the blue submit button at the bottom of the form.
  7) A notice will appear on the screen to give a status update and routing history for your submission.

- Please be aware that Adobe Sign is similar to SOM Faculty Hiring Exception Form. You will not be able to edit a document once it has been submitted. Also, you cannot resubmit a document once it has been declined. Therefore, please carefully and thoroughly review your documents prior to sending them via Adobe Sign to prevent document rejection.

- Should you have questions regarding the Adobe Sign process, please email SOMFinance@uab.edu

**95. Do virtual conferences require an essential travel request form?**

- No, virtual conferences will be removed from the preapproval of essential travel requirement/process.
- Virtual conferences will default to a professional development expense.
- In-person travel must still be deemed "essential" and requires pre-approval.
- HSF has agreed to follow the same guidelines.

Supplemental HR FAQs for Modified Business Operations collected by
the School of Medicine Dean's Office
Updated: November 9th, 2020
(NOTE: FAQs are updated as needed)

*Please note these FAQs are as of **Monday, November 9th, 2020**, and subject to change.*