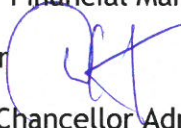





**Julie M. Queen**  
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## MEMORANDUM

DATE: March 17, 2020  
TO: Deans, Directors, UAF Financial Managers  
THROUGH: Dan White, Chancellor   
FROM: Julie M. Queen, Vice Chancellor Administrative Services   
RE: UAF Financial Guidance: COVID-19 Emergency and Unplanned Expenses

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I am activating finance processing guidelines as part of the UAF Incident Management Team (IMT) response to COVID-19. Financial Services has created a mechanism to track and report expenses related to the COVID-19 emergency health prevention and response. Separate accounting for this activity has been created. All expenses related to COVID-19 should be applied to this org/fund. Appropriate justification and backup documentation will be necessary for all expenditures. Regular operational expenses may not be coded to this fund.

Expenditures must be specifically related to the COVID-19 emergency, must be above and beyond normal operations, and defensible under review or audit by an external reimbursement funding program, such as FEMA, or a State of Alaska supplemental funding program. Expenditures should be necessary to enact decisions made by executive leadership and incident management teams (IMT).

Fund: 142510  
ORG: 50172 for Fairbanks Campus including Organized Research  
ORG: 50162 for CRCD and CTC

What types of expenses can be charged?

- Additional equipment, supplies, services, travel (including student reimbursement);
- Additional technology or infrastructure costs, as appropriate;
- Additional personnel costs including overtime approved by supervisors, IMT members, or those involved as part of direct response actions; and
- Administrative leave, as a result UA President Johnsen's [3/15/20 travel guidance](#) memo. See UA Human Resources guidance, attached.

Requests for COVID-19 expenditures must be approved by Interim Associate Vice Chancellor for Financial Services, Amanda Wall. A [COVID-19 Expense Request short form](#) has been created. Please submit any additional or backup documentation to [UAF\\_emergency\\_purchase@alaska.edu](mailto:UAF_emergency_purchase@alaska.edu). These requests will be processed with expediency.

Once the request is approved, you may proceed with your purchase. If an item is not approved, units will be responsible for cost incurred. Other emergency expenses incurred prior to the setup of this account should be submitted on the expense request form. Once approved, the department will be advised to process a JV.

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*Naturally Inspiring.*

### **Special or High-Volume Tracking:**

Financial Services will work directly with Residence Life to ensure prior student travel and shipping reimbursements (being tracked separately) are migrated to this accounting string efficiently. Use of the form should be adopted moving forward for individual purchases. We will work with Student Affairs to handle batch or large volume transactions, as necessary.

### **Additional Tracking:**

To understand the overall UAF financial impact of this preparation and response, it is also advised that Deans/Directors keep a detailed unit record of revenue losses during this period.

A [UAF tracking sheet](#) has been created for this purpose. This includes but is not limited to: nonrefundable flights where no credit or waiver is provided, conference registrations, reimbursements made to students, foregone revenues due to public closures, or other contractual penalties related to changes in plans. Please alert UA Procurement and Contract Services, Amanda Wall, or me in the event a modification is needed for any existing contractual agreements.

Although there is no guarantee that all direct expenses or forgone revenues will be reimbursed as part of this emergency, it is important to understand the impact of this event in totality as the situation continues to unfold.

If you have questions, please contact me or Amanda Wall for further assistance.

For other UA COVID-19 FAQs, please visit:

<https://sites.google.com/alaska.edu/coronavirus/home?authuser=0>

Attachment: UA Human Resources Guidance

Cc:

UAF Core Cabinet

UA Chief Finance Officer

Amanda Wall, Interim Associate Vice Chancellor for Financial Services

Doug Schrage, UAF Fire Chief & Director of Emergency Management

## How to track COVID-19 on your time sheet

The university is prepared to track the impacts of the novel coronavirus and the illness it causes, COVID-19, on employee timesheets. Earnings codes will depend on the type of work being conducted or type of leave being used.

**Working from Home:** If an employee is able to perform job functions from their home, then supervisors should be flexible and utilize regular earnings codes.

**Administrative Leave:** If an employee is not able to work from home or not able to work their full schedule from home, then the supervisor can approve the use of administrative leave. A new earnings code (EC 467) has been created to track employees home on administrative leave, but not working from home, in compliance with Coronavirus community restrictions and required self-monitoring. This earnings code will show up on the time sheet and will be available for all employee classes.

**Child Care:** Beginning 16 March through 10 April, supervisors may approve administrative leave (EC 467) up to 20 hours per week for benefit-eligible employees (pro-rated for part time employees) for the purpose of providing child care or when the ability to work full time from home is disrupted due to providing child care.

**Sick Leave:** All benefit eligible employees should use sick leave if they are experiencing COVID-19 like symptoms or they or a household member have a confirmed case of COVID-19.

**Temporary & Student Employees:** Temporary employees including students, adjuncts with active assignments, and other temporary positions not usually provided with leave benefits also are allowed to use EC 467 if they are required to remain home due to Community Restrictions, they are experiencing COVID-19 symptoms, or they are confirmed with COVID-19 and they do not have the ability to work from home. The use of administrative leave does not extend to students or temporary employees if no work is available and telework is not an option.

Tracking the impact of this virus from the onset is an important part of the university's emergency management and recovery plans. If you have any questions please contact HR at [ua-hr@alaska.edu](mailto:ua-hr@alaska.edu), 907-450-8200.