Every ALVSCE unit and property is “on campus” and must follow the COVID-19 guidance from university and division leadership.

**Business Guidance**
March 16, 2020, 3:08pm

**Reporting time**
- **Do NOT** use the “Pandemic” reporting code unless directed to do so.
- Regular hours must be recorded for employees working from home.
- **University Release** is to be used for employees, including student workers, who cannot work from home. All hourly workers are to be paid at a level that they could have reasonably expected absent the pandemic, including student workers.
- Sick employees must record **Sick Time**. If they have exhausted their time, or they do not accrue sick, they will use **University Release** for the hours in which they were regularly scheduled.

**Payroll and Checks**
- Physical pay checks will still be delivered via campus postal; if no one is available to receive paychecks, they will be returned to FSO. FSO will coordinate how to deliver the paychecks to the employees. We are confirming if the checks will be mailed to the employees.
- There are 37 employees who receive physical checks. Please encourage them to sign up for direct deposit to avoid disruptions.

**I-9’s**
- Push back all start dates of employees. Do not hire employees during the university remote period.
- In rare circumstances, a hire may have to occur now (e.g. visa issues). Notify KC Armenta or Paige Jacobson for Academic and AES, or Jennifer Gardner-Smith for Cooperative Extension. They will coordinate with the home unit and Workforce Systems to get the I-9 docs processed.

**Continuity of Operation Plans (COOPs)**
- COOPs must be submitted through the new [UAPD electronic system](https://example.com) by March 17, per the Provost.
- Send a scanned copy to Mary Carroll in Division Business Services.
- To date, **more than 30** units must still submit a COOP.

**Disbursement Voucher and PCard Transactions**
- Follow the **guidance** from Financial Services Office for electronic processing

**External Payments/Checks/Credit Card Reconciliation**
• Payments received during the university remote period must remain undeposited until employees return to work.
• Reconciliation of credit card sales will continue online. Your COOPs must identify backup reconcilers who have received PCI and credit card training.

UA Foundation
• Forms and documentation, including reimbursement receipts can be scanned and submitted electronically to fssupport@uafoundation.org. An electronic or scanned signature should be on the form.
• If Provost, Dean, Dean’s Designee, or CABO member signature is needed, please forward the completed packet to Janis Rutherford for approval and routing.