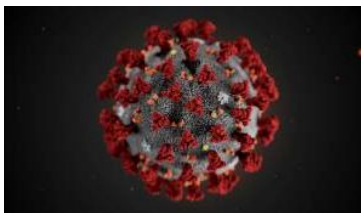


ACCOUNTS
PAYABLE

ACCOUNTS
RECEIVABLE

PAYROLL

PROCUREMENT
SERVICES



COVID Leave and Timecard Options

Pursuant to the Families First Coronavirus Response Act (FFCRA), all current faculty, staff, and student employees have been provided up to 80 hours of additional paid leave (pro-rated for part-time employees) to use for COVID-19 related reasons. Faculty and staff will find this leave reflected in their Leave Balances report available through eBusiness under Employee Self Service. COVID Leave provided is listed in the hours column under Sick Leave for April 2020. The leave is available for use on timecards for COVID Sick Leave and COVID Family Care

April 1 through December 31, 2020.

[New Leave Options for Faculty & Staff Affected by COVID-19](#) has more information on these timecard options and also COVID Childcare FMLA.

Employees needing leave should complete the [Leaves Request Survey](#) which will initiate correspondence from Human Resource Services. Questions can be directed via email to hrs-leaves@uni.edu.

Questions on COVID Leave availability or timecard submission may be directed to kim.andersen@uni.edu or payroll@uni.edu.

Spring 2020 Spending Freeze Guidance

Business Operations has been receiving many questions after the recent announcement of the temporary spending limitations. Please visit the "Spending Freeze Guidance"

link for clarification on how to proceed with various types of purchases that are deemed essential and necessary for the University during this time.



[Spending Freeze Guidance](#)

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