

COVID-19 Cost Tracking Update **March 27, 2020**

General

Please be patient with us as we work through this first week of reporting. We will be making changes as we go in order to simplify the process for everyone.

Reporting Due Dates

In an effort to give you more time to compile the data and obtain more accurate information, we are extending the reporting due date from Friday to the following Wednesday. For example, expenses from Friday, March 27 through Thursday, April 2 will be due on Wednesday, April 8 (instead of Friday, April 3).

- Other Expenses: We will keep the Friday through Thursday reporting dates for expenses since the AggieBuy and Concur reports are already set up that way.
- Bi-weekly/Hourly Payroll: Report Bi-weekly payroll when the timesheets are ready in Workday (see below).
- Monthly/Salary Payroll: Report Monthly/Salary payroll (see below) for the previous week, March 29 through April 4 will be due on Wednesday, April 8.

If you have reports ready today, please send them in. If you are having problems getting them completed, please submit them no later than Wednesday, April 1.

Please submit reports at the College/Division level to disasterfinance@tamu.edu.

Website

We have created a webpage for the COVID-19 cost tracking information. We will keep the most up-to-date forms and information here. There is also a FAQ page. The webpage is <https://fmo.tamu.edu/covid19-expense-trackingreporting/>.

Cancelled Travel Update

On yesterday's business processes call there were questions regarding how much of the airfare to track with the C19 code and when. We've confirmed that for now the entire cost of the flight should be tracked, and if the credit is able to be used later on then adjustments can be made at that time, taking into account any applicable change fees. So if you have airfare that has been cancelled, and no refund will be provided, go ahead and submit it on a report so that the expenses can be properly recorded.

If you have any further questions, please contact travel@tamu.edu

Salary/Monthly Paid Employee Time Tracking

As a follow up to the previous communication regarding the tracking of COVID-19 expenses, a tab has been added to the original spreadsheet for the purpose of tracking the level of support provided by salaried personnel. Although these expenses are not eligible for FEMA reimbursement, we realize these costs may be significant. This spreadsheet will allow the university to capture time and effort at a high level in order to provide the overall commitment devoted by Texas A&M University to COVID-19 response.

This spreadsheet will require you to enter the following on a weekly basis:

- Employee Name
- Employee Title
- Employee UIN
- Percent Effort for the Week
- Brief Description of Activities Related to COVID-19 Response

We ask that you complete separate retroactive reports associated with staff effort for the following time periods.

March 3 – March 7 (partial week)

March 8 – March 14

March 15 – March 21

March 22 – March 28

March 29 – April 4

This information should be included in your Wednesday, April 8, expense report submission.

Bi-Weekly/Hourly Time Sheets

There is a time sheet in Workday that can be used in lieu of the Excel timesheet. The employee will need to put a detailed description of how their hours were spent working on COVID-19 hours so that it shows up in the Details column of the timesheet. Below is how to access this timesheet in Workday.

In the search bar, type “Enter Time for Worker.” When prompted, enter the name of the individual and date. Workday will display any time entered for that week. In the top right corner, click on the small printer icon to generate a PDF printable version. Once the report is generated, click on the link to open it. Once open, you can download the report or print a copy.

Activity Log Clarification

The Expense Report and Activity Log tabs have been updated to include a Group # column. This is a number you can assign to expenses in order to group them together to report as one activity on the Activity Log.

- The Activity Log can have “varies” as the FAMIS Account at the top if it includes many accounts.
- In the Date/Time column this can be a range of dates for the activity if there are multiples days of expenses on the Expense Report related to the same activity
- Multiple activities can be listed on the Activity Log as long as you use group the expenses together.

Meeting

There is a Zoom meeting scheduled for Tuesday, March 31 and Tuesday, April 7 at 1:30 to discuss cost tracking. Everyone is invited to attend.

Join Zoom Meeting

<https://tamu.zoom.us/j/186337512>

Meeting ID: 186 337 512

Dial by your location

877 853 5247 US Toll-free

888 788 0099 US Toll-free