

FAQ for Hiring & Operating Freeze

Personnel

1. Why do we have this policy?
 - a. Due to the pandemic crisis, UAH revenues are projected to be severely impacted. These are some of the cost savings methods employed to offset the reductions in revenues, primarily from tuition and state appropriations.
2. What accounts are covered under the hiring freeze policy?
 - a. All accounts with the exception of employees funded from external grants and contracts (Ledger 5 and Cost Share 27).
3. Who are covered under the hiring freeze policy?
 - a. Full and part-time faculty and staff, on-call, temporary employees paid by external temp agencies, GTA, GRA, and undergraduate student workers.
4. What is the effective and ending dates of this policy?
 - a. Effective March 25, 2020 and the ending date is to be determined.
5. Any exception to this policy?
 - a. A special waiver form must be submitted and approved by the vice president, and the form must be forwarded to the Budget Office. The Budget Office will collect the forms and discuss with the President in batches. The President has the final authority to waive the hiring freeze policy for a particular position. The hiring freeze waiver form can be found here:

<https://www.uah.edu/budget/covid-19-budget-information>

Operating

1. Why do we have this policy?
 - a. Due to the pandemic crisis, UAH revenues are projected to be severely impacted. These are some of the cost savings methods employed to offset the reductions in revenues, primarily from tuition and state appropriations.
2. What accounts are covered under the operating expenses spending limitations policy?
 - a. All accounts with the exception of operating expenses funded from external grants and contracts (Ledger 5 and Cost Share 27).
3. What types of expenses are covered under this policy?
 - a. Any operating expenses that start with account code 7xxx and any capital expenses that start with account code 8xxx.
4. What is the effective and ending dates of this policy?
 - a. Effective March 25, 2020 and the ending date is to be determined.
5. What if you have an urgent request for an online purchase requisition exceeding \$1,000?
 - a. Submit the online requisition and email your vice president with the Banner Self-Service requisition number to explain the reason you need this to be approved.
6. What if you have an urgent P-Card purchase exceeding \$1,000?
 - a. All P-Card limit are now set at \$1,000. If you need to purchase something beyond the \$1,000 limit, your first option is to purchase through Banner Self-Service. If this is not possible and you have to use your P-Card, please email your vice president and provide justification on why you need to waive your P-Card limit of \$1,000. If your vice president approves, please ask him or her to forward the approval email to Demetrice Mitchell. Demetrice will waive your P-Card limit for that purchase and your P-Card will be reset back to \$1,000 after the purchase is made.