

AST's Contingency Plan

How do we prioritize when our dials turn red (i.e., we're inundated with tickets)?

Reimbursements: Prioritized by payee type

- 1) Students
- 2) Guests
- 3) Faculty/staff

Honoraria and other payments: First come, first served by payment type

- 1) Honoraria
- 2) Payments for service
- 3) Payments for goods
- 4) Purchases: Purchases will not be prioritized over other transaction types

HR/Payroll: Differentiated by ticket type

- Quarterly Payroll Rosters: First come, first served
- Non-Roster Tickets: Prioritized by impact, timeliness of original submission, and employee type
 - 1) Payroll-impacting, submitted according to AST deadlines
 - 2) Payroll-impacting, submitted after AST deadline: As workload permits
 - 3) Academic hires
 - 4) Student salaried hires
 - 5) Staff hires
 - 6) Student hourly hires
 - 7) Salary, wage and FTE adjustments
 - 8) Costing allocations
 - 9) One-time payments