Guidance from IFAD.ed.gov – March 5, 2020 Publication (Guidance for interruptions of study related to Coronavirus (COVID-19))

Federal Work Study (FWS)

Federal law includes a provision allowing an institution to make FWS payments under certain limited circumstances to disaster-affected students who are unable to continue working. Given the unique nature of this situation, it is unlikely that an entire region would be declared a Federal disaster area, yet to students enrolled at a campus that must close temporarily, the loss of this important form of financial aid can be devastating. The impact may be magnified if the institution accommodates students by providing alternative instructional opportunities and the student is required to continue paying tuition, but the student loses FWS as an important part of their financial aid award. For students enrolled and performing FWS at a campus that must close due to COVID-19, or for a FWS student who is employed by an employer that closes as a result of COVID-19, the institution may continue paying the student Federal work-study wages during that closure if it occurred after the beginning of the term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to meet its institutional wage share requirement. Students who were prevented from beginning a term at the institution as a result of a COVID-19-related disruption would not be eligible for Federal Student Aid for that term, and therefore could not be paid FWS wages for hours they did not work. Graduate students who are paid FWS wages on salary may continue to be paid for the remainder of the term if the institution is also paying its faculty and staff during that period. In these instances, institutions should document (as contemporaneously as feasible) that the COVID-19 disruption was the reason the student received FWS funds without documentation of hours worked.
Student Employment Guidance for interruptions of study related to Coronavirus
(COVID-19)- Interim Policy

A student employee is defined as an individual who is:

1. Enrolled at the university on a full-time or part-time basis, working up to 20 hours per week and
2. Hired by an approved department to a position designated as student employment

Documented below are the terms of employment while the institution is closed under the guidelines of the University of Maryland, Baltimore – Student Employment Contingency Plan. Once operations are restored, the current employment policy will be reinstated.

Federal Work-Study:

Terms of Employment and Earned Wages

I. UMB, Office of Student Employment will adhere to the Office of Postsecondary Education, Federal Student Aid/Department of Education’s guidance pertaining to provisions for allowing an institution to pay federal work-study funding under the limited circumstance to disaster-affected students who are unable to continue working. Due to the impact of the institution providing accommodations and alternative instructional opportunities as a result of COVID-19, students who are confirmed enrolled and meet the guidelines of an active work-study student, will be able to earn wages and be paid by federal work-study funding.

For all confirmed active students who are currently enrolled and are currently performing Federal Work-Study (FWS) student employment at UMB, which must close due to COVID-19, the institution may continue to pay the student Federal Work-Study wages during the closure.

Under this policy, federal work-study wages may only be earned by active student employees during the University’s closure by:

(1) Submitting an electronic timesheet during the appropriate pay period/pay cycle. Electronic timesheets can be accessed under MYUMB, My UMB Employee Self Service.

*If you have a student with a 3/15/2020 start date, that has not received a payroll set-up email by the Office of Student Employment, please have the student record hours manually until they gain electronic access. *

Eligibility

II. To be approved to be paid under these guidelines during the closure, you (a current 2019-2020 awarded FWS student employee), must have been confirmed as an active employee. Under the guidelines of:

Darissa A. Monroe/ Director, Student Employment/ University Student Financial Assistance/ Office of Student Employment/Phone: 410-706-7347 / Fax: 410-706-0824/ https://www.umaryland.edu/fin/

Last Update 3/13/2020
a. (1) Your approved hiring supervisor confirmed your employment status as “Actively working.” Actively working is defined as: A 2019-2020 current work-study awarded student employee who is performing all duties and responsibilities of their job with your department, working up to 20 hours per week. Additionally, if your student employee has reported their hours (electronic timesheets) within the last 3 pay cycles and plans to continue to work with your department within the next 2-6 pay cycles (until May 16, 2020). *Actively working also will be applicable if your student employee has recently received an email detailing their effective start date of: 3/1/2020 or 3/15/2020. *

b. (2) The Director of Student employment confirmed your employment status by reviewing the last 3 active pay cycles and submitted timesheets, Pay Period 20-16 (ending 2/1/2020), Pay Period 20-17 (ending 2/15/2020), and Pay Period 20-18 (ending 2/29/2020). *The submission of on-time timesheets is published in the FWS procedures. Students may review the Federal Work-Study Orientation for Student Employees, Timesheets Procedures section for reference. *

**Federal Work-Study - Work Assignments:**

III. Student Employees are **not** considered essential personnel. Students should not come to campus during a period of suspended operations. Not all students will be able to work from home, however, under the guidelines of this contingency plan, work-study student employees **may** work from home (tele-work), during this period. Hiring supervisors and student employees must work together to determine if working remotely is doable and stay within the **provided maximum hours** sent by the Office of Student Employment.

However, students may elect not to work during suspended operations and still be eligible to receive federal work-study earnings, during this period of closure. If students opt not to work or their current work-study positions/duties restrict them from working remotely (tele-work), they **are still eligible** to be paid utilizing their work-study funding, under the guidance of the Office of Postsecondary Education, Department of Education. *Hiring supervisors and student employees should communicate to discuss reporting hours and working assignments, if decided.

**Considerations for working remotely/from home:**

- Tasks and assignments must be detailed to the employee that can be reasonably performed from home by the student employee.
- Hiring supervisors must communicate the number of hours to be worked and the nature of the work to be performed. This may not exceed the maximum hours a student employee is eligible to work, 20 hours per week.
- Student employees must be able to reach their supervisor while they are working for job-related guidance. This may be via email or phone.
• Hiring supervisors must be able to verify the hours worked by the student employee, in order to review their timesheets and approve their timesheets.

**Submitting Electronic Timesheets:**

IV. Eligible student employees must submit their electronic timesheets on time, according to the current pay schedule. If submitting timesheets for additional pay periods need to be considered while the institution is closed, guidelines will be updated and published at that time.

**Upcoming Pay Schedules- While the Institution is closed (factoring a 2-4 week closure):**

- **Pay Period 20-20** (3/15/2020 – 3/28/2020) – Students should submit timesheets by March 30th

Please place a reminder on your phones or calendars to submit your electronic timesheets by the timesheet due dates so your hiring supervisor has ample time to review for approval during the payroll processing cycle. If your supervisor notices a discrepancy in submitted hours, they will need to recycle your timesheet back to you for your review.

I have included a Pay Schedule reference sheet below to provide additional information related to pay periods, timesheet due dates, and pay distribution dates. I encourage you to save this document or record this information in an easy accessible place to reference.

**Work-Study Pay Periods- AY 2019-2020 PDF**

*If you are have a recent 3/15/2020 confirmed effective start date, your employment paperwork is still being processed and you are not able to access your timesheets electronically. Additional information has been sent to your University issued email address with additional guidance. Once you gain access, you will be provided with additional guidance on reporting hours electronically*

**Failure to submit your electronic timesheets will result in a delay or non-payment.**

**Reporting Hours**

V. As stated in Section III, eligible and confirmed active federal work-study student employees and their hiring supervisors will be provided with their maximum average hours they are able to report under the work-study program, as of March 13, 2020 (or future update).
   a. Average hours are determined by reviewing the last three pay cycles of submitted timesheets. The Office of Student Employment has reviewed their payroll reports to determine the average hours each eligible and confirmed active federal work-study student employees may report, for the respective pay cycles, while the institution is closed and the interim policy is in place.
   b. Timesheets should be recycled back to a student if:
i. An eligible student employee reports their hours electronically on their timesheet that exceed the average hours detailed to the student and their hiring supervisor as of March 13, 2020, under the work-study program.

ii. An inactive, non-confirmed student submits an electronic timesheet that is not eligible to report hours for the pay cycles starting Pay Period 20-20 (3/15/2020 – 3/28/2020).

*You may refer to Section III, regarding work assignments and work-study student eligibility to submit hours during the interim policy, while the institution is closed.*

Any questions related to the published student employment interim policy, please contact the Director of Student Employment, Darissa Monroe, FWS@umaryland.edu.
Student Employment Guidance for interruptions of study related to Coronavirus (CODVID-19)- Interim Policy

A student employee is defined as an individual who is:

1. Enrolled at the university (or USM Institution) on a full-time or part-time basis, working up to 20 hours per week and

2. Hired by an approved department to a position designated as student employment.

Documented below are the terms of employment while the institution is closed under the guidelines of the University of Maryland, Baltimore – Student Employment Contingency Plan. Once operations are restored, the current employment policy will be reinstated.

Non- Work Study:

Terms of Employment and Earned Wages

I. Student Employees are not considered essential personnel. Students should not come to campus during a period of suspended operations. Not all students will be able to work from home (tele-work), however, under the guidelines of this contingency plan, non-work study student employees may work from home during this period. Hiring supervisors and student employees must work together to determine if working remotely is doable and stay within the maximum hours a student employee is eligible to work per week, 20 hours.

However, students may elect not to work during suspended operations. If student employees opt not to work or their current non-work study positions/duties restrict them from working from working remotely, it is under the department’s discretion to pay them utilizing their department funding and determining the student’s average hours to work/report.

Considerations for working remotely/from home:

- Tasks and assignments must be detailed to the employee that can be reasonably performed from home by the student employee.
- Hiring supervisors must communicate the number of hours to be worked and the nature of the work to be performed. This may not exceed the maximum hours a student employee is eligible to work, 20 hours per week.
- Student employees must be able to reach their supervisor while they are working for job-related guidance. This may be via email or phone.
- Hiring supervisors must be able to verify the hours worked by the student employee, in order to review their timesheets and approve their timesheets.
Submitting Electronic Timesheets:

II. Approved student employees must submit their electronic timesheets on time, according to the current pay schedule. If submitting timesheets for additional pay periods need to be considered while the institution is closed, guidelines will be updated and published at that time.

Upcoming Pay Schedules- While the Institution is closed (factoring a 2-4 week closure):


Please place a reminder on your phones or calendars to submit your electronic timesheets by the timesheet due dates so your hiring supervisor has ample time to review for approval during the payroll processing cycle. If your supervisor notices a discrepancy in submitted hours, they will need to recycle your timesheet back to you for your review.

I have included a Pay Schedule reference sheet below to provide additional information related to pay periods, timesheet due dates, and pay distribution dates. I encourage you to save this document or record this information in an easy accessible place to reference.

Work-Study Pay Periods- AY 2019-2020 PDF

*If you are have a recent 3/15/2020 confirmed effective start date, your employment paperwork is still being processed and you are not able to access your timesheets electronically. Please keep a record of your hours. Your hiring supervisor may work with your hiring department’s Payroll/HR office to determine when you are eligible to gain access. Once you gain access, you should be provided with additional guidance on reporting hours electronically*

Failure to submit your electronic timesheets will result in a delay or non-payment.

Reporting Hours

III. As stated in Section I, it is at the discretion of your hiring department to determine your work schedule and possible hours/average hours to report to be paid, that do not exceed the maximum 20 hours per week a student employee is eligible to work.

a. Timesheets should be recycled back to a student if:
   i. An eligible student employee reports hours on their timesheet that exceed the approved hours detailed by their hiring supervisor.

Any questions related to the published student employment interim policy, please contact the Director of Student Employment, Darissa Monroe, Student-Employment@umaryland.edu.

Darissa A. Monroe/ Director, Student Employment/ University Student Financial Assistance/ Office of Student Employment/Phone: 410-706-7347 / Fax: 410-706-0824/ https://www.umaryland.edu/fin/

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