



COVID-19 Information

The Student Employment Office continues to monitor the COVID-19 situation and support our students and employers. For the latest updates, please visit the [U-M Human Resources website on the Coronavirus](#).

COVID-19 FAQs

Can I continue to pay my Work-Study students who were unable to complete their assignment due to COVID-19?

Yes, but it depends. Work-Study students can continue to be paid for as long as they were scheduled to work, until their Work-Study funding is exhausted, or the end of the winter term – whichever comes first.

- **Example:** A Work-Study student was hired for a short-term project, which they were scheduled to complete on April 1, and they have \$2,000 remaining in their Work-Study funding. *This student could be paid through April 1.*
- **Example:** A Work-Study student was hired to work two days a week, for the remainder of the winter term, but they only have \$100 left of their Work-Study funding. *This student could be paid only until their \$100 is exhausted.*
- **Example:** A Work-Study student was hired to work one day a week until they graduate. They have remaining Work-Study funds for the winter term. *You could continue to pay this student through the end of the winter term.*
- **Example:** A Work-Study student was scheduled to work 10 hours a week for the rest of the calendar year. They have already earned their entire fall/winter Work-Study funding. *You cannot continue to pay this student.*

Is there any change to the Federal/Employer share for Work-Study students who are not working due to COVID-19?

No. The required employer share is still 40%.

Does COVID-19 change how I report hours for Work-Study students?

You can continue to submit timesheets as per usual. Please reach out if you are in need of a remote alternative to submit documents. For tracking purposes, if you intend to pay students who are not working due to COVID-19, please include a note or highlight those hours in some way.

The university is offering paid time off to their student employees. Can the students working for my off-campus agency receive that paid time off, too?

No, but paid time off for university employees cannot be charged to the Federal Work-Study program either. When students working for the university use paid time off, their department pays for 100% of those hours. If you would like to pay your students for time off, you are welcome to, but it cannot be charged to Work-Study.

Can I post a remote job on the Student Employment website?

Absolutely. Until on-campus operations resume, students are likely to have a difficult time finding employment. Remote and/or creative opportunities are encouraged! We would advise that you are clear in your job posting and indicate whether the position is remote, so we can direct students to those opportunities.

Is there anything I could/should do at this time to help students?

- If students express financial concerns due to the loss of employment, or for any reason, please encourage them to speak with the Office of Financial Aid (OFA). OFA is still available by phone and email.
- **Please, de-list inactive job postings.** Many employers leave their job postings listed throughout the year. If you are not actively hiring, please put your postings into Review Mode (the Student Employment Office will happily help you with this). Also, be sure your job description is clear, especially if the job requires physical attendance or if remote work is an option.

Important Spring/Summer Dates

30
APRIL

Fall/winter Work-Study program
ends

05
MAY

Spring/summer Work-Study program
begins

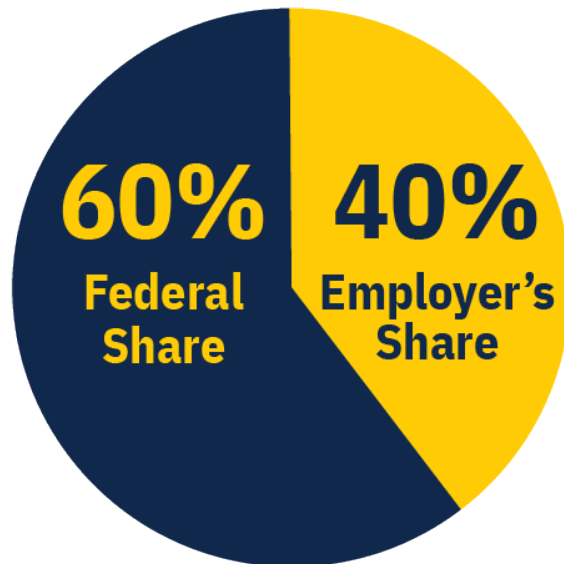
30
JUNE

U-M fiscal year ends

21
AUGUST

Last day of spring/summer Work-
Study program

Spring/Summer 2020 Reimbursement Rates



Student Employment Tips and Reminders

Reimbursement Deadline: The Student Employment Office must receive reimbursement invoices within 21 days of the end of a pay period. We suggest submitting them as soon as possible.

Protected Class Time: We encourage employers to obtain student employee class schedules. Students are not permitted to work during scheduled class times unless they've been excused or the class was cancelled. Supervisors must collect documentation of a cancelled class before permitting a student to work at that time. The documentation may be maintained in whichever way works best for the supervisor or department.

Enrollment Levels Impact Financial Aid: Initial financial aid packages are based on full-time enrollment (12 or more credits for undergraduates; nine or more for graduate students). If your student intends to enroll less than full-time, their financial aid package, including Work-Study, may be reduced or cancelled. Encourage them to reach out to the Office of Financial Aid for details.

Develop Mindful Student Employment Policies: With the exception of protected class time, student employees do not have special employment protections, and are like all other temporary employees at the university. However, we encourage supervisors to consider that student employment is often a student's first work experience. Be clear in all expectations, such as attendance, punctuality, appropriate dress, etc. Departments are strongly encouraged to use formal evaluations as a tool to provide constructive feedback and, when possible, provide counseling/coaching before termination.



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