



## 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

**Do I have to 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 should continue to be paid for as long as they were scheduled to work, either 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 would 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 would 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 should 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.*

### **How do I use the PAN time code?**

The PAN code is used for tracking purposes only and does not report any hours itself. Use it in combination with the REG time reporting code to report Work-Study hours for a student who is not working due to COVID-19, or use it along with the RPN time reporting code to report use of the COVID-19 paid time off bank.

### **How do I report hours for Work-Study students?**

If the student is still working, they will record time as normal – using the “REG” Regular Pay code.

If the student was unable to continue working due to COVID-19 (see “Do I have to continue to pay...”), you will report their time using the “REG” Regular Pay code AND the “PAN” code.

DO NOT use the “RPN” time code unless an employee is using the paid time off bank. The RPN will not charge to the Work-Study program.

### **Is the prorated COVID-19 paid time off bank related to the provision allowing employers to continue paying Work-Study students?**

No. Speak with your local HR rep if you think your student might qualify for the COVID-19 paid time off bank.

### **Can I hire a student during spring/summer?**

Maybe. Central HR has advised units to consider hiring for critical positions only as long as on-campus operations are remote. Additionally, new hires without an active I-9 on file must submit their paperwork in person, even if the position they are hiring into is remote.

### **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 departments 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

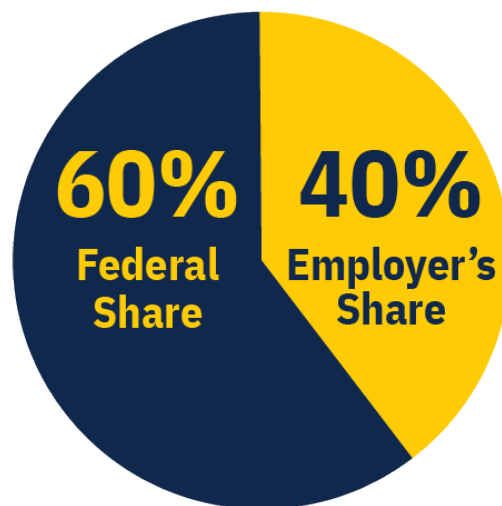
**21**  
**AUGUST**

Last day of spring/summer Work-  
Study program

## Work-Study Spring/Summer Payroll Schedule

Pay Period Dates	Pay Date
05-03-20 - 05-16-20	05-22-20
05-17-20 - 05-30-20	06-05-20
05-31-20 - 06-13-20	06-19-20
06-14-20 - 06-27-20	07-02-20
06-28-20 - 07-11-20	07-17-20
07-12-20 - 07-25-20	07-31-20
07-26-20 - 08-08-20	08-14-20
08-09-20 - 08-22-20	08-28-20

## Spring/Summer 2020 Reimbursement Rates



# Student Employment Tips and Reminders

**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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