COVID-19 Student Employment Pay: Frequently Asked Questions

I have several student employees I need to enter time for, can't I just pay my student employees based on average hours worked?

Average hours CAN NOT be used to pay students per U.S. Department of Education guidelines.

My student employee and I agreed to a work schedule at the beginning of the semester, but my student employee did not adhere to the work schedule for most of the time worked. Do I need to pay my student employee based on the initial work schedule or actual hours worked?

Enter time the student would have worked if it were not for COVID-19 based on the schedule of actual hours worked.

My student employee has earned all of their Federal Work Study funds, do I still need to pay them if they are not working?

No. If your student has earned all their Federal Work Study funds, they are not eligible to earn additional funds under the Federal Work Study program.

I have a Federal Work Study student employee who was going to start working in my office a week before the COVID-19 outbreak, do I need to pay this student employee?

No. If the student was not hired in the Workday system and/or had not actually started working, they are not entitled to receive pay.

Due to COVID-19, my student is working remotely, but their hours have been reduced compared to their regularly scheduled hours before COVID-19. What should I do? Enter the difference so that the hours entered can match the student's regularly scheduled work hours before COVID-19.

Why is the University paying students during the extended spring break period?

The extended spring break period was a direct result of the impact of COVID-19. Students would have returned to work on March 16 as scheduled if it were not for the impacts of COVID-19.

Why is the University paying students up to May 9?

The last day a Federal Work Study student would have been able to work for the academic year would have been May 9. While many students would not have worked the first week in May due to final exams and other end of year commitments, other students would have opted to work this week. We ask that supervisors communicate with their student employees what days they would have worked after classes ended. Students should be paid for hours they were going to work during the time period of March 16-May 9.

Are student employees eligible for the Technology Work from Home Stipend?

Student employees are not eligible for the Technology Work from Home Stipend. Student employees should address any concerns regarding expenses incurred while working remotely with their supervisor.

Will existing costing allocations still apply for the Administrative-Other pay?

Yes, there is no need to change costing allocations in Workday.

Do I need to change driver work tags in Workday for the Administrative-Other pay?

No, there is no need to change driver Worktags in Workday.