

03/30/2020

Student Timesheets During Covid-19

Department Paid Student Employees

Department paid (DPT) student employees who are not able to work because they left campus, their job cannot be performed remotely, are ill or any of the other reasons as those that would apply to regular employees would continue to be paid using their accrued sick time. Once students exhaust their original accrued sick leave balance, the University will provide an additional 24 hours of sick time for the student to use. The sick leave hours provided by the University will begin to show as a negative on their accrual balance reports (up to -24) as they are reported each pay period.

DPT Student employees should report sick time on web time entry timesheets each pay period and their supervisors will approve and submit to payroll before payroll deadlines for processing.

- Note: Sick hours reported each pay period for students should be in line with their regularly scheduled hours to work, prior to the spring break extension and the campus moving to online instruction.

Remote work

Units can offer student employees the option to work remotely can do so at the supervisor/manager's discretion.

Federal Work Study Student Employees – as of 3/27/2020

The Financial Aid Office is pleased to confirm that under the regulations that govern the FWS program, the U.S. Department of Education (ED) permits colleges and universities to continue to pay student employees regular wages until the end of the semester and we were working on ways to implement this regulation. We apologize that this update is coming to you today as you enter hours. There were a number of logistical issues that we had to resolve, prior to providing this guidance.

1. Please calculate the **average weekly hours** for your FWS student employees who are no longer working due to the University's move to online instruction, the departure of most students from the dormitories and our transition to working remotely for the two pay periods of **February 3 to 16** and **February 17 to March 1**.

2. For example, the average weekly hours for this FWS student employee would be 12.25:

Week 1: February 3-9 = 11 hours

Week 2: February 10-16 = 13 hours

Week 3: February 17-23 = 10 hours

Week 4: February 24 – March 1 = 15 hours

Total = 49 hours

49 hours divided by 4 weeks = **12.25 average weekly hours**

You may round up to the next whole hour if your FWS student employee usually works more hours. In this example, you may submit 13 average weekly hours for your student.

3. If there is an unusual circumstance and these two pay periods do not accurately represent your student's normal work schedule, please let us know.
4. This is an unusual situation under which we are permitted to pay FWS student employees who are not working and for whom we do not have the normal time records. Since this process is subject to audit, if you believe the average weekly hours for a particular student should be different than the total you have calculated, you must submit documentation to the Office of Financial Aid.
5. Please enter, or ask your FWS student employees to enter the average weekly hours that you calculated on your student's time sheet every week until the final day that FWS student employees can be paid for the spring semester, which is **May 6, 2020** for the Stockton campus and **May 9, 2020** for the Sacramento campus.

Remote work

Units can offer student employees the option to work remotely can do so at the supervisor/manager's discretion.

If you have questions for FWS students, please send an email to Pa Moua at pmoua@pacific.edu

If you have questions for DPT students, please send an email to HR at human_resources@pacific.edu