

# Guidelines for COVID-19 Payment to Non-Federal Work Study Students

On Sunday, March 22 the Chancellor approved payment to non-Federal Work Study students during the period of March 15 - April 4, 2020.

## **Eligibility:**

Student employees (graduate and undergraduate) on non-Federal Work Study arrangements who worked during the six week period prior to March 15, 2020 and who currently meet their campus' eligibility criteria for student employment will be eligible for this payment.

## **Calculation of Payment:**

Non-Federal Work Study Student employees (graduate and undergraduate) who are unable to work or worked less than their average hours will be paid an amount at least equal to their average earnings during the period of March 15 - April 4, 2020. Recognizing that this period includes spring break, the following information outlines the method of calculation of the COVID-19 adjustment to wages:

- To determine the payment amount per week, UMS will utilize *\*average hours* worked multiplied by the employee's hourly rate. This rate will be applied for each week during the period of 3/15/20 - 4/4/20. If an employee has worked during this period, actual hours worked will be subtracted from the established weekly average hours for the purpose of determining the remaining payable earnings. This remaining payable amount is the COVID-19 adjustment.

\*Average hours are calculated by evaluating actual hours worked and approved by the supervisor for the 6 week period from January 26 until March 7. Only weeks in which time was submitted are included. The total hours for the period will be divided by the number of weeks where work occurred. The result will be the average number of hours per week.

Payment of the COVID-19 adjustment will be made in the April 10, 2020 payroll.

## **Questions?**

Contact Payroll at 581-9104 or payroll@maine.edu