
Additional Work-Study Employment Reminders

1 message

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Reply-To: BFS Communications <communications@bfs.ucsb.edu>
To: ACTGNEWS-L@listserv.ucsb.edu

Wed, Apr 8, 2020 at 5:52 PM

*****This message is being sent on behalf of the Work-Study Unit. Please do not reply to this message*****

To: UCPATH Functional Users
Fr: Work-Study Unit
Re: Additional Work-Study Employment Reminders

Dear Departments,

We are writing to provide some additional guidance about pay for Work-Study students in response to COVID-19.

The Work-Study Unit and the Office of Financial Aid & Scholarships would like to emphasize the importance of Work-Study income to our students. Many of them depend on these wages to cover their educational costs and other related expenses throughout the academic year, especially now. Most student employees are unlikely to be eligible for state unemployment benefits through their on campus employment.

In order to provide as much stability to our students as possible during this uncertain time, we continue to encourage all Work-Study employers to find remote work for their student employees when possible.

If students are not able to work in person or remotely, they should continue to receive pay through administrative leave or through regular Work-Study pay. These students are eligible for paid administrative leave through President Napolitano's Executive Order (3/16/2020, see prorating information below). In addition, the Department of Education has provided guidance allowing Work-Study students to continue receiving their scheduled pay even if not reporting to work due to the COVID-19 response.

We would like to reiterate that the Work-Study Program remains in place and is still open to new hires. Work-Study Referrals continue to be available to students through the My Aid Status portal on the Office of Financial Aid & Scholarships website. Work-Study Referrals can be submitted by employers to sa-finaidwsp@ucsb.edu.

All regular pay and Covid-19 administrative leave processed on Work-study positions will continue to be split between the employing department and Work-Study funds through the program end date of June 13th.

Work-Study appeal forms also remain available on the Forms section of the Office of Financial Aid & Scholarships website, and we encourage any student that is approaching the maximum of their award and who may have additional need to complete one in order to request an increase to their award.

The Work-Study Unit and Office of Financial Aid & Scholarships continue to operate remotely and remain committed to assisting students and campus departments during these extraordinary times. Any Work-Study related inquiries should continue to be submitted to sa-finaidwsp@ucsb.edu.

Reminders:

Please continue to provide employment that is vital to our students

Remember that student employees are allowed to work remotely and remain Work-Study eligible. Whenever possible please allow your student employees to continue their existing work remotely or modify their duties to allow for remote work.

Some examples of remote work are:

- Virtual outreach/appointments: using Zoom or other virtual meeting software
- Online content review/revisions/creation
- Data entry
- Content writing for handouts/upcoming presentations/publications
- Data/financial analysis
- Customer Service via email or phone
- Testing
- Social Media Coordination
- Virtual Assistant
- Coding
- Graphic Designing

Calculating Time to be Paid

Students should be compensated for the hours they work or would have worked if not prevented from doing so due to COVID-19. Please use the following to determine the number of hours a student is eligible to be paid.

First Choice: Use spring quarter schedule

- If a spring schedule was already in place, then that is the most accurate documentation
- The student is eligible to receive pay for their full scheduled hours

Second Choice: Average weekly hours based on prior schedule

- If no future schedule is available, calculate hours based on the student's previous average hours.
- The student is eligible to receive their average weekly hours for the remainder of the period for which they would have remained employed.

Determining Pay Type

Students unable to work part or all of their scheduled hours should first exhaust the paid administrative leave. Calculate their leave amount per HR guidance (3/24/2020). After this leave has been exhausted, continue to report regular pay.

Unemployment for Student Employees

It is important to remember we should not advise students on whether or not to apply for unemployment. If you have students telling you they don't want to work so they can apply for unemployment we suggest you inform your students that:

- They have the right to make decisions about their employment including
 - o If they continue to work or not
 - o If they want to seek new employment
 - o If they want to apply for unemployment
- Very few students are likely to be eligible for unemployment.
- If they have a current Work-Study position they are eligible to earn up to their full Work-Study amount (even if they are unable to work because of COVID-19 related circumstances) AND the prorated amount of administrative leave

- If they have exhausted their full Work-Study award they can apply for an appeal to increase the amount through the Office of Financial Aid and Scholarships.

Best,

The Work Study Program

Office of Financial Aid & Scholarships

Email: finaidwsp@sa.ucsb.edu

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