Dear Student,

We hope this message finds you safe and well during this difficult time. You are receiving this information because part of your student employment wages are paid from work study funds included in your financial aid awards. **Recent guidance from the federal and state governments allows students paid from work study funds to continue to be paid even if they cannot work for reasons related to COVID-19.** The following answers to common questions regarding student employment and work study have been shared with on campus employers. Please check with your employer(s) regarding this information.

Because circumstances are continuously evolving, this guidance may also change. Any new information will be communicated as quickly as possible.

**Can a work study student continue to work on-site?**

Yes, work study students who are considered essential personnel may continue to work on-site. You should consult with your supervisor to determine your status.

Appropriate social distancing requirements and other safety measures as outlined by the University and local government ordinances, such as shelter-in-place orders, must be followed.

**Can work study students work remotely?**

Yes. We encourage employers to be creative in identifying mechanisms to allow student workers to work remotely with the provision that appropriate duties can be assigned and that the employer has mechanisms in place to monitor that work. Although strongly encouraged, employers are **not required** to provide remote work opportunities.

**Can work study students work during scheduled class times?**

No. As always, regulations and University Standard Administrative Procedure 33.99.08.M0.01 do not allow students to be scheduled for work during scheduled class times. This includes online courses.

**What if your office is not open for employees to work on site and remote work opportunities for student employees are not available?**

Per guidance from the Department of Education and Texas Higher Education Coordinating Board, students paid from federal or state work study who have a remaining balance in their work study award may continue to be paid for hours they were **expected** to be able to work. The following stipulations apply.

- Employer is closed for on-site work and remote work opportunity is not available to the student
- Student has relocated outside of the local area due to COVID-19 and remote work opportunity is not available to the student
- A student **cannot be paid** if they have **chosen** not to work when the opportunity is available

**How do work study students who are performing work during this time submit their timesheets?**

Work study students who are working on campus as essential personnel or working remotely should continue to submit timesheets for actual hours worked following normal procedures and by published deadlines.
How do work study students who are NOT performing work during this time receive wages?

Work study students who are unable to work on campus and are not being provided remote work opportunities should be paid as follows.

- The student or employer should submit a biweekly timesheet for the hours the student was scheduled to work. The following comment should be added to indicate the student is being paid for unworked hours.
  - Due to the COVID-19 disruption the student received FWS funds for their regularly scheduled work period of “insert pay period dates”
- Timesheets must be submitted by the usual published payroll deadlines.
- At this time, the ability to pay work study students for unearned hours is effective beginning March 16, 2020 and extends only through pay period #18, ending May 2, 2020.
- The student must be paid based on their current pay rate. Changes in pay for student employees who are not actively working during this time will not be permitted.
- It is imperative that students are not paid more than they would have earned if they would have been able to continue working.
- The student can be paid for unearned hours from work study until their work study award has been exhausted. Once work study is exhausted, TAMU departments cannot continue to pay the student from department funds.
- It is the responsibility of the employer and student to keep track of students’ remaining work study awards and to ensure no time is submitted or approved that would not be covered by the work study award.

The Student Employment Office is available to assist with any questions you may have. Our staff is currently working remotely. Please email questions to workstudy@tamu.edu or leave a voicemail at 979-845-0686 and your call will be returned.

Student Employment Office
Scholarships & Financial Aid