
IMPORTANT - Workstudy Appointments!!

1 message

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Dear Supervisors of Workstudy Temporary Employees,

This communication is intended to provide guidance regarding the handling of work study awards for the current payroll, due on March 24, 2020 at 10am, as well as for the remainder of the winter term in the event that you have students who are unable to work.

Effective Monday, March 23, 2020 – Unless the workstudy temporary employee is providing services essential to operations at the campus or remotely, the employee's work needs to end as of the close of the business day on March 23, 2020.

According to federal guidelines: If a student has moved home or cannot work due to COVID-19 closures, we can continue to pay the normal hours that the student would have worked and the expense will continue to be split between the University and Federal government. This includes ending the workstudy's work responsibilities as of the end of the business day on Monday, March 23, 2020.

Please see the Q&As regarding workstudy funding and coding of absences at: <https://hr.umich.edu/2019-novel-coronavirus-covid-19>

To track the pandemic related absences and to ensure that the expense is shared by Federal and unit funds, time should be reported as "Pandemic Tracking" using the **PAN** time reporting code along with the "Regular" **REG** code. Note: If the **RPN** "Reg Pay Not Worked" time reporting code is used, 100% of the expense will be charged to your unit.

For workstudy students who continue to work, please continue to report their time as REG only.

Please note, for the Flint Campus, workstudy funding cannot be earned past April 25, 2020.

Please share this information with the appropriate individuals in your unit.

If you have questions regarding workstudy funding, please contact Financial Aid at 810-762-3444, or email (Mary Horgan mhorgan@umich.edu, or Jenny LaPratt, jelaprat@umich.edu). If you have any questions regarding timekeeping, please contact the Flint Office of Human Resources, (810) 762-3150 or email um-flint-hr@umich.edu

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