

# COVID19 and Student Employment

Here are some frequently asked questions that may help address your questions about student employment and COVID-19.

## **Are all student employees receiving a payout?**

*Yes, all students (work study and non-work study) will be compensated using the following formula: average hours worked per week since the beginning of the spring term x the number of weeks left in the term. (<https://www.emory.edu/coronavirus/emory/faq/index.html#anchor-finances>)*

## **When can the students expect to receive their funds?**

***Non-FWS students** can currently see an award on their financial aid tile in OPUS titled COVID-19 Employee Payout. The **FWS students** will be paid via payroll like normal.*

## **Will my department be charged for the 30%?**

*From our understanding, the University will be taking ownership of the 30% for this FWS payout. So departments will not be responsible.*

## **What happens next with the FWS employment?**

*All FWS students will be terminated from the federal work study program.*

## **Can a department re-hire a student as non-FWS?**

*Yes, if the student can work remotely.*

## **If a student is local and wants to come to campus to work, can they?**

*No. In an effort to maintain social distancing, students cannot work on campus. If the student cannot work remotely, they cannot continue to work as non-FWS.*

## **When can I re-hire my student as non-FWS?**

*You can terminate them now with the current date as the effective date and then after the termination has been processed by Data Services, re-hire them as non-FWS (**job code 9900**). They may or may not have a different Kronos ID to use.*

## **When can my student begin working as non-FWS?**

*Please wait until the non-FWS record has been approved by Data Services. Please do not back date the hiring record. **If a student has a payroll record under FWS for the pay period beginning March 22<sup>nd</sup>, all earnings will be charged back to the department.***

## **What if a student says that did not receive a payment?**

*If a student has a HR record and a payroll record for Spring term as a non-FWS student and/or FWS student, he/she should either currently have the COVID-19 Employee Payout and/or FWS payroll payout on **March 27<sup>th</sup>**. If after checking these items, it is determined that they have not received a payment, please let Delicia Lucky ([dlucky@emory.edu](mailto:dlucky@emory.edu)) or Whitney Tucker-Jenkins ([wftucke@emory.edu](mailto:wftucke@emory.edu)) know so that we can investigate.*

Please make sure that you are referencing the Emory COVID-19 website (<https://www.emory.edu/coronavirus/index.html>) as your source for updates.