Federal Work-Study funded FAQs for Supervisors & Timekeepers During COVID-19

- **If a work-study student cannot work on-campus or at an approved SFS off-campus site can they continue to receive pay for Spring 2020?**

  Students that hold on or off campus FWS positions that are not able to work at their current on campus or SFS approved off-campus positions are eligible to be paid their hourly wage (up to the FWS Spring grant allotment). They do not need to work to earn the remainder of their Spring 2020 FWS award. This is based on their approved Spring 2020 scheduled hours and the remaining eligibility of their Spring 2020 Work-study award.

- **Can Federal Work-study Students Work Remotely?**

  Students that have an SFS approved off-campus FWS position have the option to work remotely under the supervision of their department/employer and continue to be paid their hourly wage (up to the FWS spring grant allotment). We recommend you draft a remote work agreement to ensure both parties agree on the terms of the remote work. (SFS can provide a sample agreement for those who need it.)

- **Do Federal Work-Study Students qualify for Worker’s Compensation?**

  Temple is considered the employer for purposes of this agreement and therefore is the Employer for Workers Compensation purposes for student workers who are performing services under this agreement and being compensated as a Federal Work-study Student by Temple University. Students working remotely should acknowledge via their remote working agreement their work schedule & the exact location that the remote work is taking place.

  Ex. Working Monday 8am - 12 pm- working from home at 110 N. Broad Street, Phila, PA

- **Can a work-study student continue getting paid Federal Work-study if they are no longer enrolled in Spring 2020?**

  No. In order for a work-study student to continue getting paid work-study they must be currently enrolled in Spring 2020. Students who withdraw from Spring 2020 will have their FWS awards canceled. (If you continue to input hours for those students in Kronos and approve them your budget will be charged 100% for those hours.)

- **Will a work-study student be eligible for work-study if they already stopped working prior to classes moving online March 16th?**

  No. The work-study student must be a current FWS student who was willing to work but was not able to due to students being asked to move off-campus. If the student resigned prior to classes moving online, they are not eligible to continue to receive payment for Federal Work-study for the remainder of Spring 2020.
• How can I check how much work-study balance a student has left to use for Spring 2020?

Supervisors can use the work-study channel located in the Banner tab of TUPortal to review how much funding a student has left to use for Spring 2020. If you do not have access to the work-study channel you can request it via the Administrative Systems Access-HR via TUPortal. Select the option for Workstudy for Managers.

WORK STUDY FOR MANAGERS

• What happens if I approve work-study hours in Kronos and the student does not have work-study funding to cover those hours?

Any hours that exceed what is available in Federal Work-study Funding will get charged 100% to the department FOAPAL used to hire the student in TALEO. Keep this in mind if the student has multiple jobs within Kronos.

• What if my Federal Workstudy student has more than one Federal Work-study Position? How should we handle entering time under the new guidance for paying FWS the remainder of “unearned” hours due to COVID-19?

In the case where the student has more than (1) FWS position, timekeepers should follow the instructions provided by Payroll on the Kronos Manager/Timekeeper Resources website for the Quick Guide on Employees with Multiple Jobs [https://www.temple.edu/hr/departments/payroll/Kronos_Quick_Guides.html](https://www.temple.edu/hr/departments/payroll/Kronos_Quick_Guides.html). The Find My Student Tool in Kronos will identify which job is the primary job.

  • If the student has no hours from any job, the timekeeper for the primary job should record hours up to the allowable non-worked hours for the pay period by week.
  • If the student has no federal work study hours for the primary job, but federal work study for an overload job, then the student would only be paid for the hours from the other job(s).

• How many hours can Federal Work-study Students work for Spring 2020?

Students work hours cannot exceed 20 hrs/week for Fall/Spring. Timekeepers should be checking the Workstudy Channel to ensure there is funding to cover any hours inputted. For Summer FWS students can work up to 40 hr/week if they have the funding to cover the hours.

• Can unused funding roll over from one semester to another?

No. Students must use funding during the semester awarded. Students currently working remotely can email us at wkstudy@temple.edu to be reviewed for an increase.

• Can a student use Federal Work-study while receiving academic credit for an internship?
A student worker may earn academic credit as well as compensation for Federal Work-Study jobs. Such jobs include but are not limited to internships, practica, or assistantships. However, a student in a Federal Work-Study job and receiving academic credit for that job may not be:

- Paid less than he or she would be if no academic credit were given
- Paid for receiving instruction in a classroom, laboratory, or other academic setting; and
- Paid unless the employer would normally pay for a person for the same job

Can students receive Federal work-study for Summer 2020?

To date, we do not know of any changes to Summer Work-Study awards or eligibility. Students should check back regularly for updates. The following are the ordinary procedures for summer awards.

- Students interested in receiving Federal Work-study for the Summer Session should contact our office by the end of April. We do not auto-post Summer work-study funding.
- Must have a valid FAFSA on file for 2019-2020 and 2020-2021
- Must qualify for Title IV Aid.
- Demonstrate unmet financial need - this is determined by the FAFSA Application on file.
- Must be enrolled for Summer Session or pre-registered for the upcoming Fall 2020 term.
- Please review sfs.temple.edu for more detailed information regarding Summer Federal work-study.

Kronos Timekeeping Considerations for FWS during COVID-19

How can I tell if my FWS student has more than (1) FWS position?

- Kronos Timekeepers can utilize the Find My Student option in Tools to see if a student holds more than one position.
- If a position has the account number 6700, 6703, 6705, 6707 or 6708 it is a Federal Work-study Position and will be verified for available FWS funding when the payroll work-study program runs.
- HR has quick guides & videos to assist timekeepers in utilizing this tool. [https://www.temple.edu/hr/departments/payroll/Kronos_Quick_Guides.html](https://www.temple.edu/hr/departments/payroll/Kronos_Quick_Guides.html)

What is the guidance for entering time in Kronos for students who cannot work their FWS positions due to COVID-19?

The simplest way to input hours for bi-weekly payroll is to enter the total scheduled hours per week on the Friday of each week for bi-weekly payroll for your FWS student.

- Enter the Kronos pay code **WSF** for students hired under the 6700 FWS Account
  - or **WSS** for FWS students hired under the 6708 -On Campus PHEAA Code.
- Timekeepers view the appropriate code in Kronos. By hovering over their FWS student’s name in Kronos.

Ex. WSF- 7.5 hrs- Please input a General Comment “FWS COVID-19”. The comment is important because you are inputting a manual entry into Kronos and it is needed for audit purposes.
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