Dear Federal Work-Study Supervisor,

The U.S. Department of Education has provided guidance concerning the impact of COVID-19 and federal work-study (FWS) funded employment. Temple University has decided to use online and alternative learning methods as of March 16, 2020 and has asked all students to move off campus for the remainder of spring 2020 semester. That being said, we offer the following guidance:

- students that hold on or off campus FWS funded positions have the option to work remotely under the supervision of their department and continue to be paid their hourly wage (up to the FWS spring grant allotment)

- students that hold on or off campus FWS funded positions that are not able to work remotely remain eligible to be paid their normal hourly wage (up to the FWS spring grant allotment) based on their regular spring 2020 schedule

- hourly student workers – who are no longer working are not eligible for any additional payments (per Provost Office guidance)

- hourly student workers who are working remotely are still eligible for payment

FWS funded students that are able to work remotely, are still required to utilize either KRONOS or a timesheet to record daily hours. If those students do not have access to Kronos, supervisors can request a temporary web license by contacting, kronos@temple.edu. Supervisors must continue to review the hours submitted via Kronos and approval each individual timesheet for bi-weekly sign-off. We also recommend drafting up an agreement so that both you and the FWS student are in agreement of the terms of the arrangement.

FWS funded students that are unable to work remotely, will need their supervisor to submit to the Office of Student Financial Services (wkstudy@temple.edu) a work schedule (see attached) that includes their current daily hours listed. We are not permitted to go above the student’s current spring FWS allocation or above their normal spring 2020 schedule. We ask that you regularly check your student’s FWS allocation (TUportal – Banner tab) to ensure your department isn’t charged 100% of the bi-weekly wages.

Please be in touch with your FWS funded students to reinforce that they will continue to receive payment for their originally scheduled spring 2020 hours.

We are including a FAQ sheet to answer questions. You can also submit questions to us at wkstudy@temple.edu.

We appreciate everyone assistance and please let us know if you have questions.

Sincerely,

Emilie Van Trieste and Sandra Mejia