

April 1, 2020

Dear College of Law supervisors,

I hope this note finds you and yours well. Many of you have asked me about our student employees and in particular whether remote operations will affect their ability to continue to work and receive compensation.

I am including the email below from Camille Donabella to SU supervisors and managers. Some of you may have already received it, but I want to call your attention to a couple of points.

- If your student employee is able to work remotely, he/she should continue to do so and submit hours as normal.
- If your student employee has a Federal Work-Study (FWS) award and is not able to work remotely, you should enter his/her normal schedule into MySlice with the code “excused absence with pay”.
- If your student employee does not have FWS and is not able to work remotely, then from March 23 to April 5 you should enter his/her normal schedule using the code “excused absence with pay”. A student who is experiencing a financial hardship, and for whom remote work is not possible (because of the student’s circumstances or yours), can appeal for additional aid, using the link below.
- **If you have a student employee who is in need of work that can be done remotely, or if you would like to assign work to a student, please touch base with [Shelby Bergen](#) as she is helping to match up needs and available people.**

It is important to correctly code all hours, because anything that is “excused absence with pay” may be eligible for a future emergency financial relief package. I appreciate your attention to this special guidance.

If you have any questions, please let me know or email the [Law Budget](#) office.

Thank you, and be well,

Heidi Hart-Gorman
Assistant Dean for Finance and Administration
College of Law

Dear Supervisors/Managers:

I hope this communication finds you well. As a follow-up to my communication a few weeks ago, I would like to update you on our student employment guidelines now that students have transitioned to online learning for the remainder of the semester.

In Student Employment Services, our goal is to provide students with meaningful skill-building opportunities that also meet their need for additional income. In keeping with this goal to support our students, while also understanding that not all students will have positions that allow for remote work, we have set the following guidelines for student employment through the end of semester (May 6). We ask that you follow these guidelines moving forward:

- For student employees that can continue to work remotely, please make every effort possible to continue to schedule them.
- Students with a 2019-20 Federal Work-Study (FWS) award and an active job will be paid based on normally scheduled hours, up to their full award, whether they can continue to work or not, effective March 23-May 6.
- Students holding a non-FWS position will be paid two weeks of wages to support them during this time, effective March 23–April 5.

Using these guidelines, below is important information related to payroll processes.

For FWS student employees with an active job in your unit who are currently working remotely:

- Use normal time entry process with regular earnings pay code for remote hours.
- If they are working remotely for fewer hours than normally scheduled, please use time entry code “excused absence with pay” for the balance of their work schedule. For example, if a student’s regular schedule is 10 hours per week and they are actively working five hours remotely, five hours will be coded as “excused absence with pay.”

For FWS student employees with an active job in your unit who are not working remotely due to the nature of their work:

- Enter their normal weekly schedule of hours by using time entry code “excused absence with pay.”
- If the student’s work schedule fluctuates, please calculate an estimate of their hours they would have earned, had they been actively working, and code them as “excused absence with pay.”

For non-FWS student employees with an active job in your unit who are working remotely:

- Please confirm the student’s weekly schedule for the remainder of the semester (March 23–May 6). We ask that you maintain, at a minimum, their normal weekly hours.
- Use normal time entry process using regular earnings pay code for remote hours.

For non-FWS student employees with an active job in your unit who are not working remotely:

- For the period of March 23 to April 5, enter their normal weekly schedule of hours by using time entry code “excused absence with pay.”
- If the student’s work schedule fluctuates, please calculate an estimate of their hours they would have earned had they been actively working, and code them as “excused absence with pay.”
- If your non-FWS student is experiencing a financial hardship due to loss in earnings beyond April 5, they may [file an appeal](#) with Student Employment Services and Financial Aid for consideration of additional aid.

We appreciate your ongoing support of our student employees. If you have any questions, please do not hesitate to reach out to me at cuseworks@syr.edu or 315.443.2268.

Yours truly,

Camille Donabella

Director, Student Employment Operations and Strategy
Division of Enrollment and the Student Experience