

Greetings work study students,

The Office of Financial Aid and the campus community has received several inquiries about the impact on our work study students as we implement safeguards resulting from COVID-19 concerns.

Work study students are still allowed to work on campus, as the campus remains open. Students that are not comfortable reporting to work should work directly with their work study supervisor to determine if any work can be done remotely. If the supervisor does not have remote work for the student, or if the remote work is not enough to fill in the student's regular schedule, wages can still be paid to the student up to their scheduled amount of work.

Hours and wages to be paid will be determined as follows:

1. The student should contact and with work with their supervisor directly to determine what, if any, work can be done remotely to assist.
2. Work study students will enter their hours in Kronos remotely, in accordance with the weekly schedule approved by the supervisor.
3. Hours entered in Kronos must be approved by the supervisor by the payroll deadline.

Hours and wages will continue to be determined as outlined above until the decision to move students back to campus has been made.

Note: Any student that had not already begun a work study job prior to interruptions due to COVID-19 will not be subject to the provisions listed above.

Please be reminded of the following safeguard recommendations:

- If you are sick, or have mild symptoms of fever or cough, stay home
 - Seek medical attention if you are seriously ill.
- Wash your hands regularly with soap and water for at least 20 seconds
 - Hand sanitizer is less effective than washing. Make sure it contains at least 60% alcohol.
- Cover your mouth when you sneeze or cough using a tissue and dispose of it properly.
- Avoid unnecessarily touching your face, eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people whether they appear sick or not.
- Clean and disinfect frequently touched objects and surfaces.
- Avoid shaking hands.

The safety of our students, faculty and staff are always our number one concern and priority. Please reach out to your supervisor, the Office of Financial Aid, or me directly if you have further questions or concerns that are not addressed here.

Respectfully,

Sybil Smith

Sybil Smith
Director of Financial Aid