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 22nd, 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 27th. If after checking these items, it is determined that they have not received a payment, please let Delicia Lucky (dlucky@emory.edu) or Whitney Tucker-Jenkins (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.