CORONAVIRUS UPDATE: Compensating Work-Study Students

Tuskegee University Office of Marketing and Communications <marketing@tuskegee.edu>
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To: Tuskegee University Office of Marketing and Communications <marketing@tuskegee.edu>

Dear Colleagues:

The U.S. Department of Education’s Federal Student Aid (FSA) Office issued recent guidance, including provisions in the federal law, that allows flexibility for institutions to continue federal work-study payments to disaster-affected students, i.e., COVID-19 or “coronavirus” has been deemed a disaster.

More specifically, currently enrolled Tuskegee students with existing work-study contracts can receive work-study payments as long as the university remains operational and continues to pay its other employees (including faculty and staff); and the work-study student remains enrolled through the time period for which he or she is paid. The university will honor the same policy for college work-study students.

Therefore, all work-study students must be compensated for hours they were unable to work due to the institution’s closure and transition to online instruction — retroactive to March 16, 2020, the official return date from spring break.

Paying College Work-Study Students

The university will abide by the rules established for federal work-study students. Students with college work-study contacts will receive pay based on their previously scheduled work hours per week at their agreed upon hourly rate, for the remainder of the semester.

No timesheets will be due to the Office of Student Financial Services for the remainder of this semester — however, an official list of active work-study students from each supervisor, along with their student ID numbers (no SSNs, please), the total number of hours worked (March 2 - March 8) and their scheduled working hours per week is required.

Deadline

To ensure adequate time for payment processing, email Ms. Hollie Haynes in the Office of Student Financial Services at hhaynes@tuskegee.edu with the information requested above by noon on Monday, April 6. If you have any questions or concerns, please contact Ms. Haynes at (334) 727-8088 or hhaynes@tuskegee.edu.

Sincerely,

Joseph Montgomery
Vice President for Enrollment Management and Student Success

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