



March 13, 2020

To: Student Employees (Jobship and Work-study) and their Supervisors

The University continues to closely monitor the ongoing Novel Coronavirus 2019 (COVID-19) outbreak. The health and well-being of our community remains our number one priority.

As indicated in a memo to campus earlier today, the University is allowing students to begin their spring break a week early (March 16-20) while faculty and staff prepare to transition to distance education after spring break. For our student employees, this means that campus is open and student employees may be needed to work during the week of March 16 – 20 and the two weeks after spring break (March 30 – April 10). Additionally, certain students may be needed to work during spring break.

In response to the outbreak, the University is temporarily enacting the following procedures related to Jobship and Work-study:

- Student employees should be in contact with their supervisor to discuss whether they are needed and/or able to work their scheduled hours.
- If students and supervisors determine together that a student employee will be unable to work all of their scheduled hours the week of March 16-20 or the two weeks following spring break (March 30 – April 10), we will provide Administrative Pay for the hours that were scheduled to be worked.
- Student employees will enter hours worked as well as hours scheduled to work into Employee Self-service, but should confirm with their supervisor the hours that were actually worked and note in the comments section of their time sheet the hours that were not worked.
- Supervisors should complete the Student Administrative Pay Form (*will be made available soon*) for each student who is being paid for scheduled work hours that are not worked for each pay period for which hours are submitted in Employee Self-service. They should approve the time sheet as usual in Employee Self-service and then send a copy of the Student Administrative Pay Form to payroll@montevallo.edu.

If you have any questions about these procedures, please contact your supervisor, division head, Payroll Office or Human Resources via email.

Thank you for your cooperation and support in keeping our community safe.