

Guidance regarding pay status for part-time staff from 3/15/2020 to 4/30/2020

Implement a uniform and equitable protocol to determine pay status for part-time employees from 3/15/2020 to 4/30/2020 that is consistent with President Barron's pronouncement that all employees will be paid until April 30, 2020

- Timeframe: 3/15/2020 to 4/30/2020
- Eligible categories:
 - Part-time (non-student, student, and academic) employees that are currently working remotely or on campus
 - Part-time (non-student, student, and academic) employees that are unable to work remotely or for whom no work is available.
 - Part-time employees designated as Federal Work Study

Protocol:

For the purposes of this recommendation there are three categories of part-time employees to consider.

Part-time employees that are currently working remotely or on campus:

- Compensate the employee at their regular rate of pay from 3/15/2020 to 4/30/2020 or through the planned end date of their employment, whichever comes first.
- Hours worked should be recorded in Workday in accordance with standard procedures.

Part-time employees that are unable to work remotely or for whom no work is available.

- Compensate the employee for each pay period from 3/15/2020 to 4/30/2020 or through the planned end date of their employment, whichever comes first.
- Hours recorded in Workday, for every pay period from 3/15/2020 to 4/30/2020, should mirror hours entered by the employee during the pay period 2/16/2020 -2/29/2020.
 - In the event a position ends before or during the 3/15/2020 -4/30/2020 window, no hours should be entered into Workday after the planned end date of the position.
 - If an employee was hired after 2/16/2020: Hours recorded in Workday, for every pay period from 3/15/2020 to 4/30/2020, should mirror hours entered by the employee during the pay period 3/1/2020-3/14/2020.
- Hours should be recorded in Workday in accordance with the timekeeping proposal.
- Only regular hours should be recorded, no overtime hours.

Part-time employees designated as Federal Work Study

- **FWS students who are working on campus or remotely**
 - FWS students may continue to work if they are engaged in a position allowing them to do so. FWS students must coordinate their responsibilities and hours with their supervisor.
 - FWS students should submit their time per the Remote Submission of FWS Times Guidance. As PSU is “in-session” at this time, FWS guidelines stipulate that students may work a max of 8 hrs/day or 20 hrs/week.
- **FWS students who are currently unable to work because of the COVID-19 interruption**
 - FWS students may continue to earn FWS during the remote period according to their previously established employment schedule even if they are currently unable to work because of the COVID-19 interruption.
 - Days/hours entered on timesheets during the remote learning period should reflect those entered for the B18 pay-period (2/16-2/29/2020). Earnings may continue for all FWS students through the B23 pay-period (4/26-5/9) and should reflect the same days/hours used in the B18 pay-period. Times should be entered and submitted as they would have had they been present for work. Supervisors should approve time sheets and Workday submissions as normal.

Additional considerations:

- **Individuals that have already submitted a UC claim:** If an employee has submitted an PA unemployment claim and subsequently receives pay from Penn State for the same period of time, it will be the responsibility of the employee to notify the PA DOL and update their claim information.