

Guidance regarding pay and paid time off administration for Part-Time Staff from 3/15/2020 through 4/30/2020

Part-time staff status	How they will be paid	Time entry in Workday	Other considerations	
Currently working remotely or on campus	Compensated 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 should be recorded in Workday in accordance with standard procedures.		
Currently unable to work remote 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. Hours should be recorded in Workday in accordance with the timekeeping guide. Only regular hours should be recorded, no overtime hours.	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.
Federal Work Study 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.		
Federal Work Study students who are currently unable to work because of 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.		

***Unemployment:** 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.

Note regarding action to be taken by the WMO for Part-Time Employees:

For the B-20 payroll period only (3/15-3/28/2020), WMO will be loading part-time employee time into Workday based on the hours that were calculated for the snapshot period. The time entered by the WMO will be reduced by any time that was actually worked and entered by the employee. This load will not occur until time entry in Workday is locked on Friday at noon.